



Interactive Presentation Manager

Version 6.1 Tutorial

For Windows

January 2002

Interactive Products Division
Numonics Corporation



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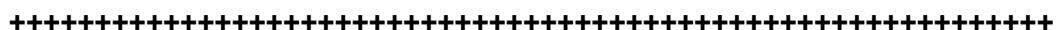
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I. IPM 6.1 TUTORIAL

Introduction and definitions:

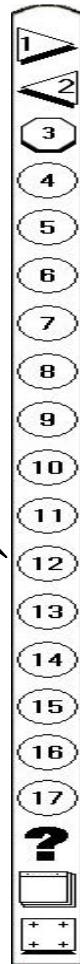
Welcome to a whole new world of products to help engage your viewers and bring information to life. Before we get started with the tutorial and using the product, a brief overview of some of the vocabulary may be helpful.

- A. **Interactive Presentation Manager (IPM):** The digital, electronic board that connects to a PC and LCD projector allowing you to control software, capture/re-use information for many purposes, and print/save/email screens/files as needed.
- B. **The Pen:** The pen is used like a mouse for this product. This pen has 2 parts – the pen tip and the red side button. Depressing the pen tip will give you a left mouse click, allow you to write on the board or select a Softkey. Depressing the pen tip twice quickly equals a double left mouse click. The red button on the side of the pen equals a right mouse click. Depress only the pen tip or the red side button, NOT both at the same time.
- C. **Calibrate:** The pen needs to line up with the on-screen cursor in order to use the board effectively. To calibrate the board, you will follow the very easy steps later in this tutorial. You need to calibrate the board whenever your mouse cursor is not in-line with the pen tip (a four-step process taking less than 10 seconds).
- D. **Virtual WhiteBoard (VWB):** The VWB operates like a traditional whiteboard but uses “electronic” ink in place of traditional ink. The advantages of VWB over a traditional whiteboard are the ability to print, save and email notes; use some of the Softkeys to aid in your presentation; and copy and paste notes for re-use in other electronic documents. The VWB does not run out of ink and there is no dry erase marker smell. If necessary, the IPM surface can still function as a standard whiteboard surface by using non-permanent dry erase markers. The surface may need to be cleaned periodically with traditional whiteboard liquid cleaner.
- E. **Softkeys:** The Softkeys are the strips of 20 icon located along the right and left side of the board and have symbols or numbers for Softkeys 1-17; Online Help (Softkey 18); Virtual WhiteBoard (Softkey 19); and Calibration (Softkey 20). The top 17 Softkeys can be defined to fit your needs by using the **Softkey Editor**. You will first become comfortable with the Default Softkeys and later learn how to edit and save your own set of Softkeys so that multiple users of the board can create their own set without interfering with anyone else’s use of the board. You may also make an unlimited number of Softkey definitions and save them for future use.
- F. **Presentation Tools:** Presentation Tools is a separate software that gets used through the Softkeys allowing a user to personalize presentations and make them fun and exciting. For example, using Presentation Tools you can change pen color, size, or width; zoom; slowly reveal material; take a snapshot of annotations on top of an application; activate the sound of applause for a correct answer and many more.
- G. **SlideShow:** Create a slide show from saved Snapshot images that you have taken from Virtual WhiteBoard pages and from other saved bitmap (.bmp) files. You can then present your information in any order you desire.
- H. **Virtual Keyboard:** Access a keyboard that will appear on the IPM screen and allow you to key in information just using the pen.



Now we are ready to begin using the product. Throughout this tutorial we will be reviewing step-by-step the product's default options and later discussing how to select your own options. Please keep in mind the help function located on your Softkeys <?>. This can be a tremendous resource as you use the product.

The Softkeys are labeled 1-17, Online Help, launch Virtual WhiteBoard, and Calibrate. The Softkey strips are located on both sides of the whiteboard for easy access.

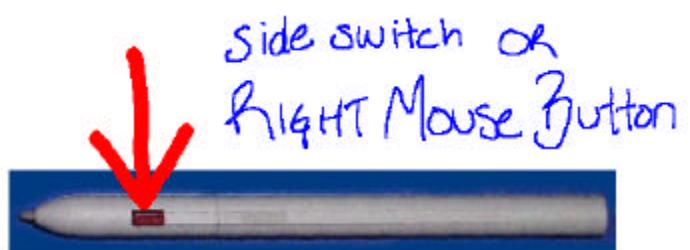
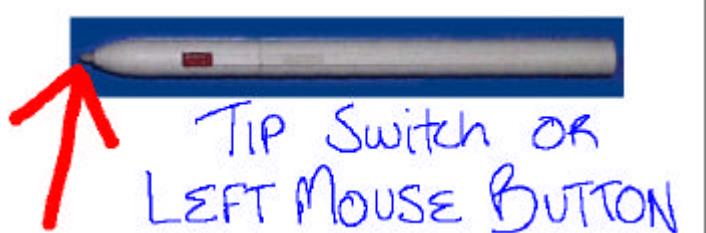


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II. THE PEN

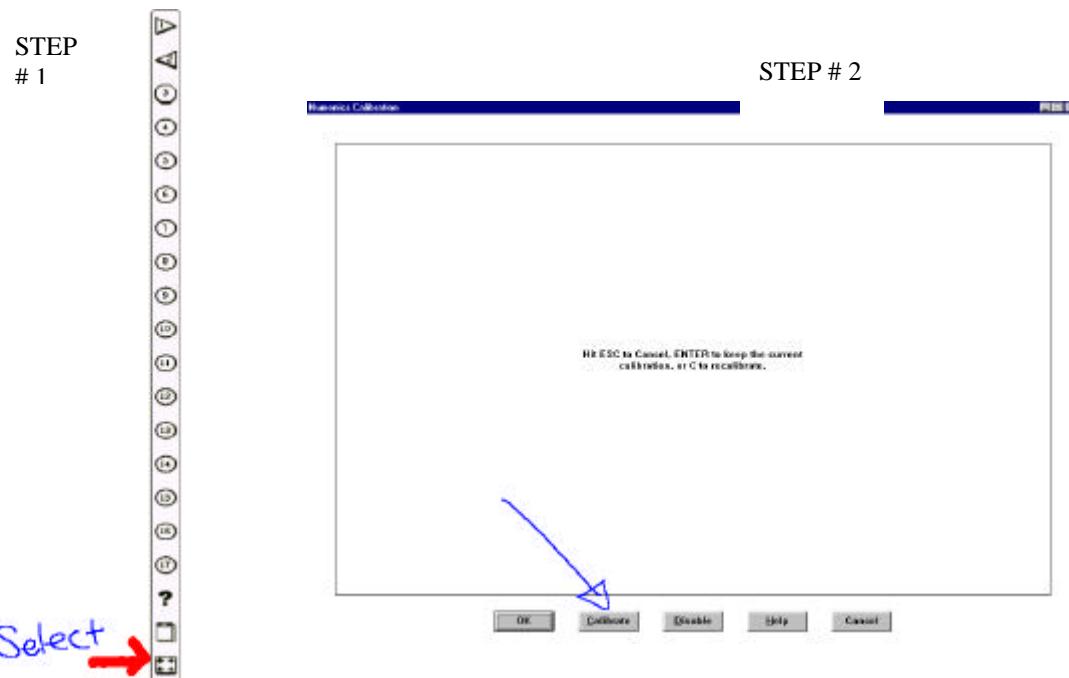
1. **How to calibrate the pen:** Remember that the pen functions as a **mouse** and must be aligned with the mouse pointer. If not, your writing will not appear on the VWB or Windows screen where you want it to go.

For most basic functions when using this product you will be using a left click, which means to simply depress the pen tip on the board. A right click means to press the red button as you hold the pen close to the board. If you are comfortable with computers and know shortcuts that require the right click of a mouse, use the red button of the pen.



Please note: If your pen has remained idle for an extended period of time it goes into “sleep mode” to save the pen charge. To use the pen again, simply tap the screen with the pen tip.

- Here are step-by-step instructions and illustrations on how to calibrate the pen. This should always be the first thing you do when using this product.



- Now it is your turn! Select the <Calibrate> Softkey with a left mouse click (step 1). Next, left click <Calibrate> on the screen (step 2) and follow the onscreen instructions. In 4 clicks you will have pinpoint precision at a resolution of 1,000 lines per inch!

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III. THE VIRTUAL WHITEBOARD

a. Launching and using VWB:

Now that your pen is calibrated you are ready to launch the VWB. The Virtual WhiteBoard Softkey cannot be re-defined and is located directly above the Calibrate Softkey (bottom Softkey). It is a icon picture of a notepad.

Select

When you launch the VWB, this is what you will see:

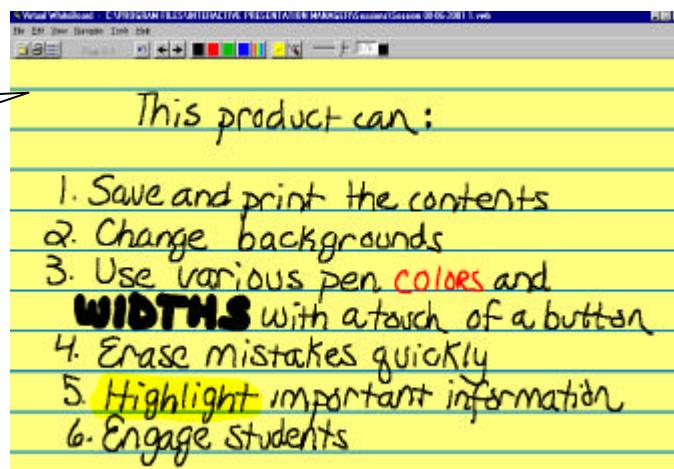


This is the VWB

1. You can write information and erase similar to a regular chalkboard.
2. However, this electronic whiteboard has so many amazing features a regular chalkboard does not.

This is the default "white" screen.

This is one of the backgrounds for notes you can select

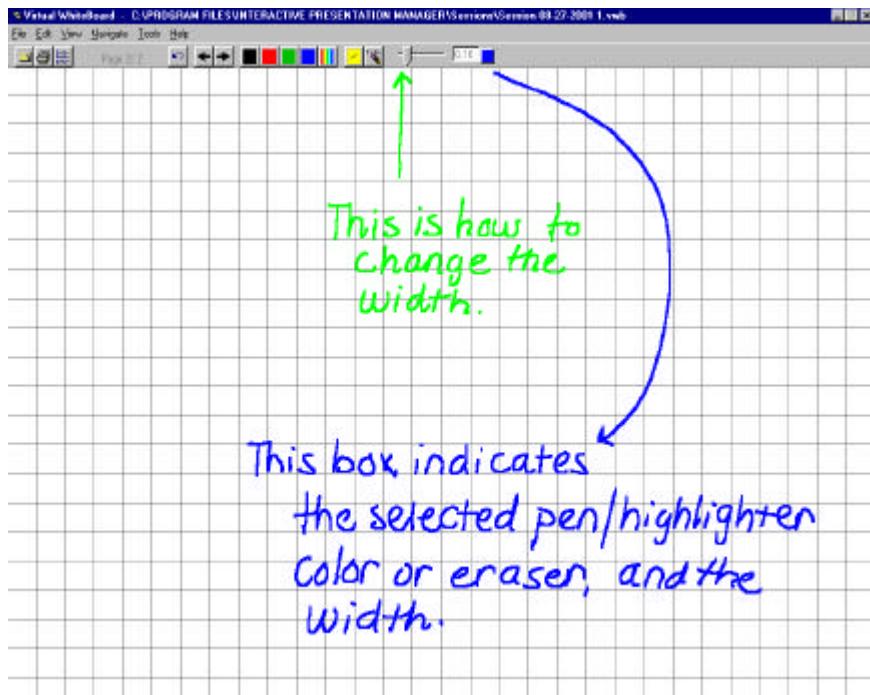


- The top of the screen represents the options of the VWB. Think about lessons where the use of color really helps students to see differences or connections more clearly. And remember, you can save the notes and reuse them for each class. Or, you can print them for a student who was absent or for a special needs student who has trouble taking notes.

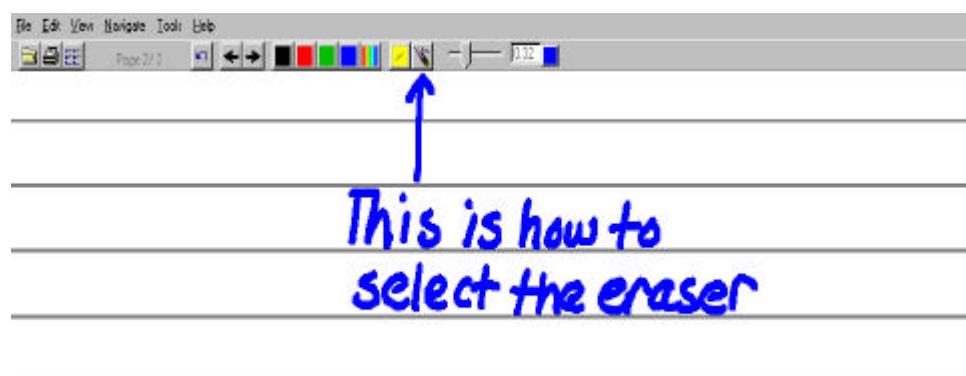


This is how you select a pen color



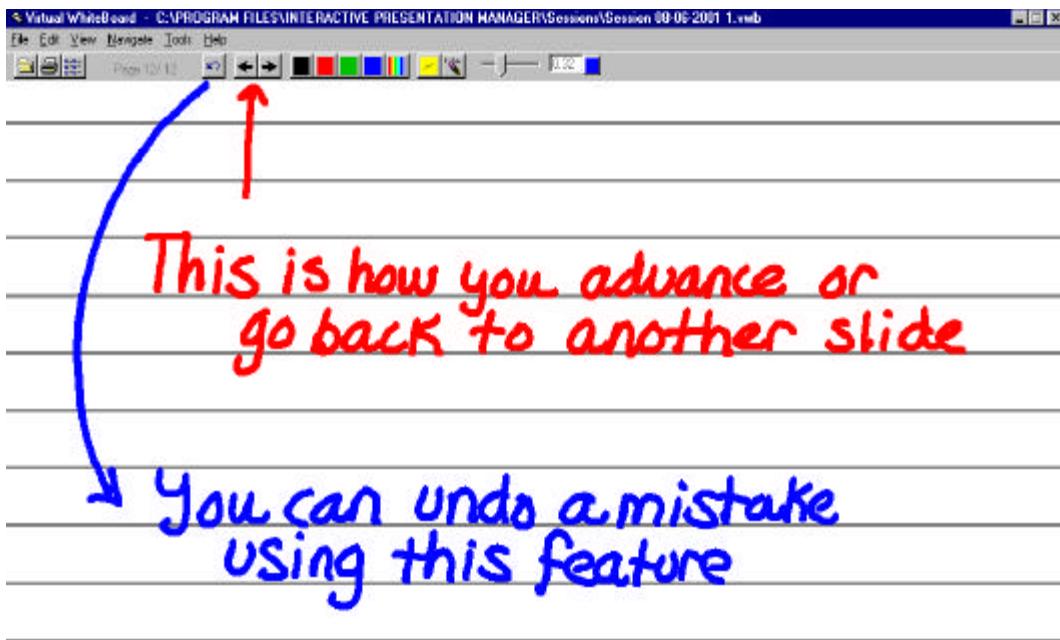


This box indicates the selected pen/highlighter color or eraser, and the width.



To familiarize yourself with the VWB:

- Left click on the pen color of choice.
- Next, select a width by again left clicking on the sliding scroll bar and moving the scroll bar to your desired width.
- Practice writing on the board and change pen colors by left clicking on another color.
- Remember to press firmly while writing. The pen tip must be depressed at all times for the virtual ink to appear.
- To erase, select the eraser by left clicking on the eraser icon, correct the mistake, and then select a pen color again by left clicking on a pen color.
- To highlight some important information select the highlighter pen with a left click and go over the words you wish to highlight. When you are finished, select a pen color again with a left click.
- Take about ten minutes to get familiar with this. When you run out of room on your page, advance to a new page.



To advance/go backwards: left click the <appropriate arrow>.

To undo the last stroke: left click the <undo button>. Each time you left click on the undo icon, the last stroke you made on that page will be removed.

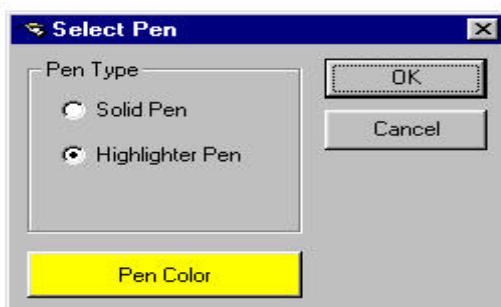
b. Selecting New Pen/Highlighter Colors:

You are not confined to the default pen colors of black, red, green and blue. To select your own pen color you will use these steps. After you read the directions, try it for yourself.

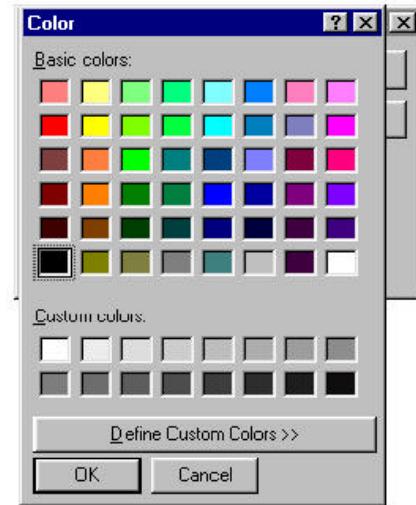
1. The fastest way to select your own pen color is to left click the <**multicolored shortcut key**>



2. Next decide if you want to pick a new pen color or a new highlighter color by left clicking in the appropriate option. <**Highlighter**> has been selected here. Then, left click <**Pen Color**>.



3. Select the color of your choice and select <OK>



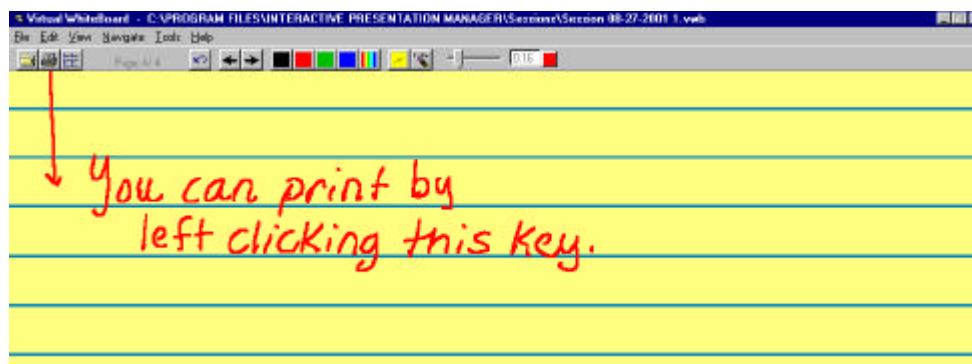
4. You will be returned to this screen, left click <OK>.



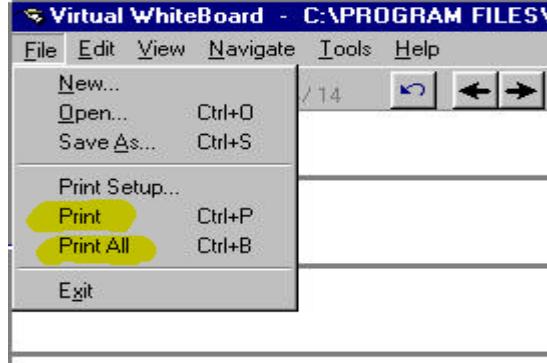
5. Once returned to the VWB screen, the new highlighter/pen color is active. You can see this by looking at the size/color indicator icon.

c. Printing Your Notes:

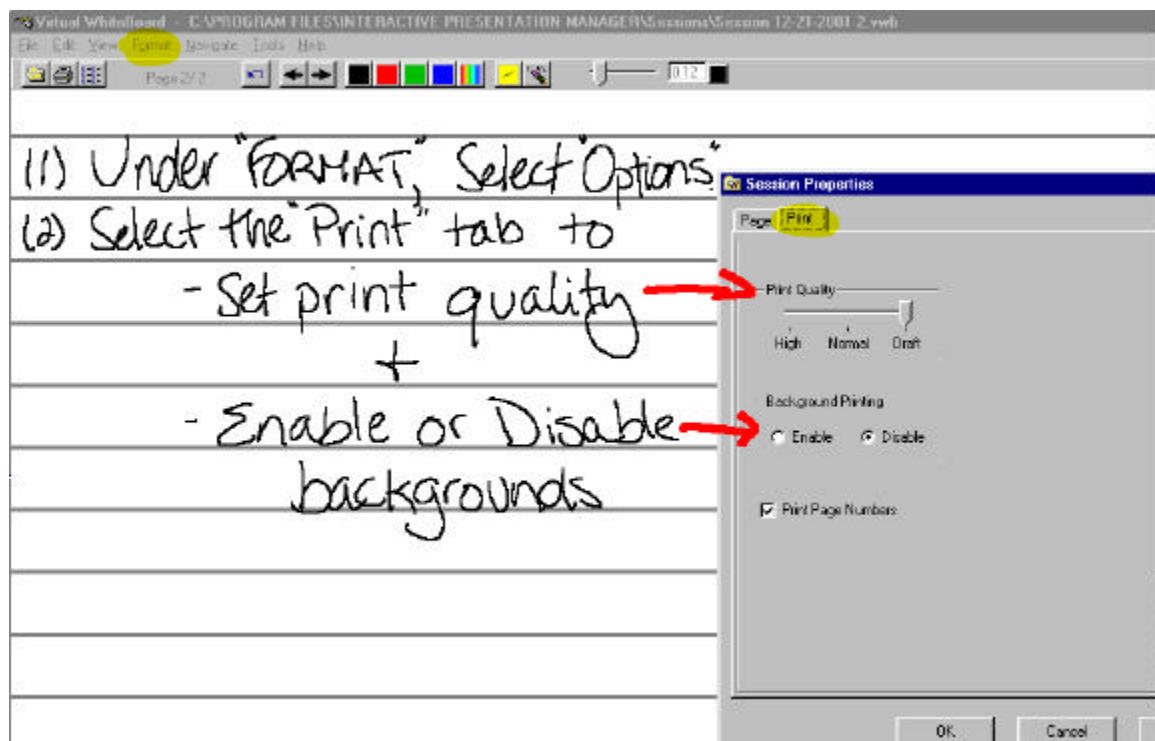
1. You can print notes by using the shortcut key located on the menu bar. It is a picture of a printer.



2. Or you can select <File> then <Print> for the current page or <Print All> for the entire session.



3. Because you have a selection of colored backgrounds (discussed on pages 13-14), you may wish to disable background printing on occasion when printing. This will save on toner cartridges.



d. Viewing your entire session and exporting notes:

You can navigate through the pages of your VWB session using the advance and go back buttons. When you have many pages and need to choose a page to print, view or export, a more efficient way to select the page is to use the Thumbnail Viewer instead of having to look at all the pages individually. The Thumbnail Viewer will show all the pages in the session so that you may select the desired page.

To select the Thumbnail Viewer:

- Under <View> select <Thumbnail Viewer> or use the shortcut option on the tool bar located to the right of the printer.

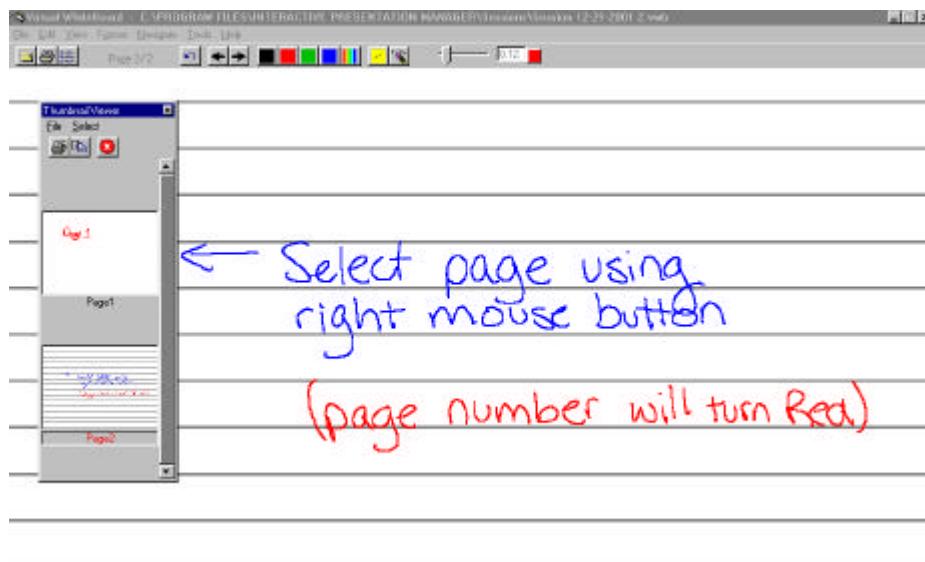


To jump to a page using the Thumbnail Viewer:

- **Left click** on the desired page to jump to this page and write on it. (Be sure to left click on the minimized page and not the words)

To select a page for printing, copying, or exporting notes:

- **Right click** (hold the pen close to the board and depress the red side button) over the minimized page area to select the page. The page number will highlight red.

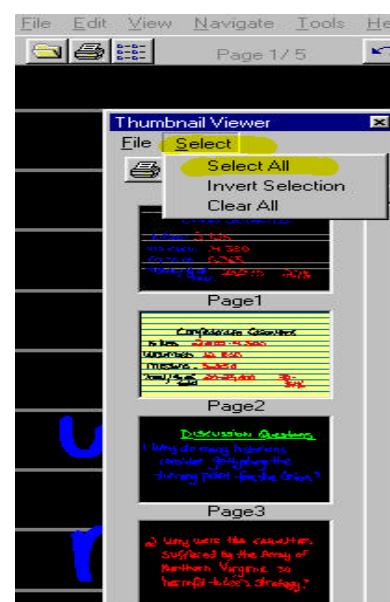


WHY EXPORT NOTES:

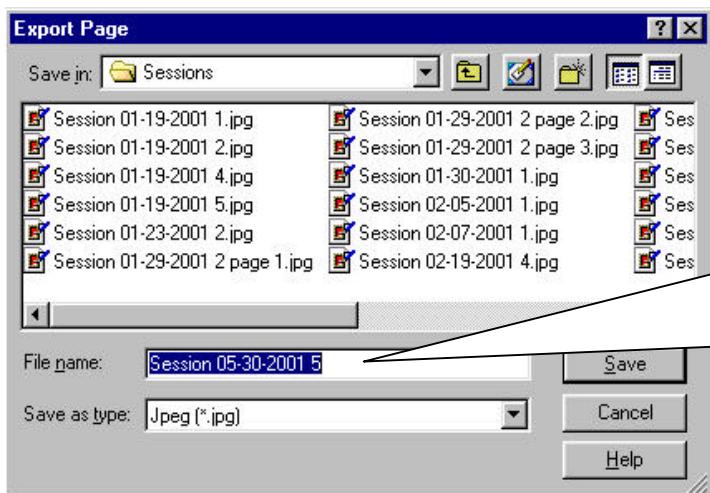
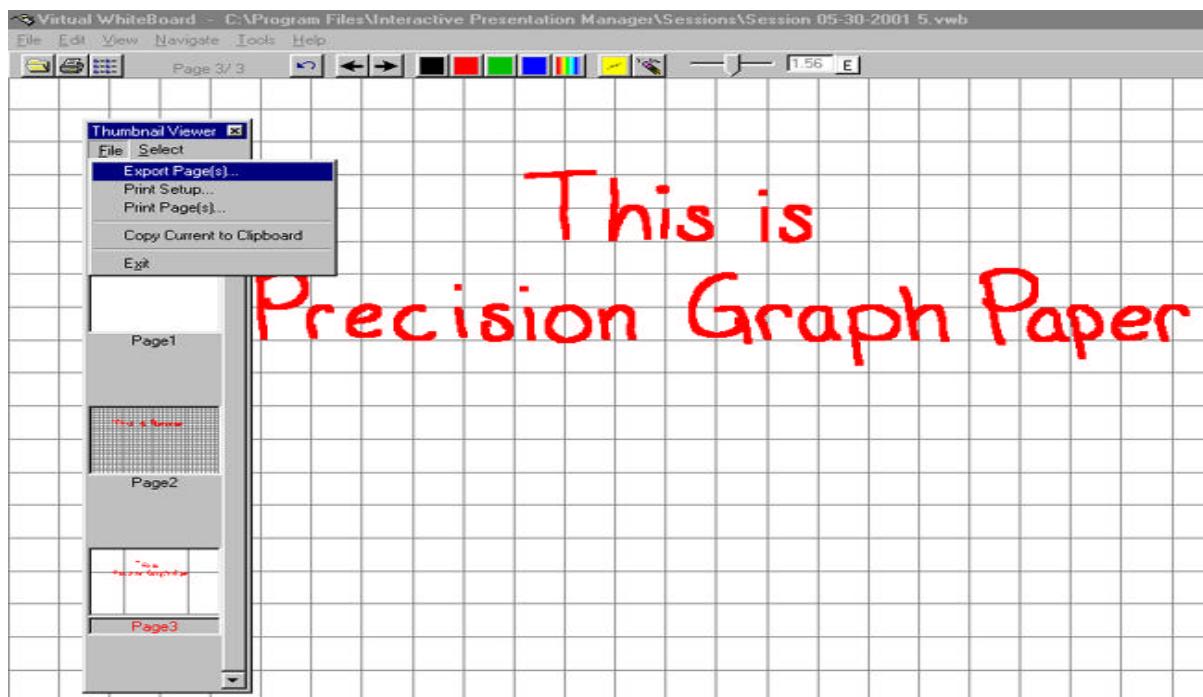
If you want to e-mail notes to an absent student or a colleague, you can accomplish this with <Export Pages>. The notes can be saved in 9 different file formats such as JPEG, BITMAP and TIFF. Saving the notes in a different file format allows the receiver to open the VWB notes even if they do not have the VWB software on their computer. For example, by saving as a JPEG you are saving a picture of your notes page. You should give the session a name such as Civil War notes and then attach as a file when you e-mail.

To select a file for Export:

- Open the Thumbnail Viewer
- Select the page by right clicking as shown above or left click on <Select All>



- Under <File> in the Thumbnail Viewer, select <Export Page>



This is where you title the session so it is easier to locate later. Your file is stored in the **Sessions** folder that you can open when you are in VWB by selecting <Open>. Also, when you e-mail notes, this is where you find the document to attach.

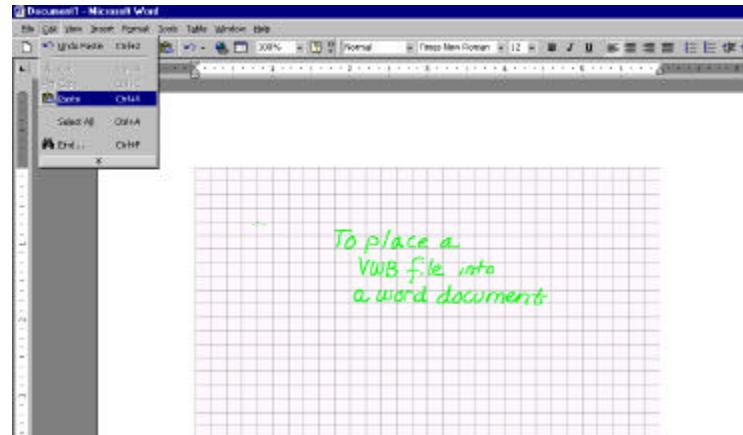
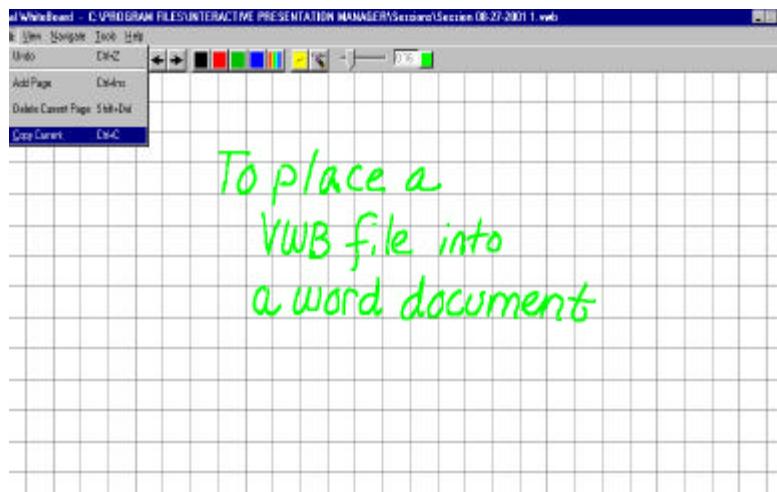
e. Cutting/Pasting into a WORD document

Another option: Putting your VWB pages into a Word document.

If you want VWB pages in a Word document to create a test or quiz around your class notes or to just add text around your VWB pages to hand out to students or a colleague, these are the steps to follow:

1. While in VWB select <Edit>
2. Choose <Copy Current>. Your notes are now saved to the clipboard. Please note that only that displayed page of the session has been copied.
3. Open a new document in Microsoft Word

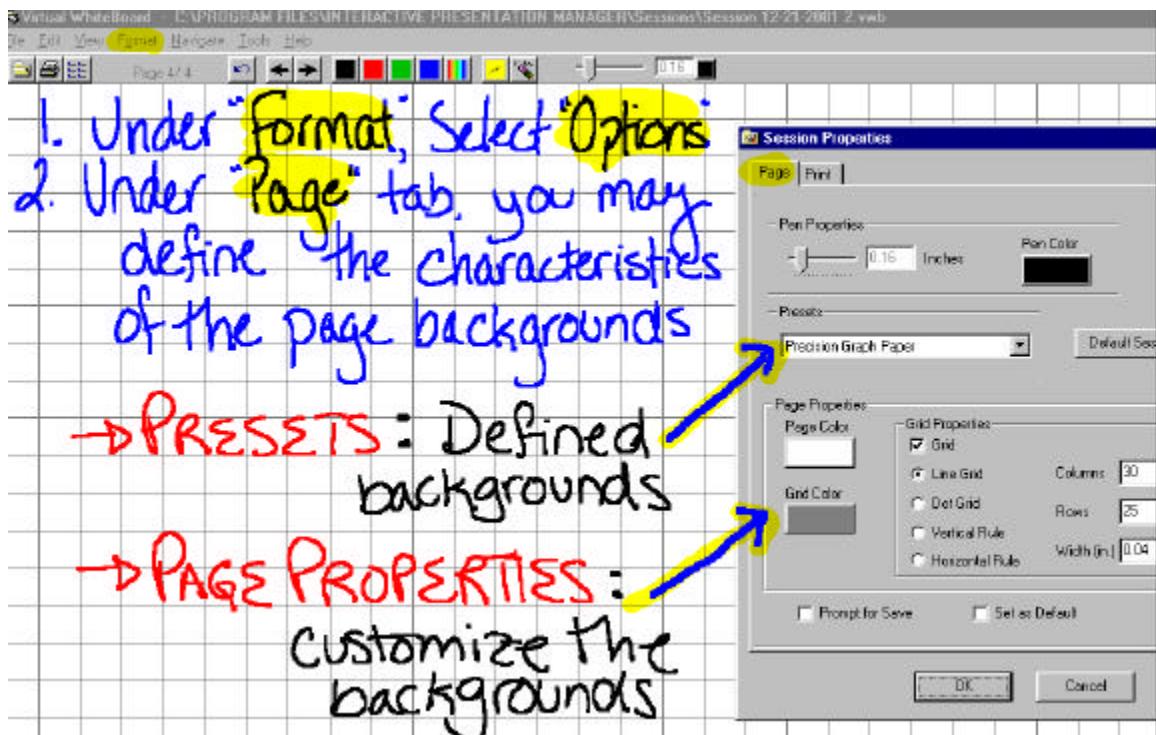
- Select <Edit> from the menu bar and choose <Paste>



These same copy and paste techniques can be used while in the Thumbnail Viewer if this is more efficient for you.

f. Changing the background:

- Click on <Format> from the tool bar, then <Options>.
- Under the <Page> tab, left click the down arrow under <Presets>
- Left click on the background of your choosing (on this screen precision graph paper has been selected).
- Select <OK>



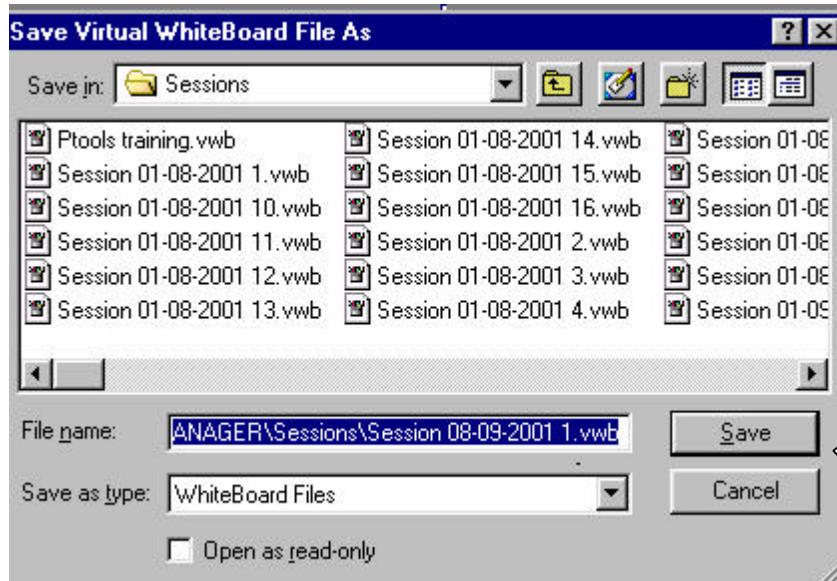
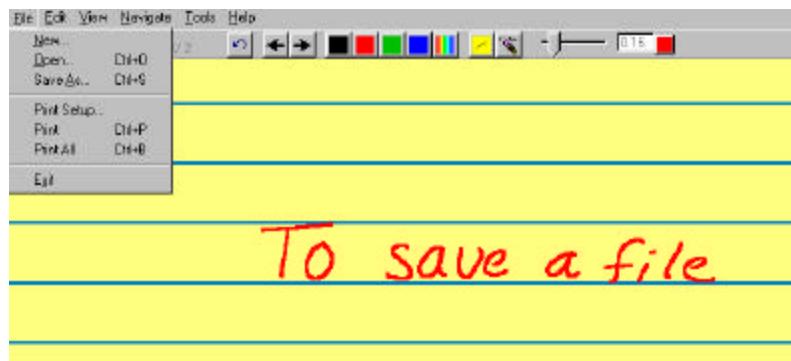
5. When you are returned to the VWB screen, it won't look any different. To see the background you just choose, click the forward arrow icon on the VWB toolbar.

- Take a few minutes and select each of the backgrounds and experiment with how the pens look on each background. This will help you to discover all of the available options. Remember to advance the screen each time you change backgrounds to see the new background.

g. To Save a File:

All sessions are automatically saved as a “date-stamped file” in the **Sessions** folder on your computer’s hard drive. However, saving your work as a specific name will be helpful in using the notes for another class or later in the year. To save your work under a new name, follow these steps:

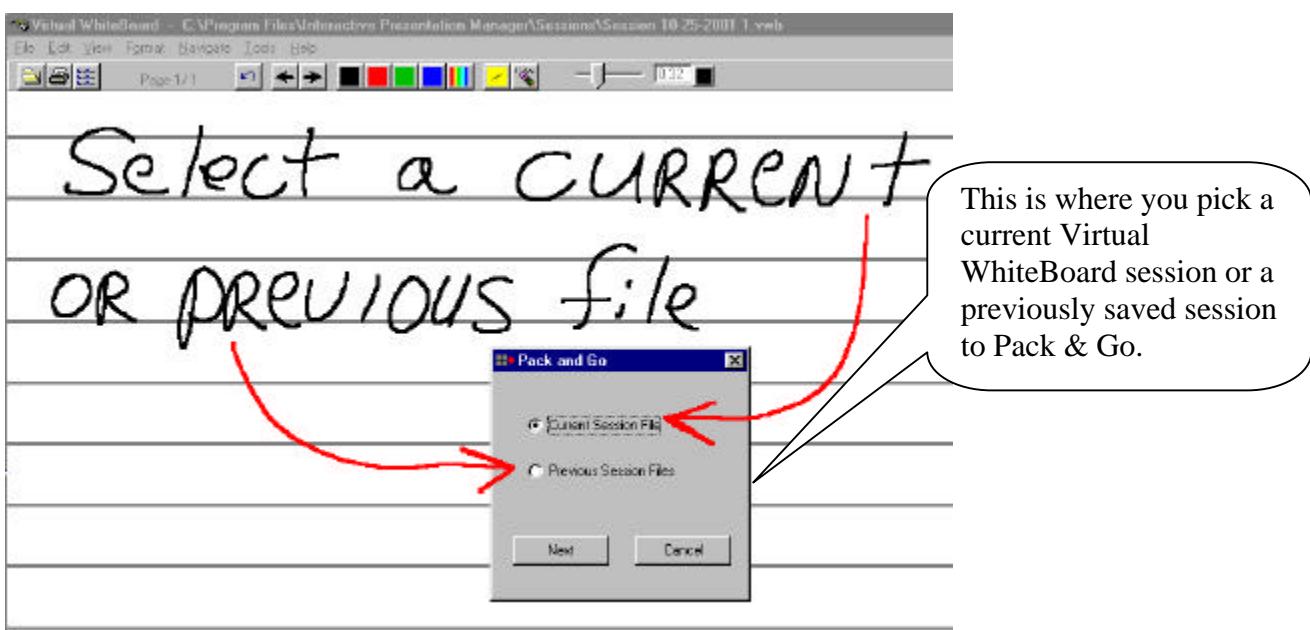
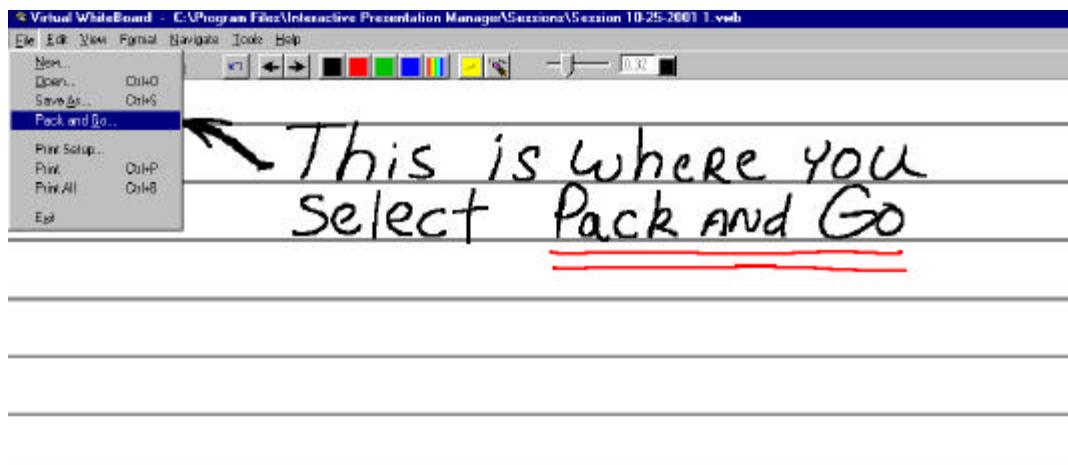
1. Select <File>
2. Under <file> select <Save As>



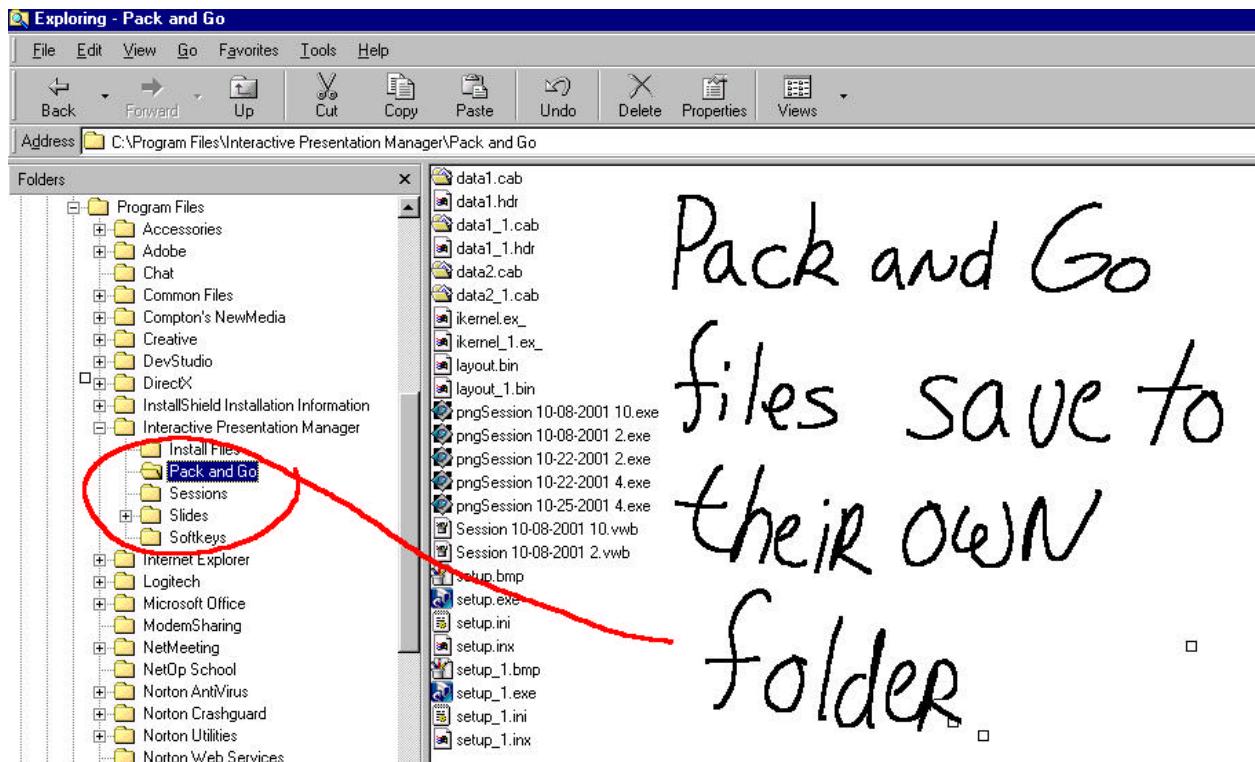
At this point you should give your session a name. Notice that each time you use the board, the session is automatically saved by the date. Each page of the sessions is then numbered. You can choose where to save the session by left clicking on the drop-down arrow by <Save In> (C drive, floppy disc, etc). Note: the file is saved as a whiteboard file (.vwb). Remember, in order to send notes to someone who does not have VWB software, you will need to either (1) Export the notes as a picture (2) Cut and Paste the notes into another application or (3) Use Pack & Go.

h. Pack & Go in Virtual WhiteBoard

Pack and Go allows a Virtual WhiteBoard session to be compressed and saved into a single file for exporting to others. A Pack and Go file is an executable file that can be emailed or copied on a disc and does not require the Virtual WhiteBoard application at the remote end in order to view. Once the Pack and Go executable file has been launched, the user may open the VWB file and begin viewing the session.

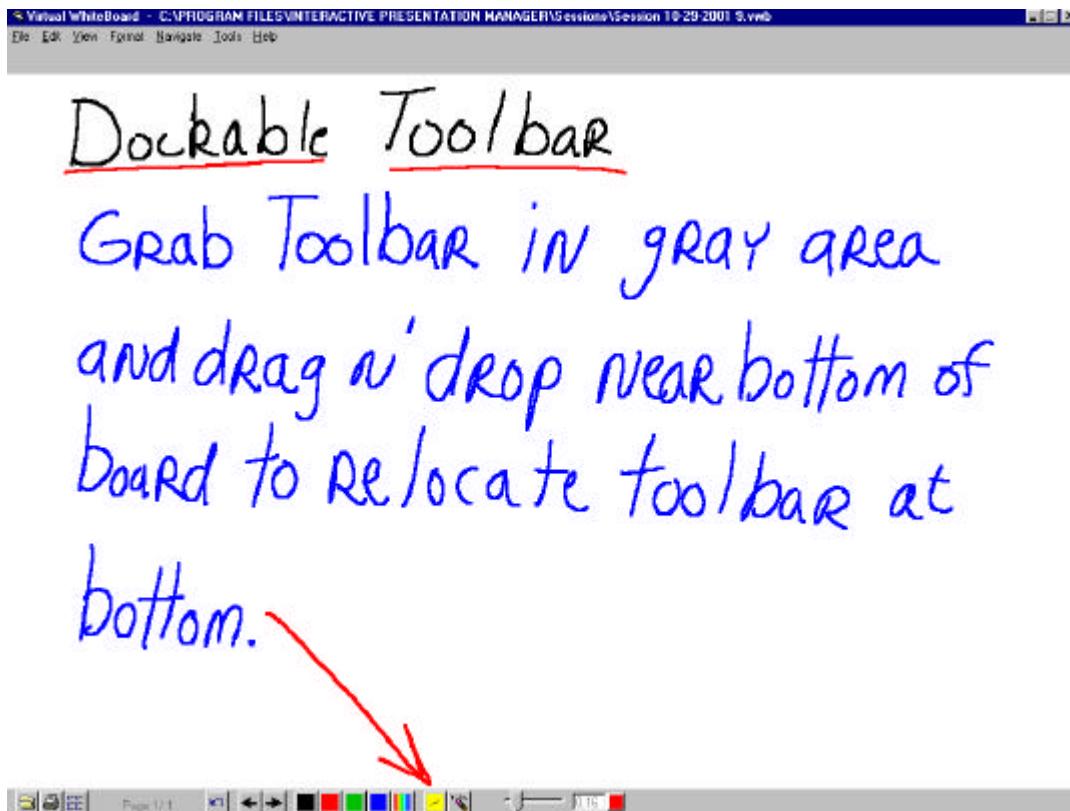


- To open a Pack & Go file that was sent via email to a computer, which does not have VWB software, double click on the file. The VWB Viewer will be installed. Once the Viewer is installed, go to your Start Menu, click <Programs> and locate <VWB Viewer>. Once the VWB Viewer is opened, click <File>, then <Open> to access the VWB file that was sent to you.



i. Dockable Toolbar

You can relocate the VWB toolbar which is at the top of the board and move it to the bottom of the board by grabbing the toolbar using your left mouse click on the pen and dragging to the bottom of the board and releasing the left click. The toolbar will snap to the bottom of the board. You can move it back to the top using the same procedure.



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IV. THE SOFTKEYS

a. Basic Information About Softkeys

- If you recall, there are 20 Softkeys along each side of the board. The Softkeys software and the VWB software are two separate software applications. The Annotation Pen, Highlighter, and Eraser Presentation Tools will not work while you are in VWB. You do not need to remember this though because if you try to use these Presentation Tools you will hear a sound from your computer to remind you the P-Tools are unavailable. Try to use the Softkey pens in VWB and listen for the sound. The reason the Softkey Annotation Pens do not work is because you already have pens in VWB.
- The other Presentation Tools such as Zoom, Reveal, Spotlight, Subliminal Message and Timer will work in VWB and can really aid in your presentation. So what are the Factory default Softkeys?

DEFAULT SOFTKEYS

- 1: Next**
- 2: Previous**
- 3: End show**
- 4: Annotation Pen - Red**
- 5: Annotation Pen - Black**
- 6: Highlighter**
- 7: Rubberstamp**
- 8: Eraser**
- 9: Clear screen**
- 10: Reveal**
- 11: Spotlight**
- 12: Zoom**
- 13: Applause**
- 14: Virtual keyboard**
- 15: Snapshot**
- 16: Unassigned**
- 17: Unassigned**
- 18: IPM Online Help**
- 19: Launch VWB**
- 20: Calibrate IPM**



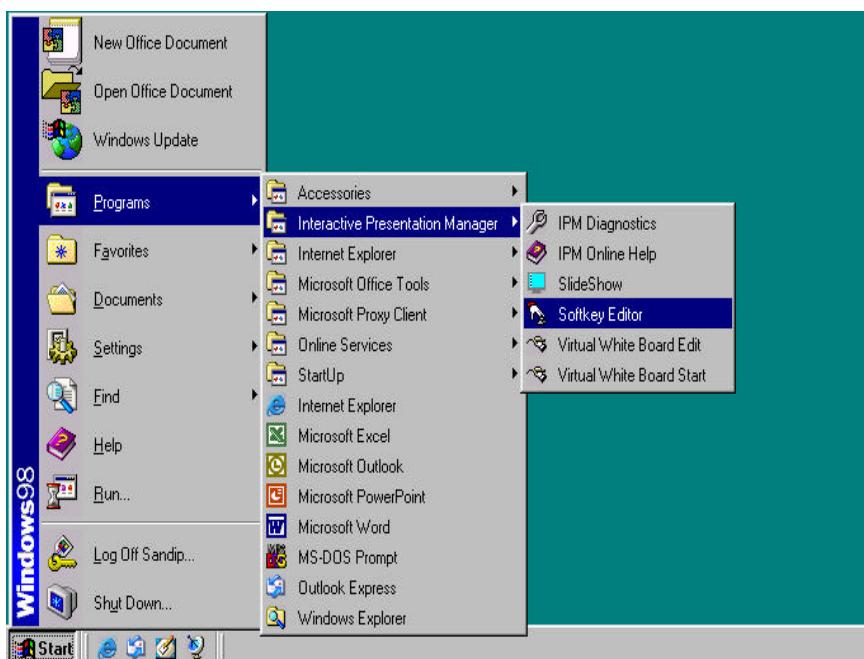
- Remember, you have the ability to change the Factory default Softkeys to customize them to your liking, you are not confined to the above. Here is a quick sample of how you may use the Softkeys during a lesson.

- Annotation Pen:** With the Presentation Tools Annotation Pen, you can write over top of any Windows screen. If you are using the Internet for a lesson, you can write on the web page to help reinforce what you are teaching. As you are aware, annotating during a lesson increases the students' retention rate. Here are a few things to note about the Annotation Pen: You can change the pen color and width and have your annotations retained or disappear after the tool has been dropped.
- Reveal:** Many times students just want to copy all notes and not listen to the discussion. While using an overhead projector you may use a piece of paper to slowly reveal the information. This function works in the same way. Write some information on the VWB. Next left click Softkey 9 and you will notice the screen is dark. As you move the pen down the screen, your information is slowly revealed. **You do not need to memorize the Softkeys. If you simply hover or hold the pen over the Softkey, the function will be displayed.** This mimics how your mouse works if you hover over a toolbar function in MS Word, for example.
- Zoom/Spotlight:** These two keys can help students to focus on one area of the screen. In **Zoom** the area will become larger so students in the back of the class can see your point more clearly. **Spotlight** will darken the whole screen except for a certain section. You can change the size of your spotlighted section with your pen. This feature is helpful for example for looking at maps, pictures, or other detailed items. To use these Softkeys left click on <11> for zoom and <10> for spotlight and place the pen on the board where you want the key to take effect.

Please note: To deselect or drop a Presentation Tool, hover over the board and right click. Another option to deselect a Softkey is to left click the <Stop/Escape> Softkey # 3.

b. Editing the Softkeys

- From the start menu select <Programs>
- Select <Interactive Presentation Manager>
- Select <Softkey Editor>



-OR-

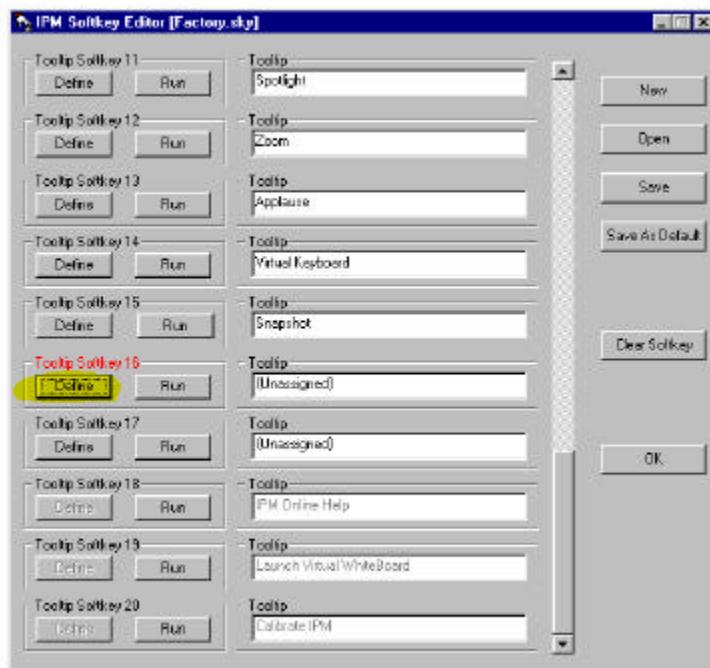
Double left click the Softkey Editor icon at the bottom right of your screen:



Once in the Softkey Editor:

- 1) To redefine the Softkeys, left click on the box corresponding with the number. In this picture <Softkey 16> has been selected. You will not be able to change Softkeys 18, 19 or 20 as these are permanently assigned to the Online Helpfile, Virtual WhiteBoard and Calibration functions, respectively.

Left Click
"Define" for
the Softkey
you want to
change



- 2) When you click on <Define>, a Special Commands menu will appear as shown below. You have three categories of features that you can assign to your Softkey:

Presentation Tools for making your presentation more exciting and informative.

Keyboard Commands that expedite certain functions within many applications.

Applications and Files that are used often and would be handy to have one click away at any given time.

① Tools →

② Commands →

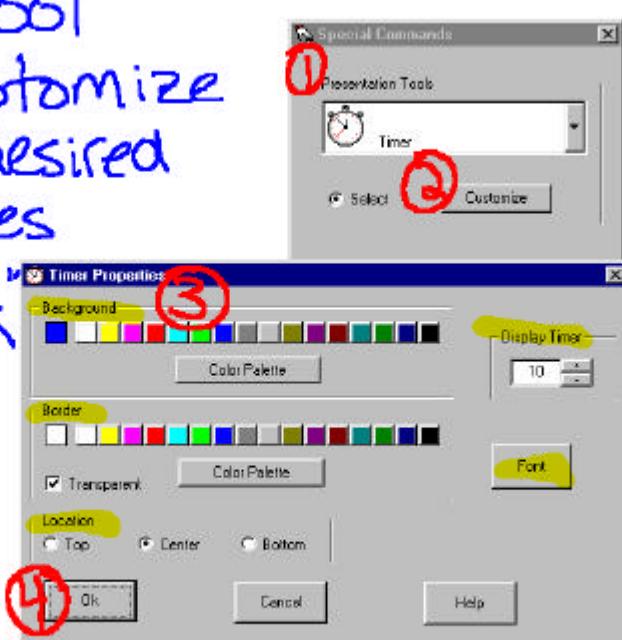
③ Applications
+ Files →



Tooltip Softkey 11	Define	Run	Tooltip
Tooltip Softkey 12	Define	Run	Zoom
Tooltip Softkey 13	Define	Run	Applies
Tooltip Softkey 14	Define	Run	Virtual Keyboard
Tooltip Softkey 15	Define	Run	Snapshot
Tooltip Softkey 16	Define	Run	(Unassigned)
Tooltip Softkey 17	Define	Run	(Unassigned)
Tooltip Softkey 18	Define	Run	IPM Online Help
Tooltip Softkey 19	Define	Run	Launch Virtual WhiteBoard
Tooltip Softkey 20	Define	Run	Calibrate IPM

3) To redefine a Presentation Tool: click on the <Select> button in the Presentation Tools box and complete the four simple steps shown below. We are selecting the "Timer" tool, which defines then assigns a countdown timer to Softkey 16.

- ① Select Tool
- ② Click Customize
- ③ Choose desired Properties
- ④ Click "Ok"



Tooltip Softkey 11	Define	Run
Tooltip Softkey 12	Define	Run
Tooltip Softkey 13	Define	Run
Tooltip Softkey 14	Define	Run
Tooltip Softkey 15	Define	Run
Tooltip Softkey 16	Define	Run
Tooltip Softkey 17	Define	Run
Tooltip Softkey 18	Define	Run
Tooltip Softkey 19	Define	Run
Tooltip Softkey 20	Define	Run

9:59

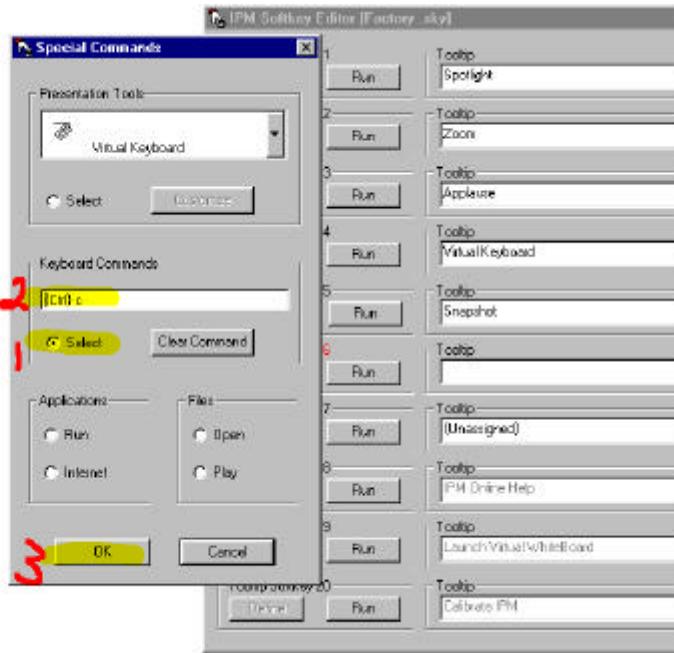
This is the resulting countdown timer placed in the center of the board with all of the properties that you selected.

4. For Keyboard Commands: click on <Select> and key in a number of common keyboard commands. For example, typing in an “n” or “p” works as the Next or Previous function in PowerPoint. In other cases, you may depress the “Ctrl” button on your keyboard while you hit another key, such as “Ctrl” then “c” which is the general Windows Copy command. **NOTE: In most case, the Help facility of your application software will list the keyboard shortcut commands for that application.**

① Select Keyboard Commands

② Type in “Ctrl” “C”

③ Select “OK”



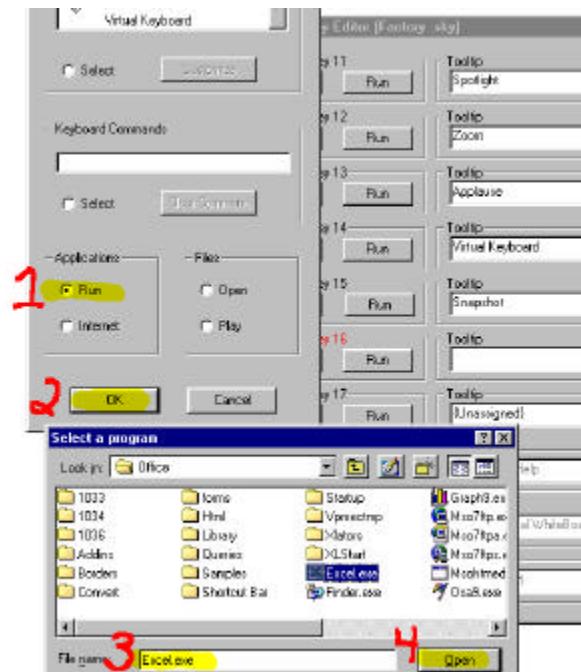
5. For Applications and Files: Choose <Run>-to run a program, <Open>-to open a file or <Play>-to play a sound or movie file.

① Select Run, Open or Play

② Click “OK”

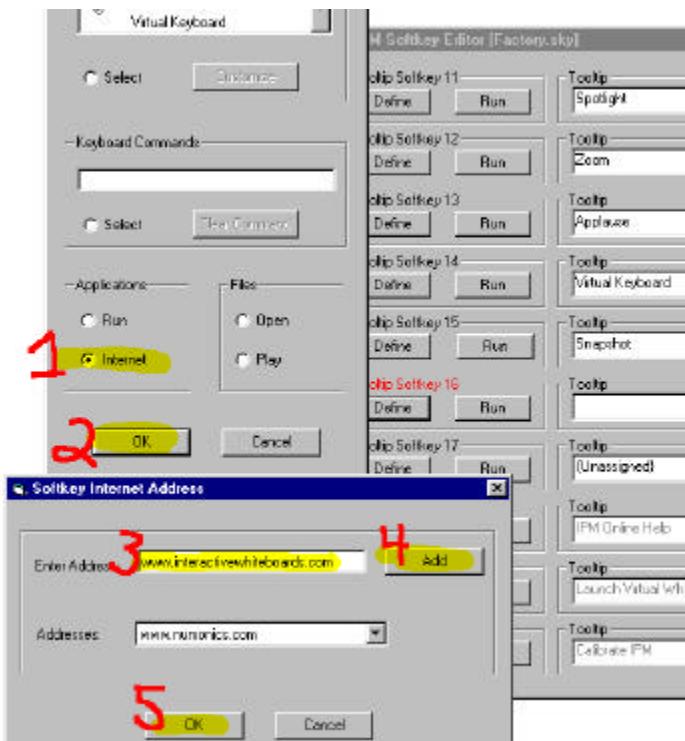
③ A dialog box will open to allow you to browse your hard drive for a file

④ After you have chosen a file, click “Open”



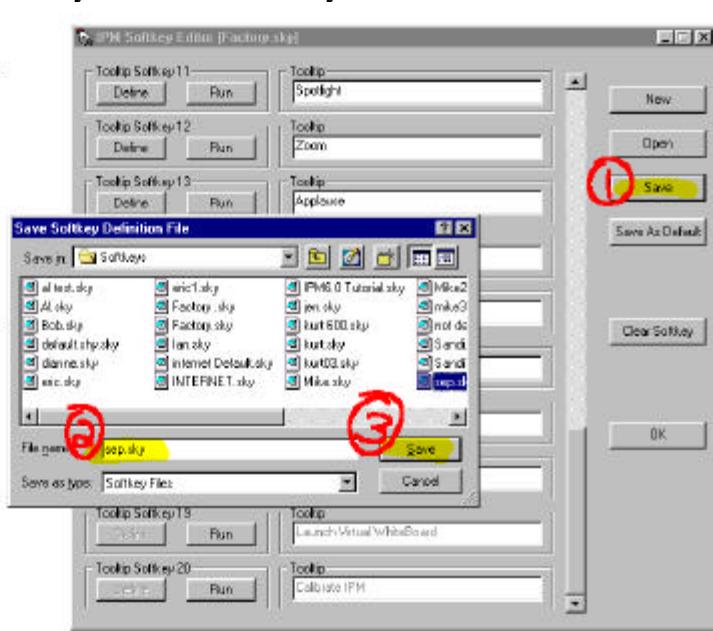
6. Also under Applications and Files, you can select <Internet> and define the Softkeys to launch one or more web sites at the click of a button.

- ① Select Internet
- ② Click "OK"
- ③ Type in a web address
- ④ Click "Add"
- ⑤ Click "OK"



7. After you redefine a Softkey you may TEST your changes by selecting “Run”, next to the Tooltip in the Softkey Editor. This allows you decide if you like the color or size of a P-Tool and/or make sure files or web pages open properly without having to first exist the Softkey Editor.
8. Once you have approved the changes, you must save the Softkeys to ACTIVATE them. To save your Softkey set, click <Save>, give the Softkey set a name and click <Save>. The Softkeys will automatically be activated.

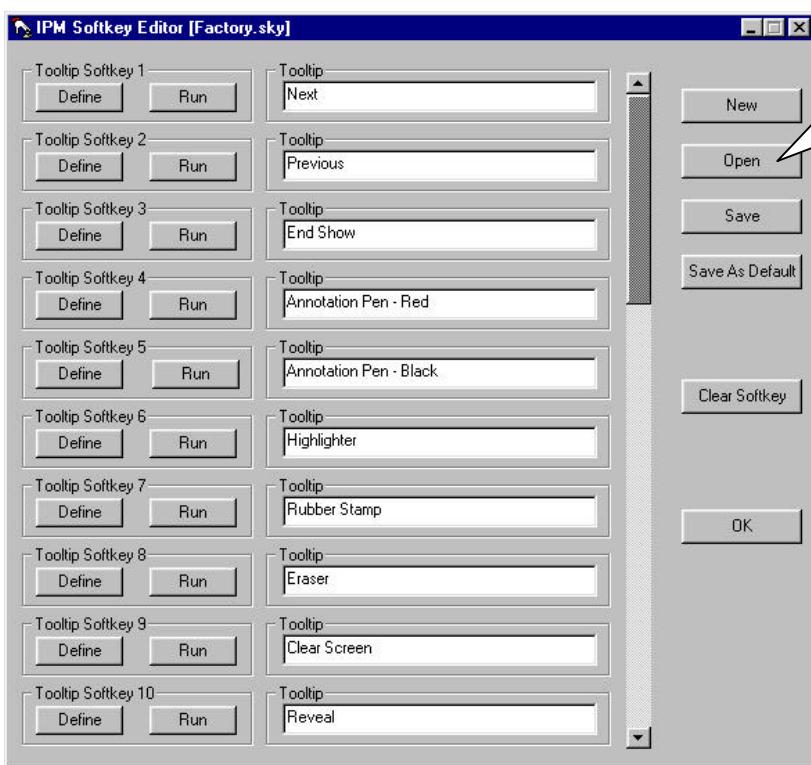
- ① Click "Save"
- ② Type in a file name
- ③ Click "Save"



c. How to open and activate your saved Softkeys:

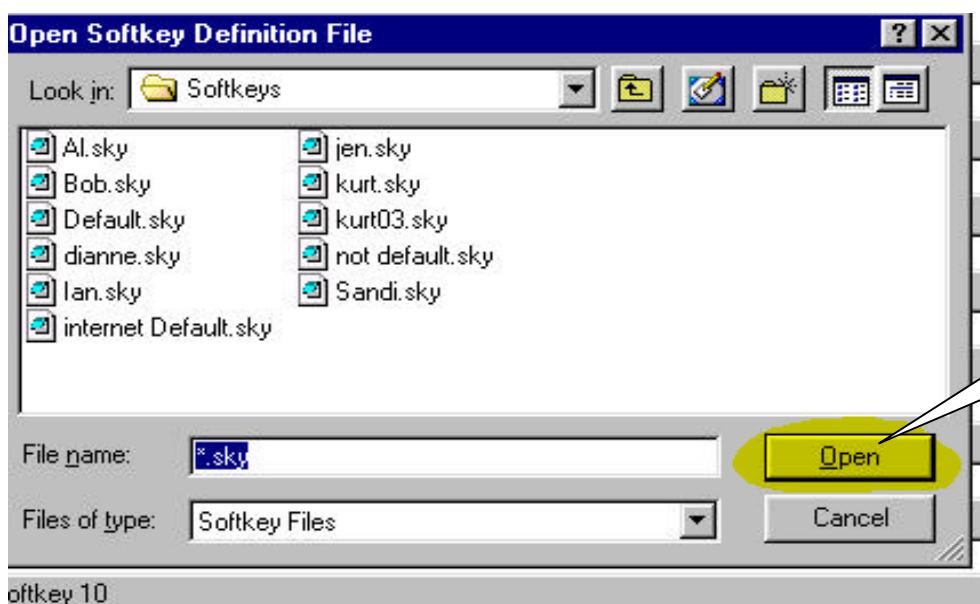
(NOTE: THE SOFTKEYS ARE ACTIVATED AUTOMATICALLY WHEN YOU SAVE THEM. YOU PERFORM THIS STEP TO OPEN A SOFTKEYS SET FOR THE FIRST TIME THAT SESSION)

1. First open the <Softkey editor> then select <Open>



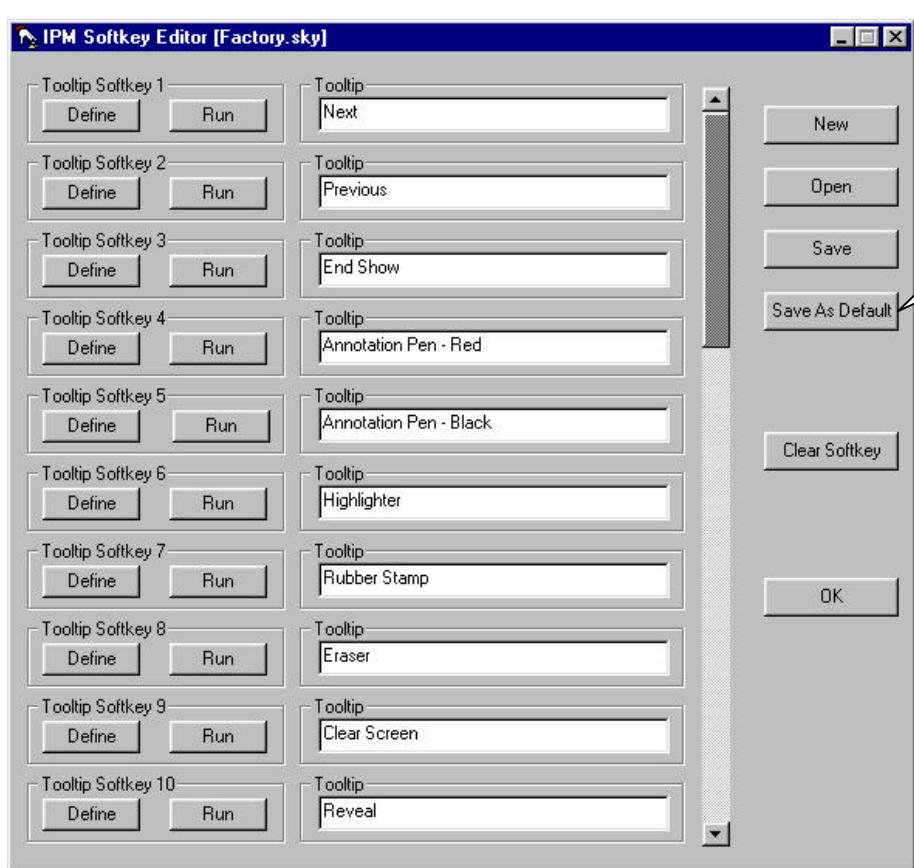
Pick <Open> from the Softkey Editor to open the location where Softkey files are saved.

2. From the set of Softkeys, choose the desired set by left clicking on the name and selecting <Open>. Please note the Factory default Softkeys are always available.



Once you select <Open>, your Softkeys are activated.

3. You also have the option to save your Softkeys as the Default set, so your keys will open every time you re-boot your computer.

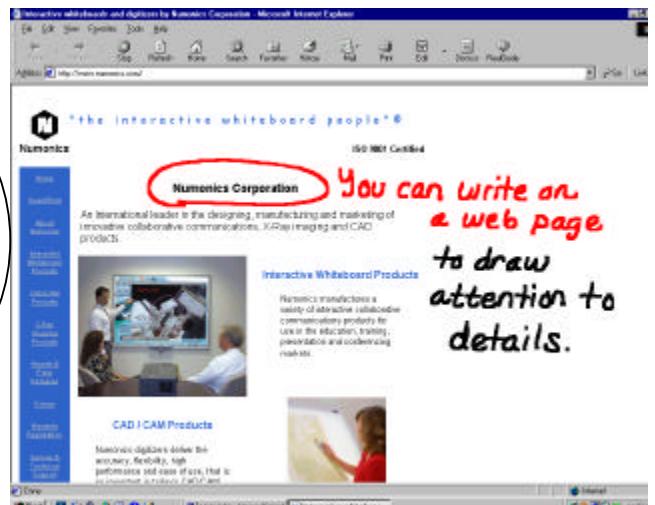
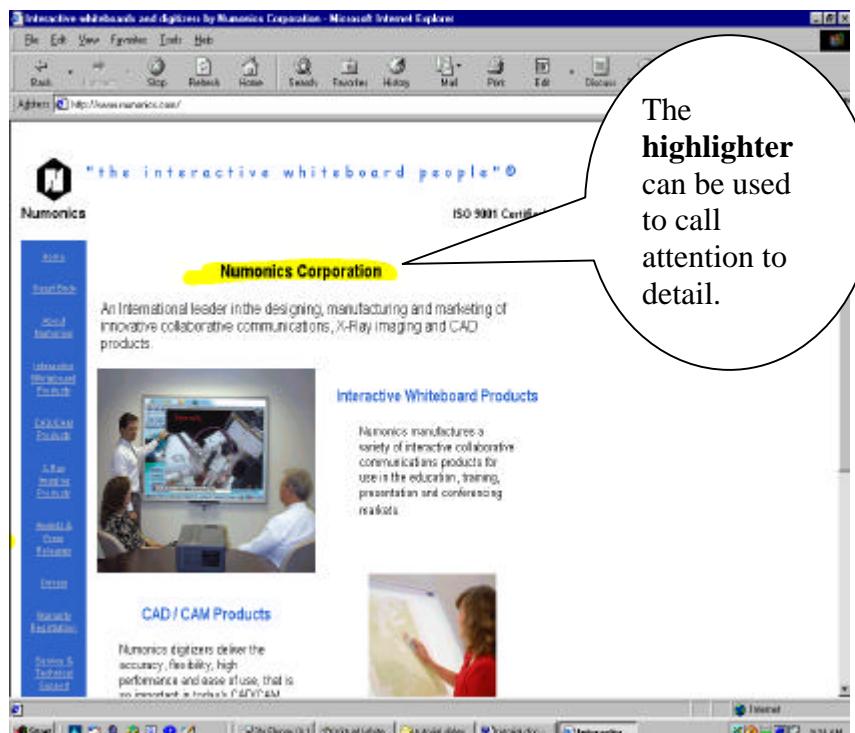


Saving a file under <Save As Default> will activate that particular Softkey set when you re-boot your system.

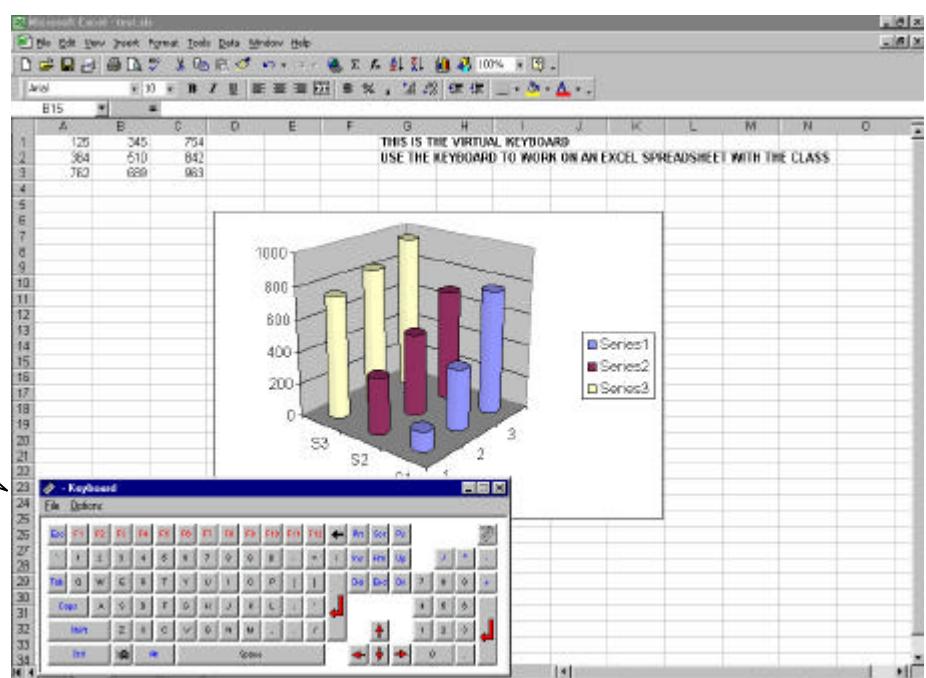
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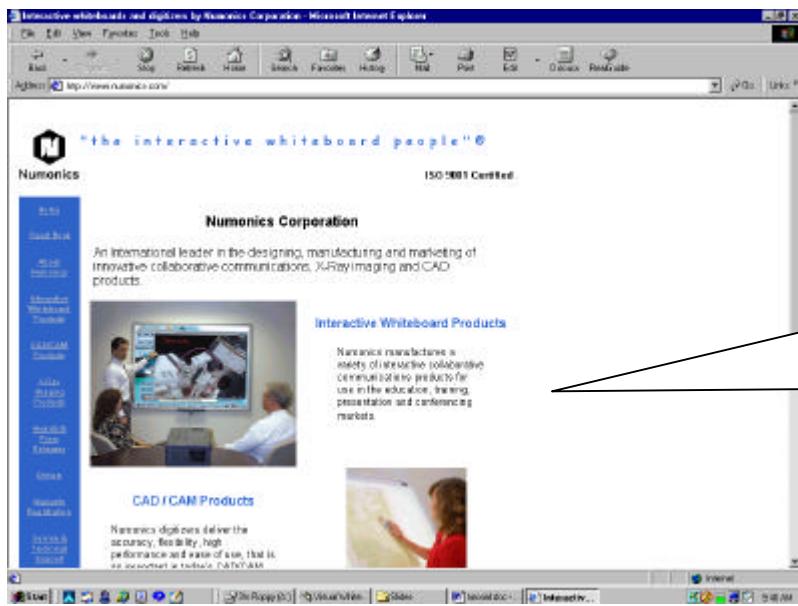
V. USING PRESENTATION TOOLS

Here are some examples of how your product will appear after selecting some of the Softkeys linked to presentation tools.



The Virtual Keyboard can be used to type information instead of having to walk back to the computer in the room. The example here shows using the keyboard in Excel.





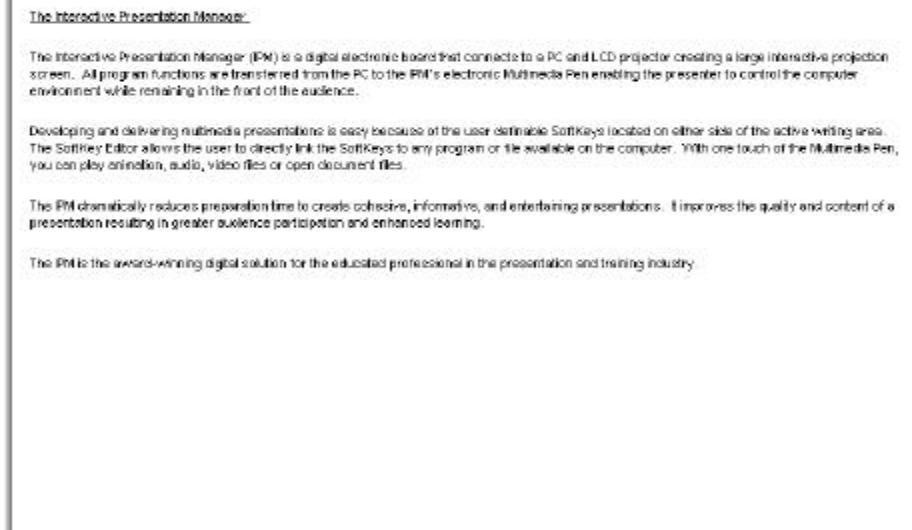
The Clear Screen Softkey
deletes any annotations on
the screen.

a. Using the Help function:

Now that you can see a few of the possibilities of the Presentation Tools, read about the rest of the features using the Online Help Softkey. Select the <?> Softkey and follow these steps.



Read under
Presentation Tools
for a detailed
explanation of this
amazing software.



- Explore making your own set of Softkeys. Change pen and highlighter colors; change whether the annotations are retained or not; choose a stamp; create subliminal messages; insert a timer or clock; insert a multimedia clip, a

PowerPoint presentation, or perhaps, multiple web addresses. These are only some suggestions as to what you can save in a Softkey!

- The presentation tools can also be used with software packages. Here are some examples of real lesson plans used by teachers and how the IPM was used for their lessons:

This is the Rubber Stamp

Definition:



A modifier that does not clearly and sensibly describe a word in a sentence is a **misplaced** modifier.

What is the key word in this sentence?

She arrived at the meeting **barely** on time..



The is the Red Annotation Pen

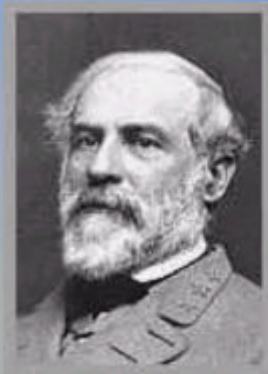
- This is an English lesson on misplaced modifiers. The rubber stamp and red pen features were used to draw attention during this Power Point lesson.

The is the Gray Annotation Pen

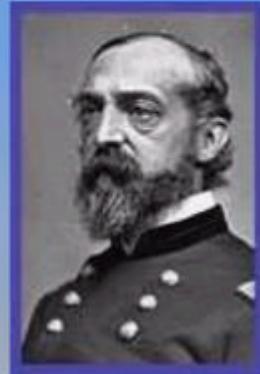
The is the Blue Annotation Pen

CAN YOU NAME EACH GENERAL BELOW?

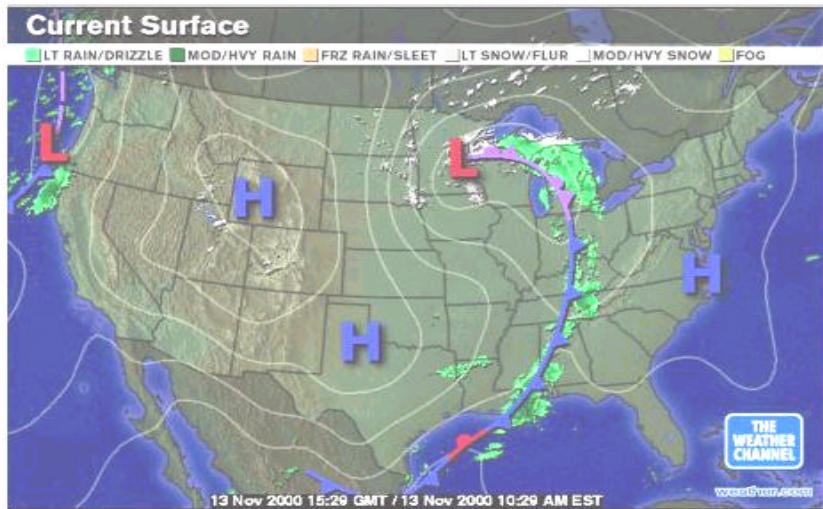
Lee



meADE



- In a social studies power point lesson, the pen colors are changed to match the Confederate & Union colors. As the students answered the questions, the answers were written on the board with appropriate colors.



- In a science class, the teacher took a snapshot of a weather map from the Internet, and then used this picture to later annotate using the pens and highlighters.

b. When to use the Snapshot Feature and Where do the Snapshots go?

- If you annotate in any software program such as PowerPoint or even the Internet and want to save notes to recall or to print later, use the Snapshot feature. Follow these steps to take a Snapshot (or picture) of your annotations.

Note: Remember your Presentation Tools must be defined to retain annotations before using the Snapshot feature.

USING SNAPSHOT

Note: *The Default setting for Snapshot will capture the entire screen. In this exercise, we will be taking a snapshot of just a portion of the screen.*

1. First redefine the Snapshot Softkey using the Softkey Editor so that you can select just the area of the screen you want to save. Otherwise, the snapshot will always take the entire visible portion of the screen that you can see on the board.
2. Annotate over your Internet page.
3. Select the <Snapshot> Softkey. Put the pen to the board, you will notice a **square** of dashed lines appear on your screen. Using the pen, place the square starting in the upper left of where you want it and drag to the bottom right. **You must keep contact with the board at all times!** When you release the pen from the board, a snapshot will be taken of the area you just selected.

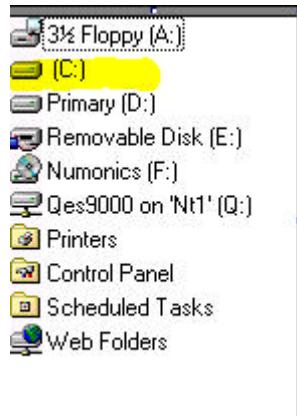
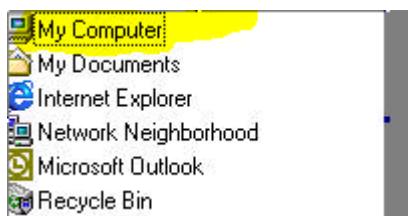


4. To insert your snapshot into a document, or to locate it to rename, follow the steps below.

WHERE SNAPSHOTS GO

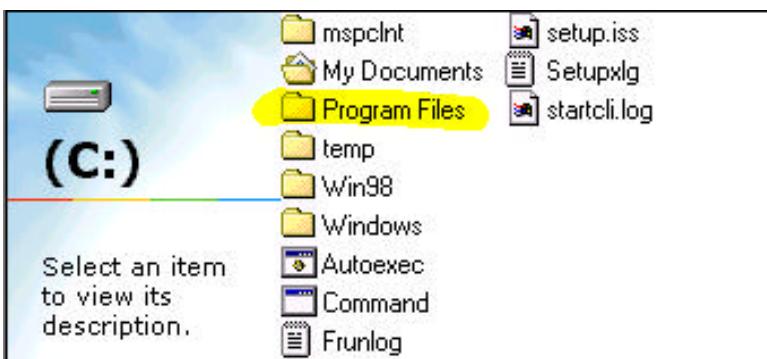
(PLEASE NOTE: THESE PATHS WILL BE THE SAME ON YOUR COMPUTER UNLESS YOU CHANGE THEM)

1. Double left click on <my computer>

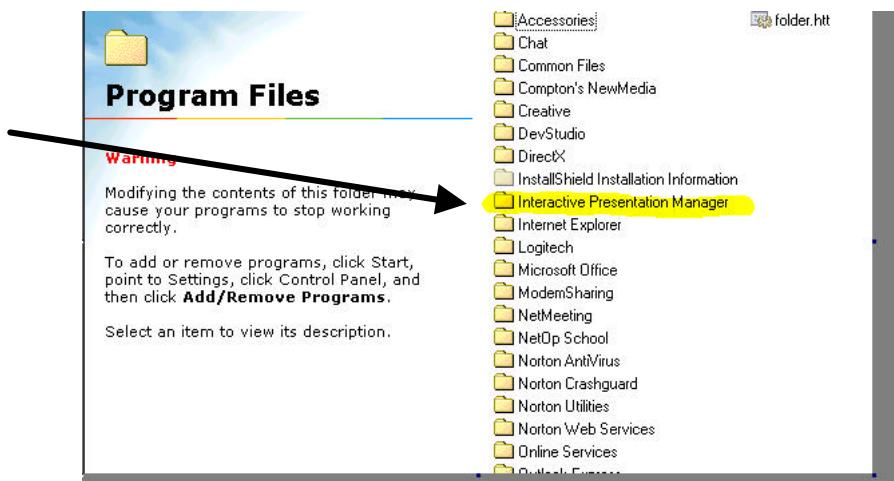


2. Next, select the <C-drive> (hard drive) by double left clicking.

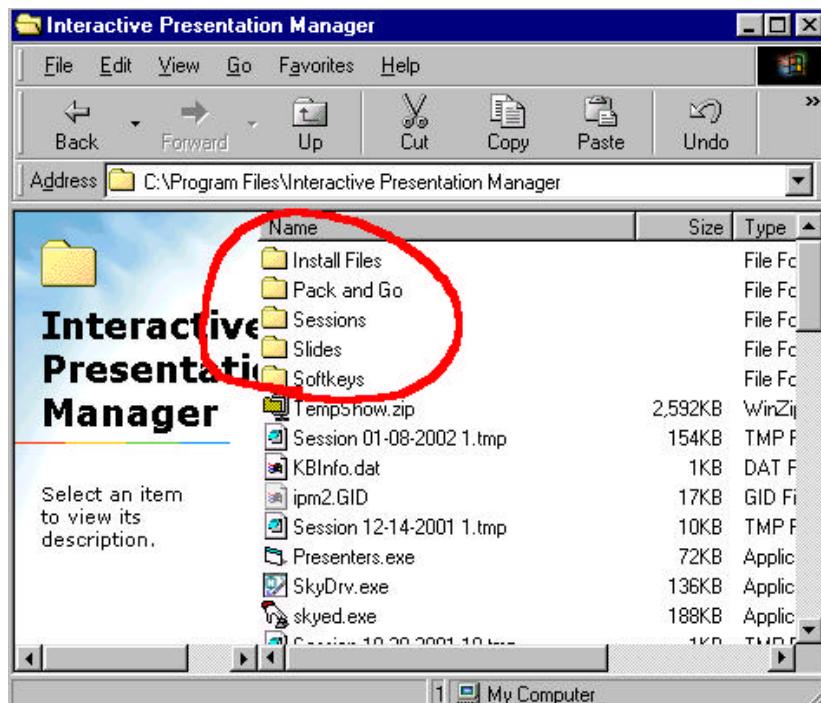
3. Once the C-drive is open, it will appear something like this. Select <Program files> with a double left click.



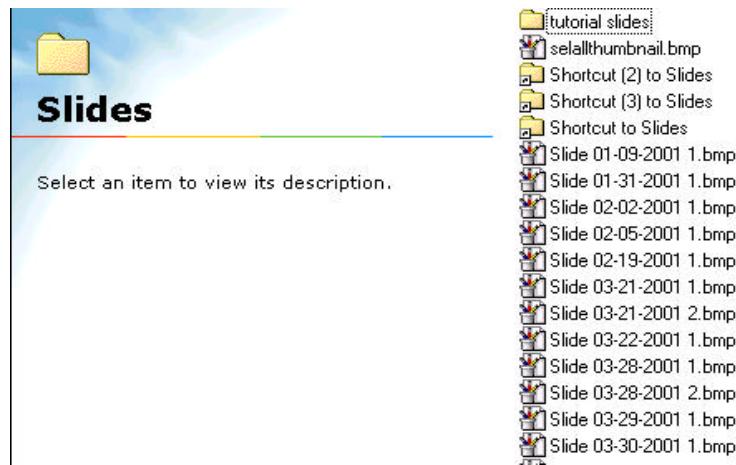
4. Inside Program files select the <**Interactive Presentation Manager**> folder with a double left click.



5. Once inside this folder you will see five folders: **Installed Files**, **Pack and Go** (from VWB's Pack and Go), **Sessions** (from VWB), **Slides** (from Snapshot), and **Softkeys** (from different saved Softkey sets). To access your snapshots, double left click on the <**Slides**> folder. To open the other folders you would double left click on the appropriate folder.



6. Notice each slide is dated. You can open any slide by double left clicking. Just like it is a good idea to rename your VWB files, you should give your slides a file name so it is easier to insert later. In addition to renaming VWB sessions/files, it may be beneficial to create folders to organize the sessions. You should create new folders and file names for all your VWB sessions and Snapshots to help make it easier to locate them at a later date.



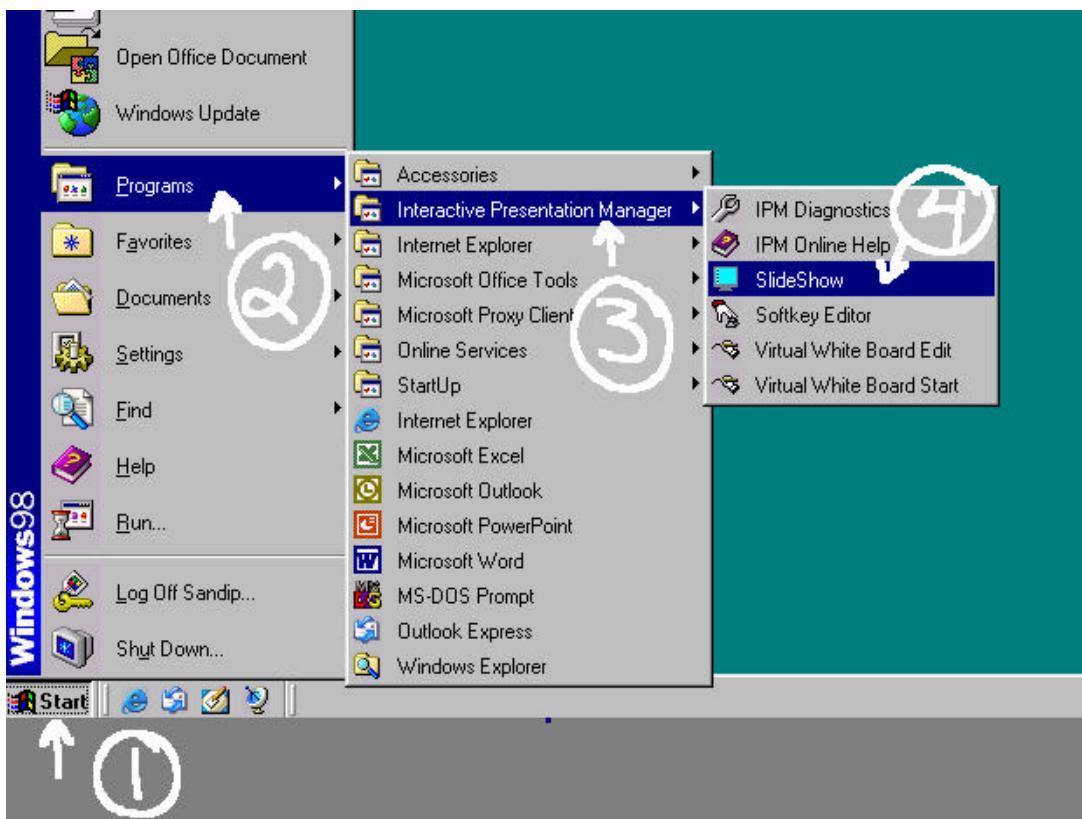
7. Snapshots are saved as bitmap (.bmp) files. To insert a Snapshot into a PowerPoint, or Word document, you would select <Insert> from the menu and then <Picture>, <From File> because a Snapshot is a saved picture.

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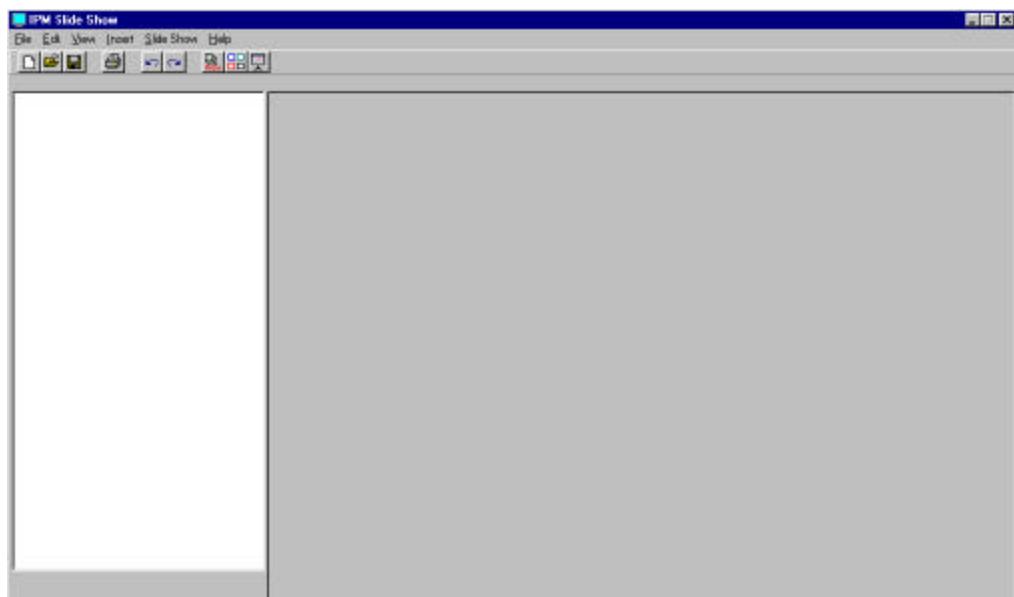
VI. USING THE SLIDESHOW

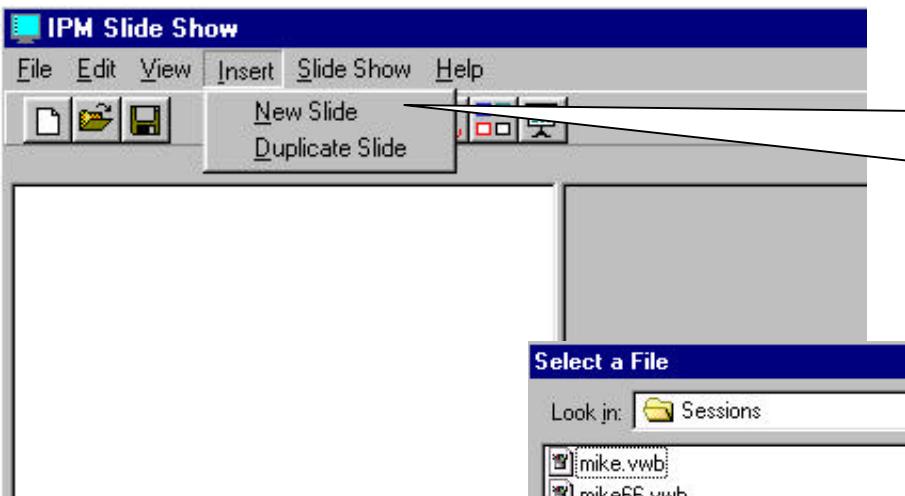
The SlideShow is an application that will allow you to create and arrange a slide show made of Virtual WhiteBoard screens (.vwb) or Bitmap files (.bmp) such as those made by the Snapshot tool. This application is useful when you want to arrange and organize pages from a VWB session with Snapshot images and/or other Bitmap files.

1. To find and run the SlideShow, follow the four easy steps shown below.

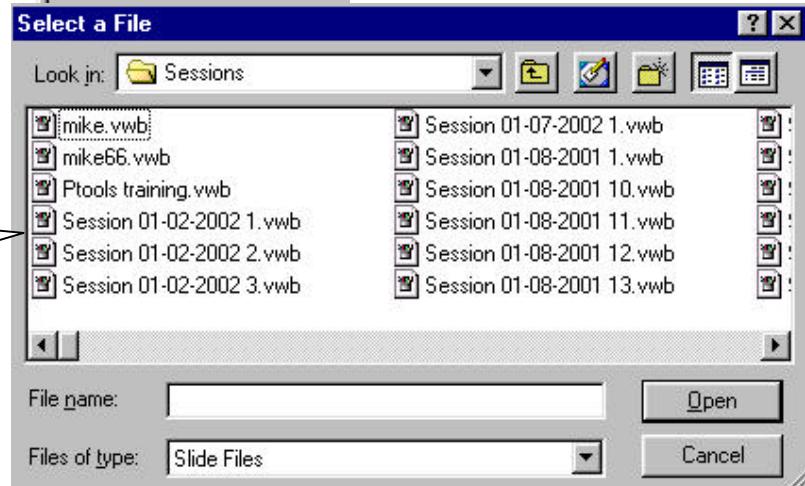


2. The following screen will appear:

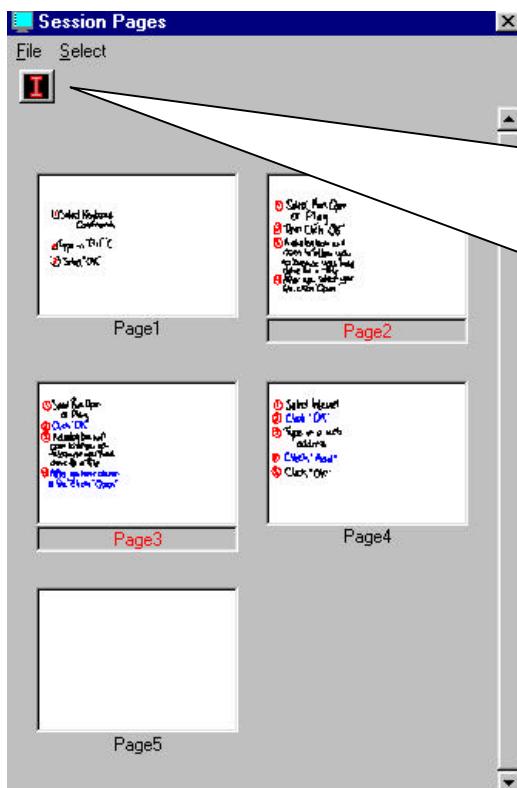




1
Begin your
SlideShow by
INSERTing a
NEW SLIDE



2
A dialog box will appear.
To Insert a VWB session,
browse your hard drive for
the IPM Sessions folder to
locate the VWB session you
want to insert.

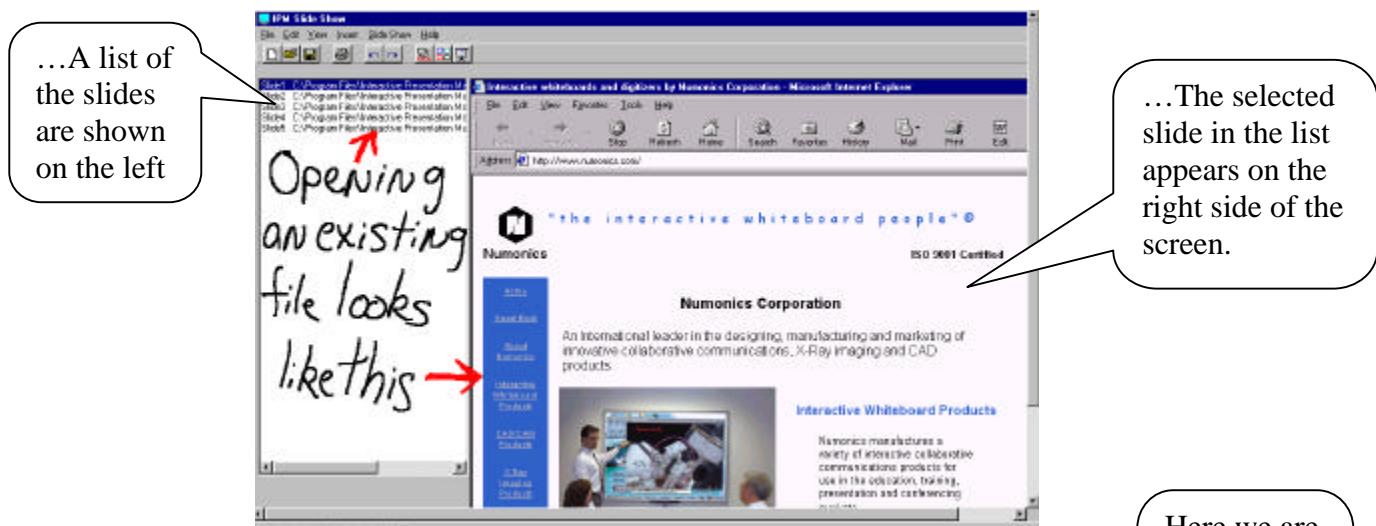


3
This dialog box will appear to
display all the VWB pages of
your selected session.

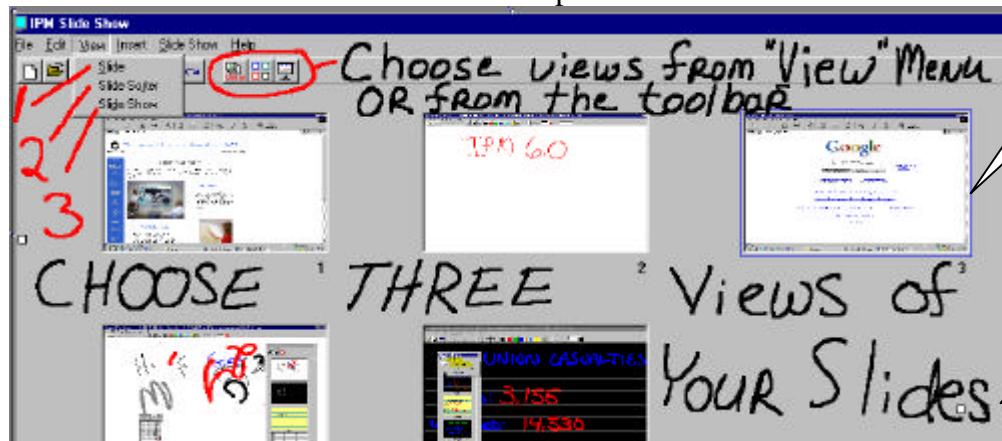
To INSERT a page, Right
Click over the thumbnail of the
page you want. (The page #
will highlight red).

Click the "I" icon. Your pages
will then be inserted into
SlideShow.

3. If you wish to OPEN an existing SlideShow, simply click on <File>, then <Open>.



4. SlideShow has several different View Options:



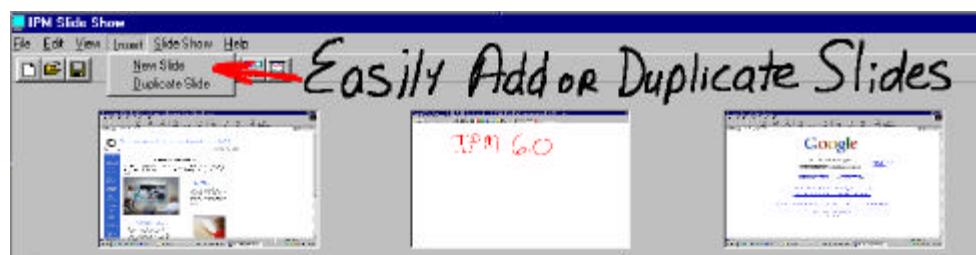
Here we are showing the Slide Sorter view of Thumbnails.

You can also look at individual slides or run the whole show like a PowerPoint presentation.

Selecting <Slide Show> from <View> allows you to run the presentation from beginning to end. You advance slides by hitting Softkey #1 (Next) or return to previous slides by selecting Softkey #2 (Previous). To end the show, simply select Softkey #3 (End Show) just like in PowerPoint.

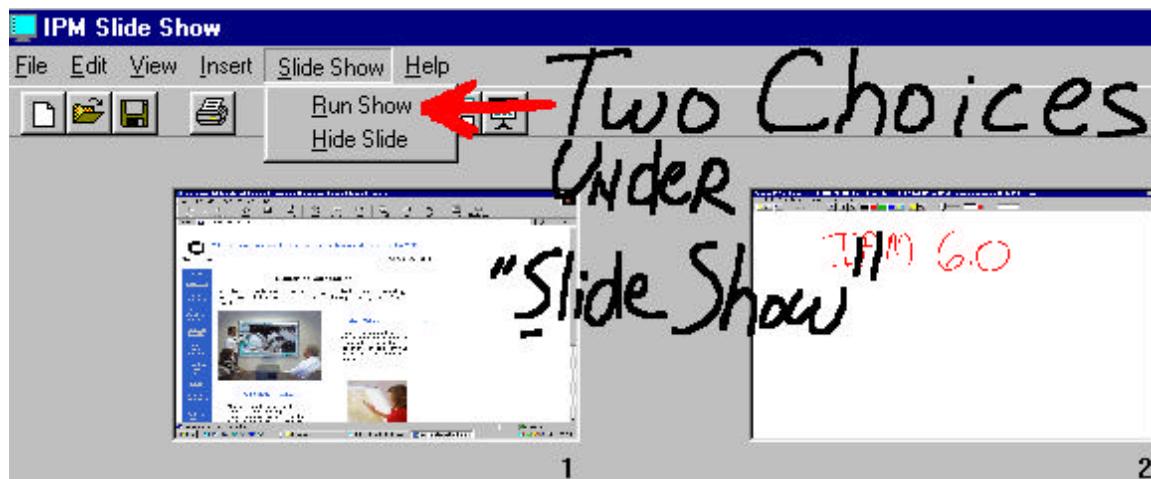
In any of the three views you may use annotation pens and other Presentation Tools but remember to select Snapshot to save any of your annotations on top of existing slides.

5. You can add or duplicate slides easily under the Insert menu. Inserting a slide puts it at the end of the show. You may drag & drop that slide anywhere in the presentation thereafter. To duplicate a slide, first identify a slide by clicking on it. A thin blue border identifies the slide. Then select <Insert> and <Duplicate Slide> and it will duplicate/place the slide at the end of the presentation. You can re-position the duplicate anywhere in the slide show by dragging and dropping as before.

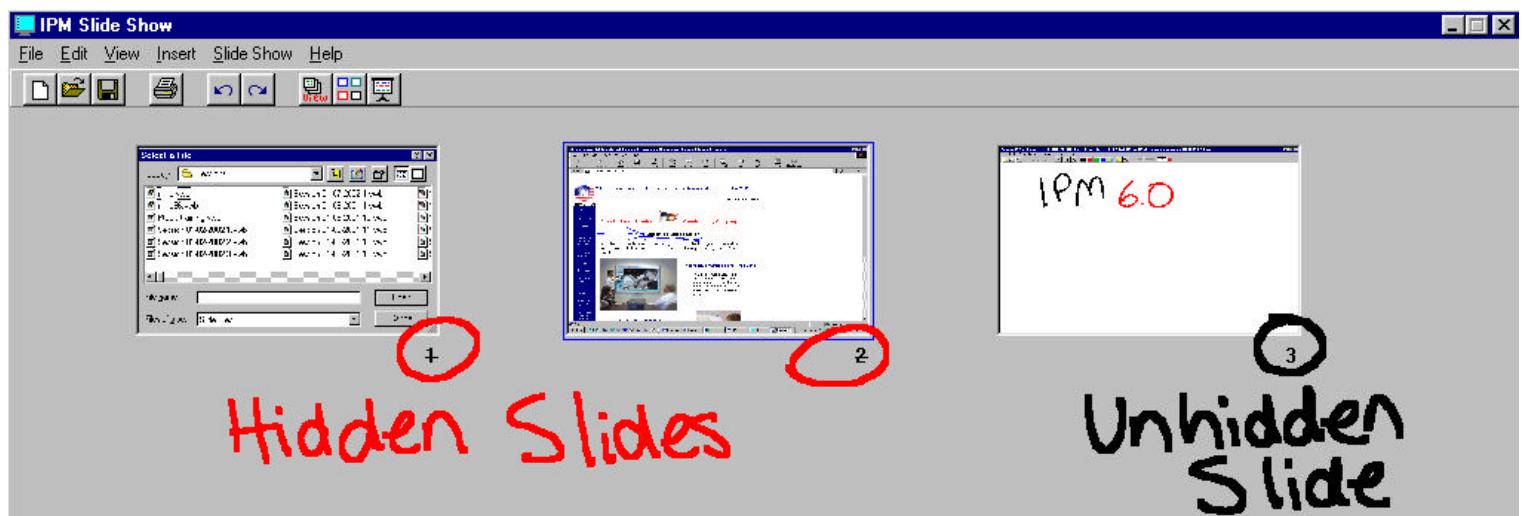


6. Under the Slide Show toolbar, you can Run a show or you can Hide a slide. <Run Show> will start the Presentation and <Hide Slide> will hide the selected slide during the Presentation.

NOTE: To hide a slide, you must first select the slide by clicking on the desired slide. A thin blue line will identify that slide. Then, select <Hide Slide> under Slide Show and the slide will be hidden when running your presentation.



You will know which slides are hidden as the number beneath the slide will have a line through it in the middle of the number. To Unhide, select the slide again, and go to the Slide Show toolbar and the Hide Slide will now show as Unhide Slide. Selecting <Unhide Slide>, you restore the slide to its original state.



You may delete a slide by identifying the slide with a left mouse click over the thumbnail, clicking <Edit> from the toolbar and the choosing <Delete Slide>. That will permanently remove the slide from the slide show.

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VII. TIME TO PRACTICE AND REVIEW THE MAJOR SKILLS LEARNED

1. Launch calibration and calibrate your pen.
2. Go into Softkey editor and redefine keys 4-17. Select at least one of each of the presentation tools. Leave Softkeys 1-3 alone for use in PowerPoint.
3. Save this new set of Softkeys under your name (replacing the other set) or if for a particular class, that class name.
4. Use your new Softkeys on the Internet or your favorite software program. Get familiar with how to drag the pen for zoom and reveal. Annotate on the screen page and take a Snapshot so that your work is saved for printing or e-mailing later. Remember that you must have your Annotations RETAINED when using Snapshot. Otherwise, only that Internet page or PowerPoint slide will be saved and not your annotations!
5. Open your saved snapshot and rename by following the steps in section V-b-6.
6. Launch VWB.
7. Minimize your VWB session by left clicking on the minus sign on the top blue tool bar. You should always minimize your VWB session during a presentation so you can quickly return to the current session later. To maximize the VWB session, simply select the VWB icon on the Softkeys. Making use of the Minimize and Maximize features of VWB and other Windows applications will keep your presentation running smoothly and prevent the need to stop and re-open a program.
8. Pick a background of your choice and a new pen color. (Refer to the Virtual WhiteBoard section if you need help. Remember, the Softkey pens do not work in VWB. The other IPM options such as reveal, spotlight, and zoom will work).
9. Use the Softkeys after you write on the VWB.
10. Save and print your VWB notes. Remember if you need to e-mail someone who does not have this VWB software, follow the Export OR Pack and Go directions in the tutorial.
11. Use the Online Help File by selecting the <?> Softkey. Once in Help select **<Using The Pen>** and then **<charging the electronic pens>** by double left clicking each option. Charge the pen by following these steps listed.

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VIII. SUGGESTIONS FOR IMPLEMENTING THE IPM

Now that you are comfortable with the basic features of the IPM, start out slowly and then add features, as you become more comfortable. A good idea is to go through this tutorial and follow along as each skill is learned. Learn together with a colleague and discover together how this product can really help lessons come alive. Students of all ages will be very eager to use the product as well.

1. Take some notes that usually go on the chalkboard/overhead and write them on the VWB using any background and pen color. Do this before class and use the reveal feature and applause as a simple way to start.
2. Save and print these notes for your records.
3. Use the VWB for your next session of brainstorming or problem solving. It is a real time saver not to have to erase the board because you ran out of room. Have students come up to the board.
4. Take a Power Point presentation and use the board instead of television for your delivery. The default Softkeys can be used to advance. (Notice the forward and backwards arrows on keys 1 and 2) or to end the show (key 3). Use the highlighters, pens, applause, reveal, etc. to engage the students in the lesson. You could even have pre-written discussion questions in VWB to use after the PowerPoint. After or during your PowerPoint, simply launch the VWB and open your specific session.
5. The next lesson when you use the Internet, try to use the IPM. The size of the board will aid students in seeing the material, plus you have the advantage of being able to annotate and click through the web site at the board. If you want to use a map for example, take a snapshot of the picture and insert the picture into a Softkey for fast access. Owing to the special matte finish, your IPM makes an excellent surface for showing DVD movies as well.

These are just a few suggestions on how to get started with your new Interactive Presentation Manager.

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