

Interwrite in an Hour

Power Status Light

- flashes when Pad is on and pen is not
- solid green when Pen is nearby or touching pad

Connection Status Light

- Flashes when Pad connects, disconnects, or beeps

Pad Battery Status Light

- On when Pad is charging and pen is plugged in
- Goes off when Pad is charged
- Flashes when battery is low

Pen/Battery Charging Status Light

- On when Pad and Pen are charging
- Turns off when Pen is charged or if pen is disconnected from charger

On/Off Switch (on side)



Sleep/Awake Button

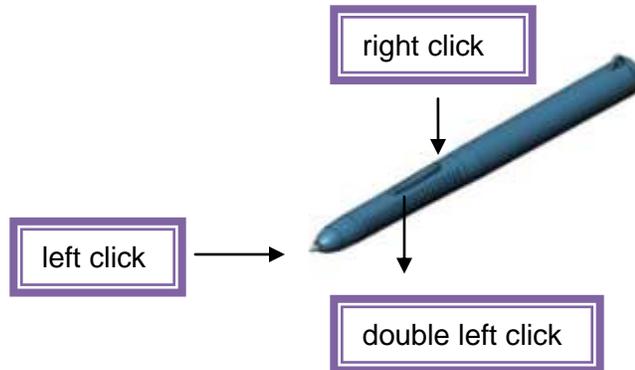
Connect Button

Disconnect Button



*TIP: *If you are not using the pad, hit the disconnect button (looks like a little dimple on the pad). When you need to use the pad again, connect it using Device Manager. If you do not do this and have trouble connecting, you may actually need to restart your computer to make the pad connect again.*

Interactive Pen



The Interwrite Pad uses an interactive pen. Hold the pen just above the board. It does not actually need to touch it.

Left Click - Tap on the board, pad or panel with the pen tip to left click.

Right Click - Hold pen just above the surface of the board, pad or panel and press the upper part of the button towards the top of the pen to right click.

Double Click - Hold pen just above the surface of the board, pad or panel and press the lower part of the button towards the tip of the pen to double click.

Note: Remember you should return the pen to the recharging holder when not in use. Make sure it is aligned properly or the pen will not charge.

Charging the Interwrite Pad

Prior to initial use, you need to charge the pad for 8 hours. Make sure the pen is sitting in the charging tray properly or it will not charge.

Sleep/Awake Button

Selecting this option allows you to put your Interwrite Pad into Sleep Mode, which helps to conserve the battery. The Pad will drop its connection to the computer and go into an energy-saving standby mode. The Pad will do this on its own if left inactive for more than half an hour. When you are ready to use the Pad again, simply push the button again to return the Pad to its full operating power.

Connect/Disconnect Buttons

The Connect Button allows you to wake up an Interwrite Pad in Sleep Mode and also will connect the Pad to the computer.

Ready, Set, Go!

Before you begin, make sure your USB Receiver is plugged in and Interwrite Pad/Pen is charged.

The first time you connect, turn on the Interwrite Pad. Click on Interwrite icon on the lower right hand corner of the screen on your computer. Select eInstruction Device Manager. Click the + sign → Scan for devices. This will tell the computer to look for the pad. When it finds the Pad, numbers will appear in the Connect To box. Turn your Interwrite Pad over and double check that the number you see is the same number on the lower right side. If multiple Pads are turned on or if other pads have been connected in the past, you may need to use the drop down menu to find the number for your Pad.

The next time you connect, turn on Interwrite Pad.

Pad should automatically connect. If it doesn't, you can reconnect one of two ways.

- 1) Click on Interwrite icon on the lower right hand corner of the screen on your computer. Select eInstruction Device Manager. Click on the pad if you see a red x. This will connect the pad to the computer. When connected, a green checkmark will appear.

or

- 2) On the upper left hand of the Interwrite Pad below the blinking light, there are 3 small indentations. Use the pen to select the middle icon that resembles a cable connection. If the pad is able to connect to the computer, a message will appear in the lower right hand corner of your computer.

Once the Interwrite Pad is connected to your computer, you will need to open Interwrite in Interactive Mode. You can do this by selecting the Interwrite icon on the lower right hand side of your computer or by selecting the Interwrite icon on the right hand side of the Interwrite pad.

Interactive Mode

Interactive Mode is the primary operational mode of Interwrite Workspace. It allows you to interact with your computer from an Interwrite Pad. Every aspect of that interaction is projected onto a projection surface, where everyone in the room can see it. An electronic Interwrite Pen is used on the Interwrite Pad to run applications and open files. Or, it is used as an Annotation Tool to write notes, draw things, and type text (Annotation Mode).

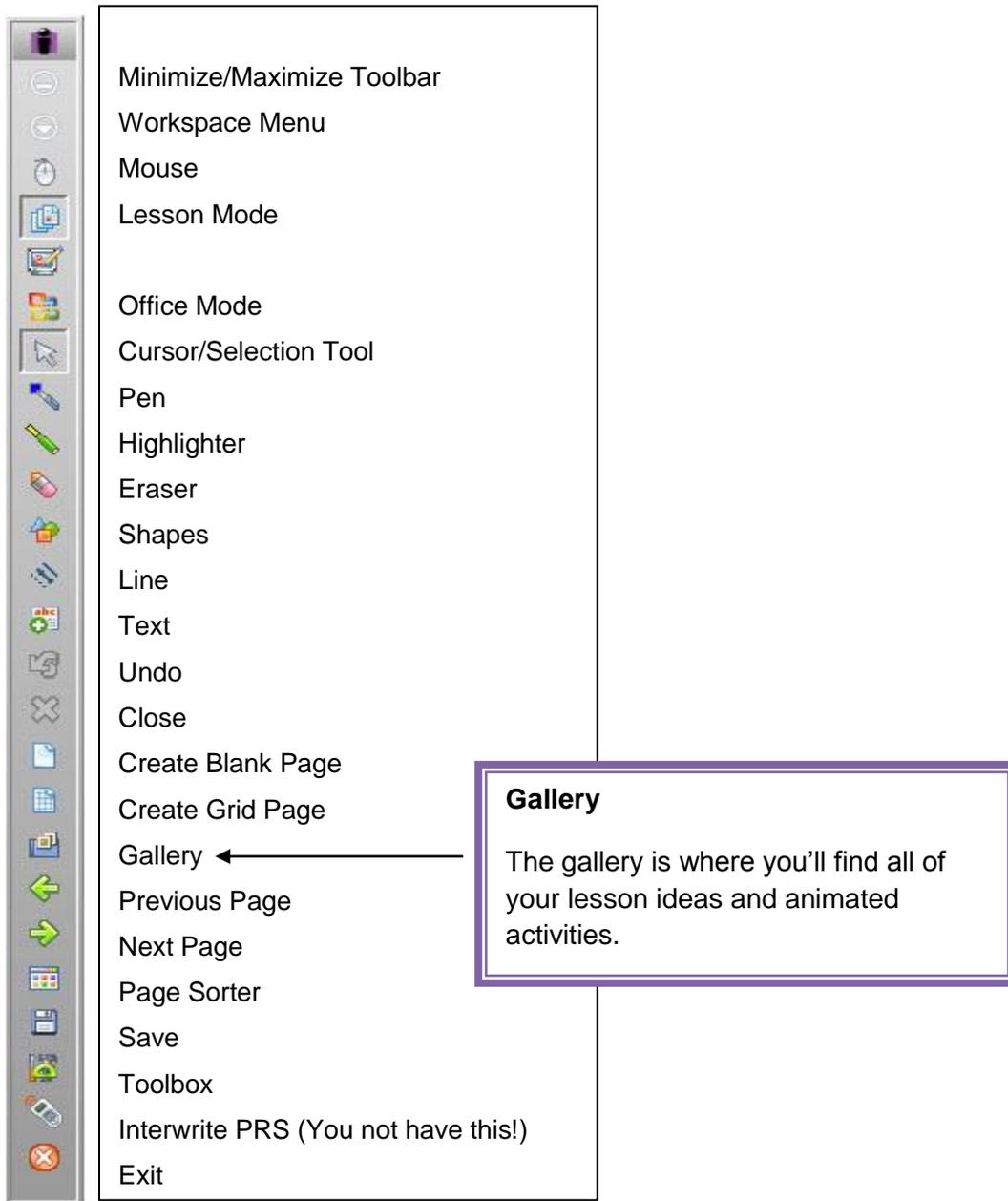
Annotation Mode vs. Mouse Mode

Interactive Mode has two functional modes, Annotation Mode and Mouse Mode. You are in Mouse Mode when your desktop is active and you are guiding your cursor with your electronic Interwrite Pen to select and run applications and perform all the functions you would normally perform with your computer mouse and keyboard. The Mouse Mode tool on the Toolbar will be grayed out when you are in Mouse Mode.

You are in Annotation Mode when the Annotation Window is open. When you are in Annotation Mode, you can use the Annotation Tools to write and draw on the page, the Page Tools to create additional pages and the Multimedia Tools to add a variety of multimedia files to the pages in the presentation file.

Toolbar

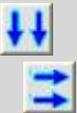
The toolbar on the Interwrite Pad and the toolbar on the computer are slightly different. The toolbar menu on your computer will be similar to this one:



Customizing the Tool Bar

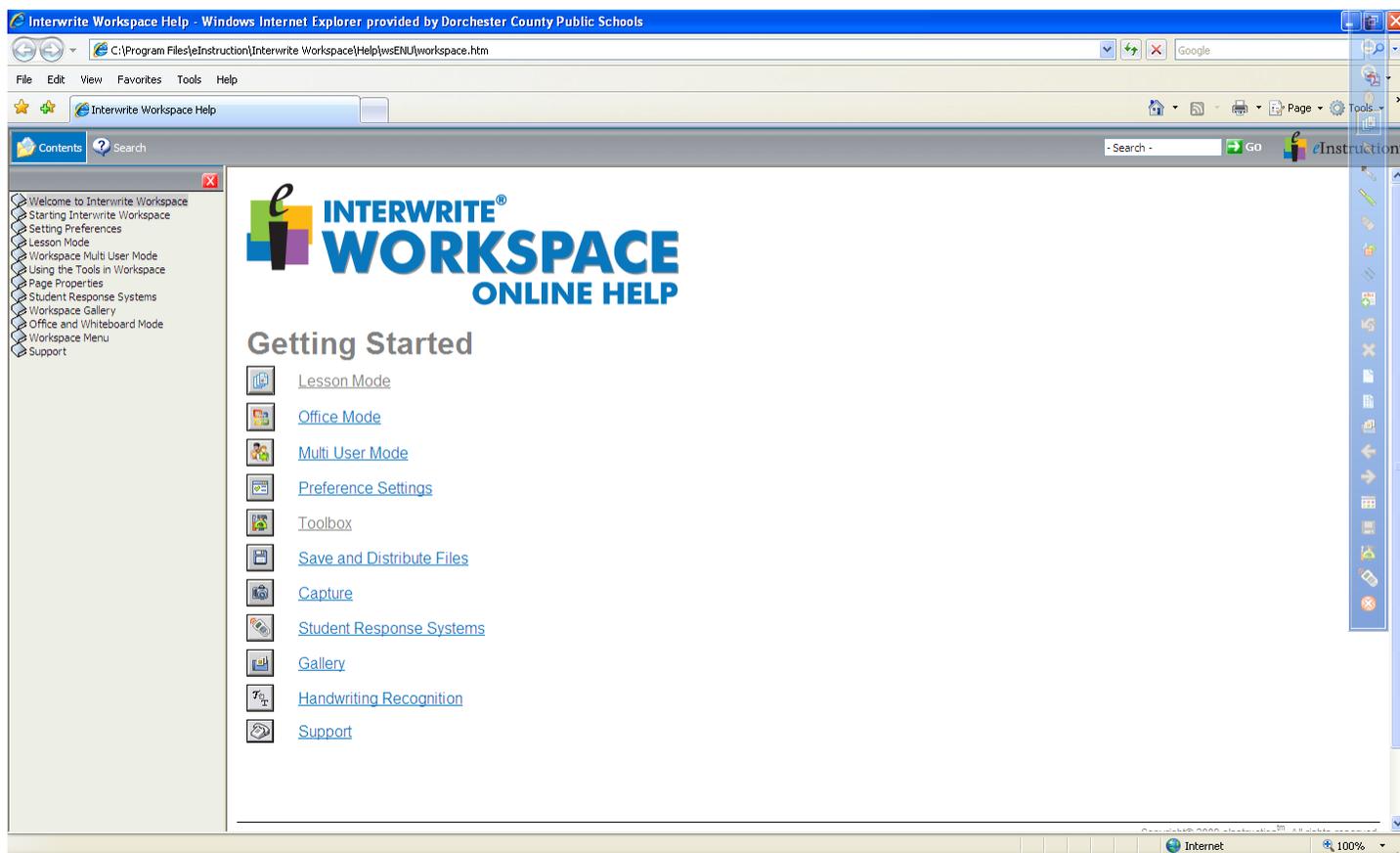
When you are ready, you can customize the toolbar on your Interwrite workspace. When you click on the Workspace toolbar and then click on the Toolbox, you'll see the Tool Menu. It displays the less frequently used tools. You can customize the organization of the tools on this menu and on the Toolbar under Customize Toolbar Preferences. A list of all of the available tools and their function is on the last few pages of this handout.

Other Workspace Tools

	Page Navigation Toolbar	The Page Navigation Toolbar displays the tools you will use to navigate through the presentation file, including the Pan Page, Previous Page, Page Counter, Next Page, and Insert (CPS/Response) Question tools.
	Extend/Scroll Page	Allows you to extend the page.
	Properties Bar	The Properties Bar displays the attribute settings for the selected Annotation Tool. Each Annotation Tool definition in Workspace Help includes a description of the settings on the tool's Properties Bar.
	Recycle Bin	Use the Recycle Bin to delete selected objects from the page. Drag the selected object over to the Recycle Bin. The lid will go up when the object can be dropped in. Click on the Undo tool to retrieve objects dropped into the Recycle Bin.

Additional Help

To access menu from the workspace, click on the workspace menu. Then select help from the menu. You will see the screen below.



The screenshot shows a Windows Internet Explorer browser window displaying the Interwrite Workspace Online Help page. The address bar shows the URL: C:\Program Files\Instruction\Interwrite Workspace\Help\wsENU\workspace.htm. The page features the Interwrite Workspace logo and a "Getting Started" section with the following links:

- Lesson Mode
- Office Mode
- Multi User Mode
- Preference Settings
- Toolbox
- Save and Distribute Files
- Capture
- Student Response Systems
- Gallery
- Handwriting Recognition
- Support

The left sidebar contains a "Contents" menu with the following items:

- Welcome to Interwrite Workspace
- Starting Interwrite Workspace
- Setting Preferences
- Lesson Mode
- Workspace Multi User Mode
- Using the Tools in Workspace
- Page Properties
- Student Response Systems
- Workspace Gallery
- Office and Whiteboard Mode
- Workspace Menu
- Support

You can visit Interwrite on the web at

http://www.einstruction.com/support_downloads/training/resources/index.html for manuals, online tutorials, discussion boards, Interwrite lessons/activities, etc.

TeacherTube (www.teachertube.com) also has some teacher created resources that you may find helpful. You can stream TeacherTube at school.

Visit the link below from Davis School District for a teacher friendly hadnout similar to ours, but with more details. (Note: We do not have Interwrite Interactive Mobi, Interactive Whiteboard, or Interactive Panel in our county.) <http://www.davis.k12.ut.us/district/etc/carol/files/4F73B29181A24A70948B923B15AD479D.pdf>

Software for Home Use

http://www.einstruction.com/support_downloads/downloads.html

Make sure you get the current version of both Interwrite Workspace (v8.60.1034 as of 10/28/09) and Interwrite Workspace Content (v3.04.0041 as of 10/29/09).

All the Tools

The following table lists all the tools available for the Toolbar and the Toolbox. Use the Customize Toolbar Preferences to select.

Tool	Name	Use To
	Mouse Mode	Switch from Annotation Mode to Mouse Mode, which closes the Annotation Window and displays the desktop.
	Lesson Mode	Lesson Mode is the primary operational mode of Interwrite Workspace. Allows for both using the mouse and the annotation tools.
	Annotate Over Desktop	The Annotation Over Desktop Window allows you to use the Annotation Tools or Page Tools while your Active Desktop displays.
	Office Mode	Launches the Office Mode toolbar and associated functions.
	Pen	Use the Pen tool to write or draw on the page in the Annotation Window. The settings options for the Pen tool are found on the Properties Bar. The current tool settings are displayed in the preview window. Click on a feature on the Properties Bar to learn more about it.
	Multicolor	Use the Multicolor Pen to draw colorful lines on a page in the Annotation Window. The Multicolor Pen has two different styles,

	pen	<p><i>Gradient and Color on Color.</i></p> <ul style="list-style-type: none"> • When the Gradient Style is selected, the color, line width and transparency properties to the left of the Gradient Style button define the starting color, while the properties to the right define the ending color. • When the Color on Color Style is selected, the color, line width and transparency properties to the left of the Gradient Style button define the outside, border color, while the properties to the right define the inside color. <p>Your selections are displayed in the preview window. Experiment with different combinations to determine how each setting will affect the style selection.</p>
	Picture Pen	<p>Use the Picture Pen to draw a path of images on a page in the Annotation Window.</p> <ul style="list-style-type: none"> • 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 <i>BMP, GIF, JPEG, TIFF, or PNG</i> 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.
	Line	<p>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 current tool settings are displayed in the preview window. Click on a feature on the Properties Bar to learn more about it.</p>
	Freehand Text	<p>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. Your selections are displayed in the preview window.</p>
	Freehand Shape	<p>This tool automatically converts an object drawn freehand, such as a rectangle, into a true rectangle with 90 degree corners and straight perimeter lines. The tool's Properties Bar allows you to change the tool's line-drawing attributes.</p>
	Highlighter	<p>Use the tool to highlight anything on the current page. Select tool attributes from the Properties Bar.</p>

	Shapes	<p>Draw different 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.</p>
	Flash Player	<p>Flash Player allows you to add <i>SWF</i> files to your presentation. Click on the tool and select an <i>SWF</i> flash file from the directory. Click on the green arrow to activate the flash file. Use the Selection tool to move, resize, or delete the flash file. Note: Only two (2) flash files are allowed per page.</p>
	Text	<p>Use the Text tool to add typed text on the pages in your presentation file.</p> <ul style="list-style-type: none"> • Select the Text tool from the Toolbar • Change font properties <i>before</i> 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.
	Stamper	<p>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 Stamps folder. The images must be in a <i>BMP</i>, <i>GIF</i>, <i>JPEG</i>, <i>TIFF</i>, or <i>PNG</i> format. They will display on the right end of the Stamper Properties 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.</p>
	Audio File	<p>Audio File allows you to add audio files to your presentation files. It supports the following audio file formats: <i>WAV</i>, <i>MP2</i>, <i>MP3</i>, <i>MPA</i>, <i>MPEG</i>, <i>SND</i>, and <i>WMA</i>. Audio files made with the Record and Playback tool, as well as those downloaded from other sources (e.g., iTunes), can also be used. When the file is selected, an audio player containing the selected audio file is added to the page.</p>
	Video File	<p>Add video files to your presentation with the Video File tool. It supports the following video file formats: <i>AVI</i>, <i>WMV</i>, <i>MOV</i>, and <i>MPG</i>.</p> <p>Select the Video File tool and browse to the location of the video file you want to add. A video player containing the selected video file is added to the page. Press the green arrow to start Media Player. You can use the tools on the Media Player Toolbar to annotate the video.</p>

	Pan Page	Move the page around in the Annotation Window.
	Selection	<p>Use the Selection tool to select objects (entities) on the current page. Selected objects can be sized, moved, cut, copied, pasted, deleted, reordered, rotated, grouped, ungrouped, moved to the background, exported, and added to My Gallery. When the Selection tool is selected, the Selection Properties Bar displays. All the editing tools are displayed on the left side of the Properties Bar, the Page Navigation tools are displayed on the right side. When you select an object, its Properties Bar will display in the middle along with the Links tool, allowing you to change the attributes of the selected object or create a link for it.</p> <p>Click on a tool on the Editing Toolbar to learn more about it. Certain editing options will be grayed out until either a selection is made, or their action is appropriate to the selection.</p>
	Eraser	Use this tool to erase objects on the page in the Annotation Window. Adjust the size of the eraser by moving the slider on the Properties Bar.
	Zoom	<p>Select the Zoom tool and click on the page in the Annotation Window to magnify it by increments of 100. Or, click directly on the amount of magnification on the Zoom tool's Properties Bar to magnify the page.</p> <p>If you want to magnify a specific area of the page, select the <i>Zoom Window</i> tool on the right end of the Properties Bar and drag a window around the part of the page you want to magnify.</p>
	Create Blank Page	Add a blank page to the presentation file. See Blank Page Preferences to change the background color.
	Create Duplicate Page	Add a duplicate of the current page in the Annotation Window to the presentation file. The duplicate page is added to the presentation file immediately following the original page.
	Create Calendar Page	Use this tool to add a new page with a calendar to the presentation file. Select and preview a one week, one-, two-, three-, or four-month calendar. Indicate a starting Month and Year (the current month and year is the default), and choose a Background Color for the calendar. If you use calendars often in your presentations, you can add the Create Calendar Page tool to the Toolbar using the Customize Toolbar Preferences option.
	Create Grid Page	Add a grid page to the presentation file. See Grid Page Preferences to change the grid page configuration.
	Create Image Page	Add an image page to the presentation file. See Image Page Preferences to change the background image on the page.
	Gallery	The Interwrite Workspace Gallery contains an extensive collection of images and interactive Flash simulations, called Interwrite Sims,

		arranged in Categories for your convenience.
	Spotlight	Use the Spotlight tool to create interest and draw attention to an area of the screen. When the Spotlight tool is selected, a circle appears in the center of a black curtain. The spotlight opening is transparent and reveals what is directly beneath it on the screen. Click and drag the Move cursor to move the spotlight around the screen. The Spotlight tool can be used both in Mouse Mode and Annotation Mode.
	Page Sorter	Use the Page Sorter tool to view thumbnails of the pages in a presentation file. Select a page by clicking on it. Click and drag a page to a different location in the presentation file. Other Page Sorter options are available on the Page Sorter Menu.
	Previous Page	Go to the previous page in the presentation file. The tool will be grayed out when the first page of the presentation file is in the Annotation Window.
	Next Page	Go to the next page in the presentation file. The tool will be grayed out when the last page in the file is in the Annotation Window.
	Clear	Use this tool to delete the selected object or objects. If nothing is selected on the page, the Clear tool deletes everything on the page.
	Save	Save the currently open presentation file. You will be prompted to save the presentation file when you close it or when you exit Workspace. The Save function is also available on the Interwrite Board's Features Menu. By default, the <i>Autosave</i> feature automatically saves the presentation file every five minutes. You can disable Autosave or change the frequency of autosaving in Preferences, Options .
	Onscreen Keyboard	The Onscreen Keyboard allows for entering text while at the Interwrite Board or when using an Interwrite Pad. You can enter text in an application file, or type annotations on a page in the Annotation Window.
	Lock Pads	Use this tool to <i>silence</i> , or lock, all connected Interwrite Pads, preventing them 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. Session Manager provides more selective Pad-management features. Lock Pads and Unlock Pads tools are also available on the Interwrite Board's Features Menu.
	Internet Browser	Use this tool to start your Internet browser and open it to the Internet Web page indicated in Preferences/Options .

	Page Up	Use this tool to go to the previous page in a PowerPoint Slide Show, while saving the annotated page in the Annotation Window to the presentation file. Even though the tool was specifically designed to work with PowerPoint, it will actually work with any application that is directly under Interwrite Workspace and that understands a Page Up command.
	Page Down	Use this tool to go to the next page in a PowerPoint Slide Show, while saving the annotated page in the Annotation Window to the presentation file. Even though the tool was specifically designed to work with PowerPoint, it will actually work with any application that is directly under Interwrite Workspace and that understands a Page Down command.
	Curtain	The Curtain tool is used to hide the current page in the Annotation Window or to hide the current desktop screen, if you are in Mouse Mode.
	Insert Media	Insert any type of media file, including <i>BMP, JPEG, GIF, EMF, WMF, TIFF PNG, ICO</i> , Audio files, Video files, and Flash files. Audio files are inserted in an Audio Player and Video files are inserted in a Video Player and played in the Media Player.
	Capture	A capture is a <i>snapshot</i> of either the full screen, a selected window, or a selected portion of the screen. The capture options available to you depend on what mode you are in when you select the Capture tool.
	Undo	Use this tool to undo the most recently performed operation. If you drew a line, Undo will remove it. You can continue to undo until you have undone the first thing you did on the page. Of course, if you want to undo everything on the page, you could save time and click on the Clear tool.
	Redo	Use this tool to redo the last Undo operation. You can continue to redo until you have restored everything that was undone. The tool is not available until something has been undone.
	Preferences	The Preferences tool opens the Preferences dialog, where you can establish settings for many of the tools and functions of Interwrite Workspace.
	Freehand Text Recognition	Use this tool to convert handwritten text into typed text and to insert the typed text into an active application, such as Word, or Excel. The Freehand Text Recognition dialog, shown below, provides a spelling checker and the ability to insert Carriage Return, Space, Tab and Backspace characters into the text.
	Record and Playback	Use the Record and Playback tool to record and play back events, with sound, as they occur. It records audio and screen events, and store them in an AVI file for playback.

	Export PDF File	Use this tool to export the currently open presentation file to a <i>PDF</i> format. By default, the <i>PDF</i> file is saved in the My Documents/Interwrite Workspace/Export folder.
	Email PDF File	Use this tool to export the currently open presentation file to a <i>PDF</i> format and automatically attach it to an email message.
	Timer	Use the Timer for timed classroom activities, exams, or quizzes.
	Student Response System	The Clicker icon displays when a Student Response System is installed on your system. Click the icon to display the question menu. Click here to learn more about using the Student Response System.
	Examview	Launches Examview .
	Ruler	The Ruler allows you to demonstrate how to use measurement between two points within the Annotation Window.
	Triangle	The Triangle tool allows you to demonstrate how to measure within the Annotation Window.
	Protractor	The Protractor allows you to demonstrate how to use angle measurement within the Annotation Window.
	Compass	The Compass allows you to demonstrate how to draw circles, arcs, and measure distances within the Annotation Window.
	Link History	Link History is an account of where you go via GWB links. It maintains a record of <i>back links</i> , allowing you to follow the history of your links and go back to any one of the links during the current session. This tool is available only when a presentation file is open in the Annotation Window and a GWB link has been executed.
	New Page Setup	The New Page Setup tool allows you to select all of the page creation options.
	Fill Tool	Used to fill any object with color or change the background of the page if no object is selected.
	Gradient Page	Add a gradient page to the presentation file. See Gradient Page Preferences to change the background color.
	Exit	Exit Interwrite Workspace.
	Toolbox	The Toolbox Menu is displayed when you click on the Toolbox. It displays the less frequently used tools. You can customize the

		organization of the tools on this menu and on the Toolbar in the Customize Toolbar Preferences dialog.
	Minimize Toolbar	Click on this tool to minimize the Toolbar, or to restore the full-size Toolbar.
	Workspace Menu	Opens the Workspace menus.

Chart is from *Interwrite Workspace Help*