

Using Pen Software – On the Classroom Monitor

Basic User Guide



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2 Options:

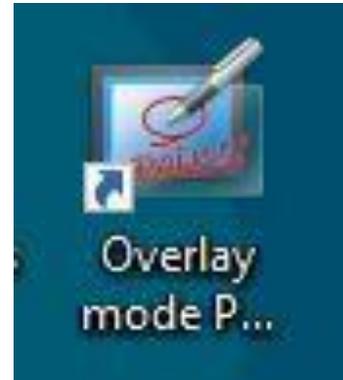
Option 1 - Overlay Mode

Allows you to write over what is on your screen, whether it is a browser page, application or anything else that is being displayed.

However, you cannot operate the screen as a touchscreen while in Overlay Mode. You will have to minimize the overlay application in order to switch out of the writing mode.

To Access: Select **Overlay Mode Pen Software** on the desktop

- See “**Square menu – the writing options**” section of this document to learn more about the writing options.



Option 2 - White Board Mode

Allows you to use the monitor as a digital white board.

To Access: Select **Pen Software** on the desktop.

- See “**Square menu – the writing options**” section of this document to learn more about the writing options.
- See “**Navigation Window**” section of this document to learn more about sizing your page in Whiteboard mode.



Tool bar for both Overlay and White Board Modes

Left side of bar:



1. **Pin button** – to display toolbar at bottom of screen (it is recommended to leave this option on; the pin is blue)
 - Touch to switch between the pin / unpin settings.
 - If you want to always display the toolbar on the screen, pin button should be selected.
 - When set to the pin setting, the button is blue.
 - If you only want to display the toolbar when the square menu is displayed, select the unpin setting.
2. **Sheet list**
 - Touch this tab to display the list of created sheets/white boards shown as thumbnail images.
3. **Settings** (it is recommended to not change from the default settings)
 - Displays the Pen Software settings screen.
 - To change the settings to allow for 2 pens to write at the same time, see “Simultaneous Drawing” section below.
4. **Navigation window** (see the Navigation Window section of this document)
 - Touch to show/hide the navigation window.
5. **Search box**
 - You can search for text and handwritten characters in the box.
6. **Sheet navigation buttons/Page No.**
 - Touch the sheet navigation button (the arrows) to change the displayed sheet.
 - The number shown at the center is the page number of the current sheet.
 - When the last sheet is displayed, press the plus sign to add a sheet at the end.

Right side of bar:



1. **Board list**
 - Touch to display the list of boards as thumbnail images.
 - Select the Overlay Mode option to switch to Overlay Mode
2. **Minimize**
 - The software will be minimized to the task tray. In Overlay Mode this brings the monitor back to touch screen mode.
3. **Window / Maximize**
 - Switches from full screen mode to displaying the white board in a window.

- Select again to switch back

4. Quit

- The software is exited. An options box will open for deciding to exit with or without saving.

Square menu – the writing options for both Overlay and White Board Modes



The Indicator

- Touch the indicator to display the square menu.
- The square menu has 2 sides. To change the menu, touch the 1/2 or 2/2 button under the icon or touch the blank center of the square menu.

Square 1/2

Pen 1 to Pen 3 – Handwriting

- Select the pen you want to use
- Click on the pen icon again to change color, translucency and thickness options. For more info go to “Changing the color and width of the pen” section of this document.

Eraser - Erase hand-drawn lines.

- Select Eraser option and use the pen to erase.
- Select Eraser option again for options to change eraser size

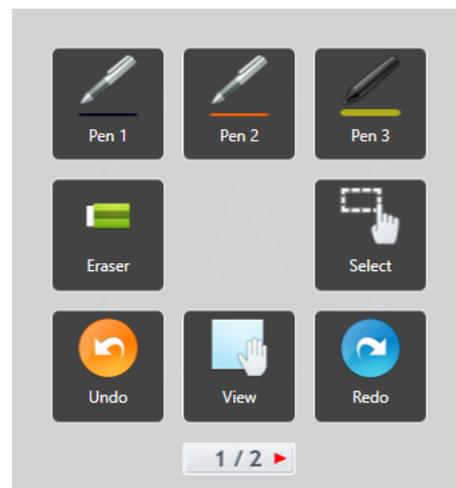
Select - Select an object

- Select the Select icon
- Create a rectangle around the object by placing the pen at a corner just outside the object, slide the pen to enclose the object in a rectangle.
- Once selected you have the option to:
 - Move the object – hold your finger on the object and move to the desired location
 - Cut, copy, duplicate or delete
 - Rotate
 - Convert the handwriting to text
 - Search the text on the internet
 - Properties – change font, color or line width, make the object translucent or smooth.

Undo - Cancel the immediately preceding operation.

View - Enlarge the view of the whiteboard, change the display position, move sheets, and change sheets.

Redo - Redo the immediately preceding canceled operation.



Square 2/2

Drawing Object - Draw a figure, straight line or arrow.

- Select this option then select from the options in the pop up.
- For more Information see the Drawing Object section of this document.

Paste - Pastes the most recent copied object.

Open - Open a file, this will add a selected file to the white board.

- Select “Open as a New File” or “Add to the Current Sheet”
- Select “My Computer” to get to your H-drive or flash drive.

Text - Enter typed text using a text box format.

Insert Image - The “Insert an image file” or “Screen Capture” selection screen appears.

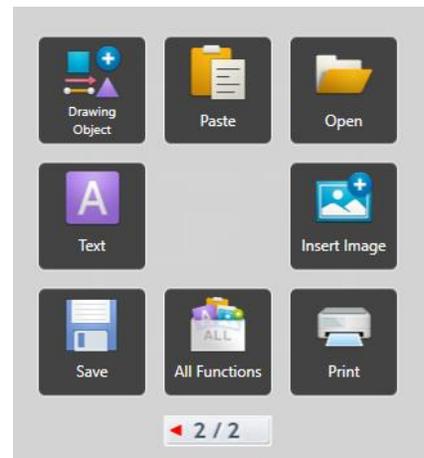
- Select “Insert an Image File”
- Select “My Computer” to get to your H-drive or flash drive.

Save - The “Save as a new file”, “Save to the same file”, “Save PDF”, and “Save image” selection screen appears.

- Save as PDF or Image
- Select “My Computer” to save to your H-drive or flash drive.

All Functions - Displays all functions in list view. From the list, you can select functions to be used and functions to be displayed in the menu as icons.

Print – Not available in most classrooms. The “Print Current Sheet” or “Print All” selection screen appears.

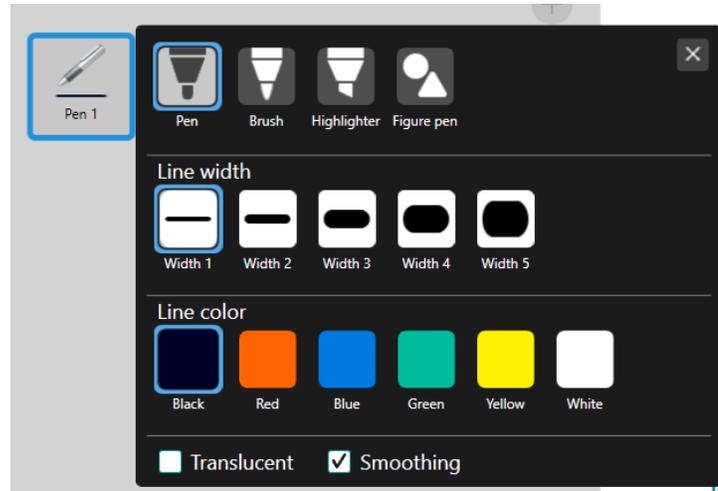


Changing the color and width of the pen

If you touch the icon of the selected “Pen 1” to “Pen 3” again after you first select it, the type, color, and width settings menu will appear.

You can select the:

- Pen type
- Color and width
- Check the translucent option (this is always an option for the highlighter)
- Check the smoothing drawn lines option (cannot be used with highlighter or figure pen)



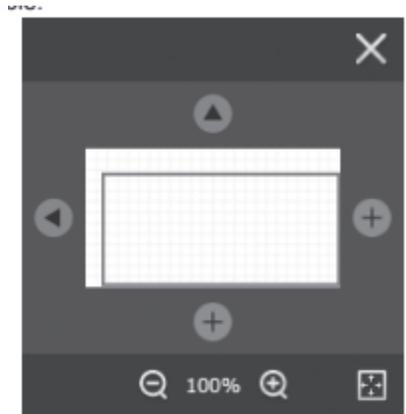
Navigation Window - for White Board Mode

Changing sheet size

- Select the Navigation icon on the bottom toolbar
- Touch the plus sign at the top, bottom, and sides of the navigation window to enlarge the sheet size. (Max. 3840 x 2160)

Reduction of the sheet size is not possible.

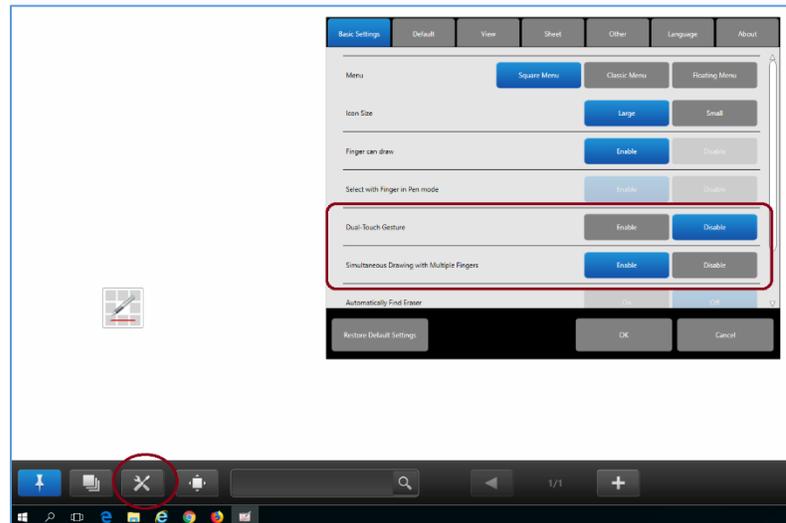
Option: In order to have all notes be on one page, it is suggested to start with an enlarged sheet, i.e. 200%. Slide the board around to write on different areas. Reduce the size to see the whole white board.



Simultaneous Drawing

The default setting for the monitor is to allow for dual-touch gestures, which can be used to zoom out or in by using 2 fingers and spreading them out or in. To change this setting to allow for more than one writing at the same time:

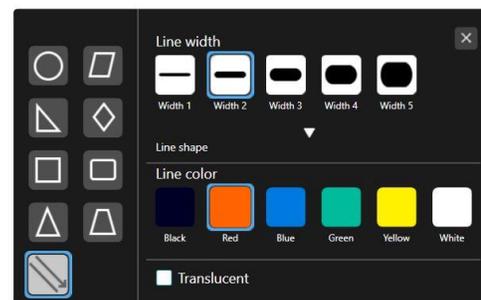
- Select the Settings icon located on the bottom bar (screwdriver and wrench)
- Under the Basic Settings tab
 - Disable “Dual-Touch Gesture”
 - Enable “Simultaneous Drawing with Multiple Fingers”



Drawing Object

To draw straight lines or shapes select the Drawing Object tool.

- Select the shape, line width and color and then select the Drawing Object again to delete the pop up.
- Draw using the pen



For more options of line types, select the line icon and then select the down arrow right below the Line Width portion of the pop up.

