Interactive White Board Training Guide – Level 2

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Promethean Interactive White Board
Training Guide.
Level 2
Contents

On Screen Keyboard

Click here to re-size
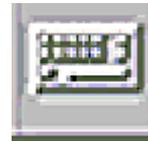
The on screen keyboard can be selected at any time and can be used to enter text in any application e.g. Textease.

The keyboard may be enlarged or reduced by clicking the grey button on the pen barrel over one of the three blank squares.

Camera (Snapshot)

When the snapshot icon is selected a menu will appear.

Fullscreen Snapshot ▶
Area Snapshot
Cancel

The full screen snapshot will take an image of the whole screen. The area snapshot enables the user to select an area of the screen to capture.

The Snapshot Menu

Copies the selected area to the current page of the flipchart.

Copies the selected area to the image library

Snapshot...

Copies the selected area to the clipboard.

copies the selected area to the next page of the flipchart.

Area selection box.

Re-size area
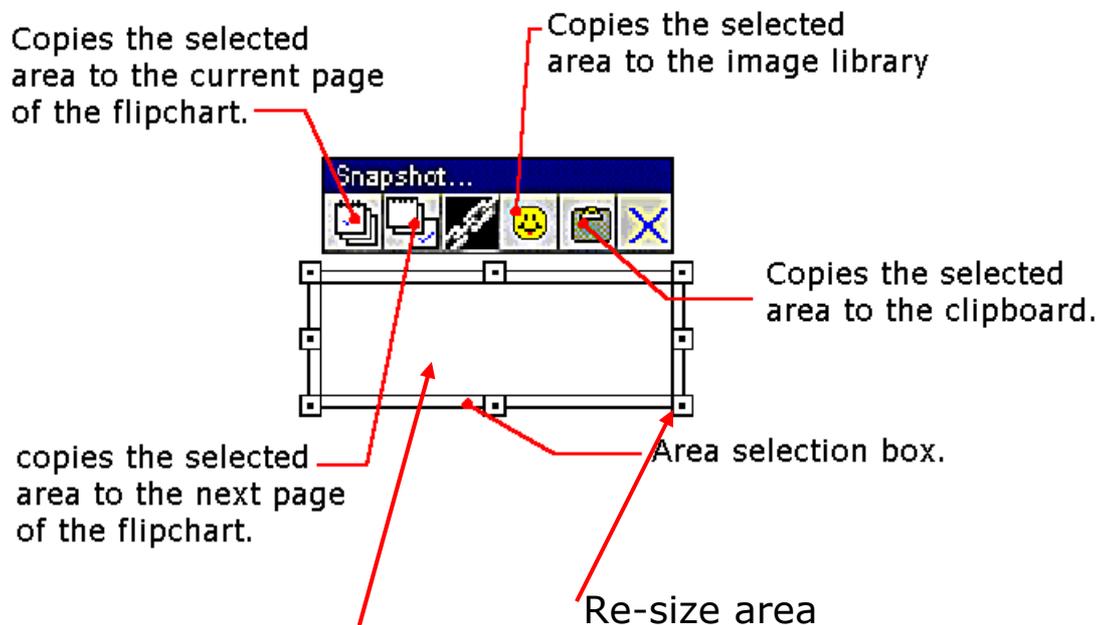
When the hand appears drag the window to the required area.

Page Selector

The page selector enables the user to view all of the current flipchart pages.

When the page selector has been activated, individual pages can be selected by simply clicking on them.

The page selector may be kept open by selecting the pull down menu

✔ Hide on Select
✔ List View

Click here to remove tick and the page selector will remain open when pages are selected.

Flood Fill Tool

The flood fill tool on the flipchart menu can be used to fill any enclosed shape with a selected colour. Care must be taken to only fill the desired area and special attention should be paid to the cursor as it will display the flood fill colour and the border colour.

This shows that the shape will be flood filled with blue up to the black border.

If the right mouse button or the barrel button is used on the flood fill icon a number of different effects can be used to fill an enclosed shape.

Solid
Horizontal
Vertical
Diagonal 1
Diagonal 2
Cross
Diagonal Cross
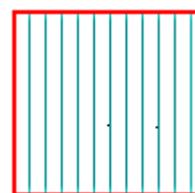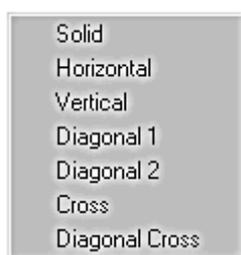
Text

The text tool may be used to create labels on the flipchart.
Start by selecting **Label Text** on the Text Type window.
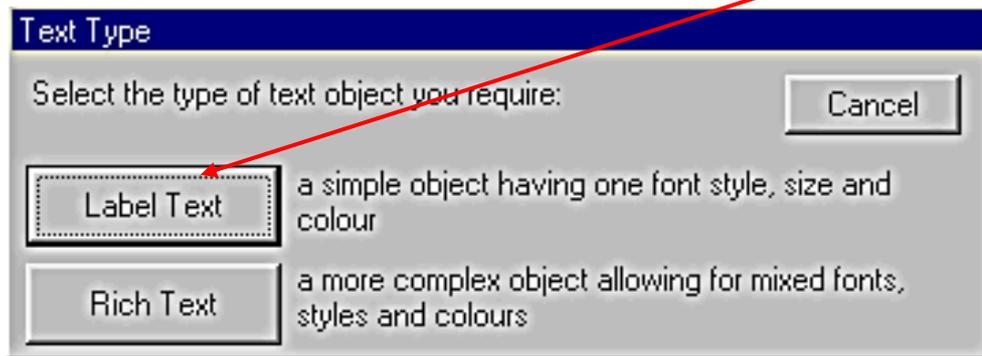
When Label Text is selected a label may be made using the following tools. The chosen styles apply to all the text.

This is the text toolbox where the text may be edited.

This is the box where the text appears.

This is the floating keyboard that may be used to produce the text.
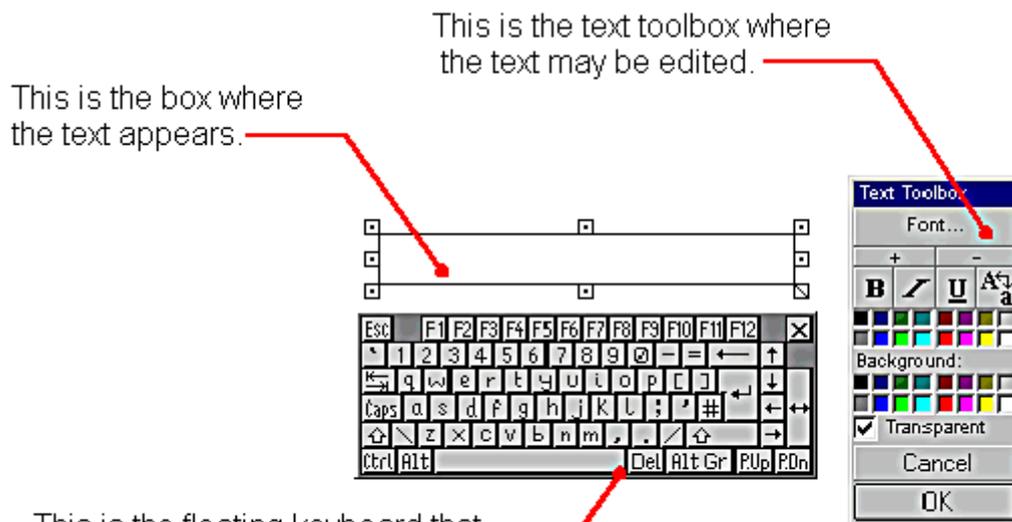
If *Rich Text* is selected individual words can be changed e.g. bold, italic, font colour, size etc.

Handwriting Recognition

When handwriting recognition is activated the following menu will appear.

This selects the font for the writing.

This icon activates handwriting recognition.

This slider changes the amount of time before handwriting recognition starts.

This icon changes the recognition mode from numbers to letters or both.

This puts writing on a new line.

This icon puts all writting in upper case letters.

This adds a space to the writing.
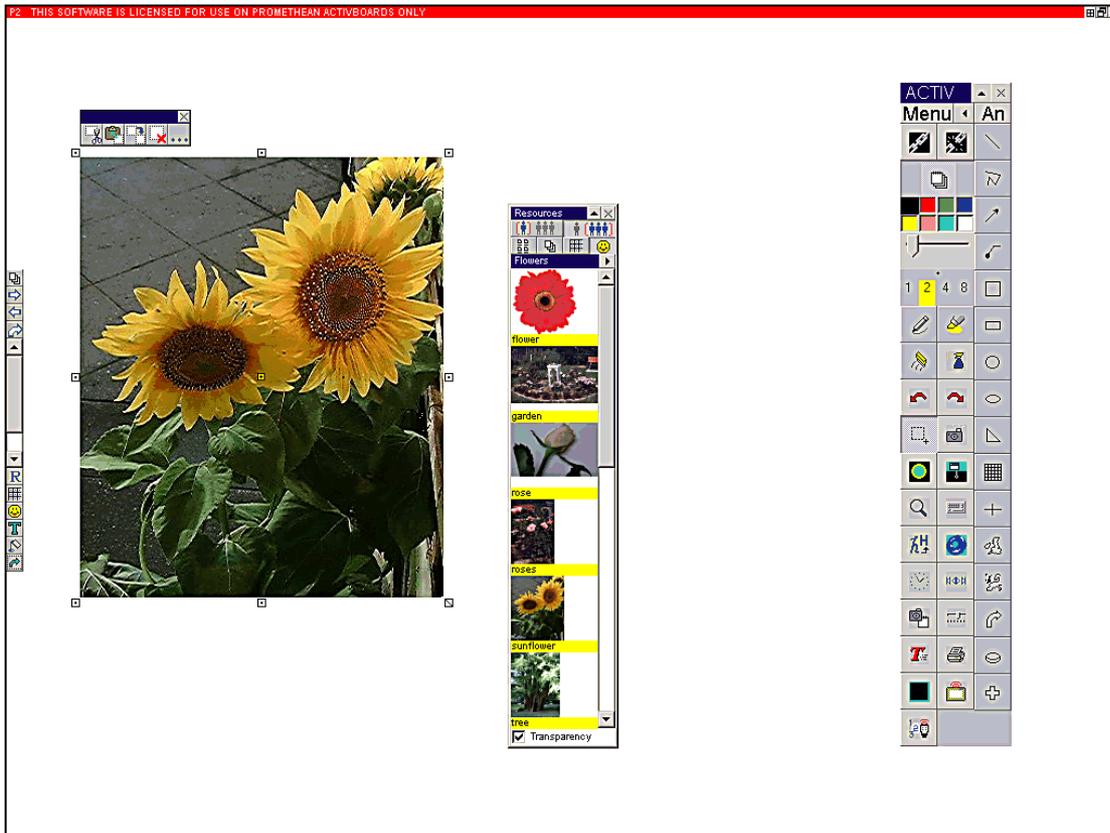
Marquee Select

Marquee Select allows objects to be re-sized or moved.

Having selected the image a menu box will appear on the top, with cut, copy, duplicate, delete and more options.

*If the blue, menu box is not there – use the grey barrel button over the image to open the menu. Click on *Selection Toolbox*

Cut ✕

The icons from left to right are: Cut – this cuts the image and removes it to the clipboard to be *pasted* into other software e.g. Textease or Splosh.

Copy ✕

Copy – this does the same job as **Cut** but leaves the object on the flipchart page. Again the image is transferred to the *clipboard* ready to be *pasted* elsewhere.

Duplicate ✕

Duplicate – this creates a duplicate image on the flipchart. Drag it into position off the first image.

Delete ✕

Delete – this deletes an image from the flipchart page.

Using images

To add an image from disk to a flipchart page click on image tool.

When this window appears, select **From Disk.** Use the dialog box to browse your computer system for an image or clip art. As you click on images you will see a preview of the image in the dialog box.
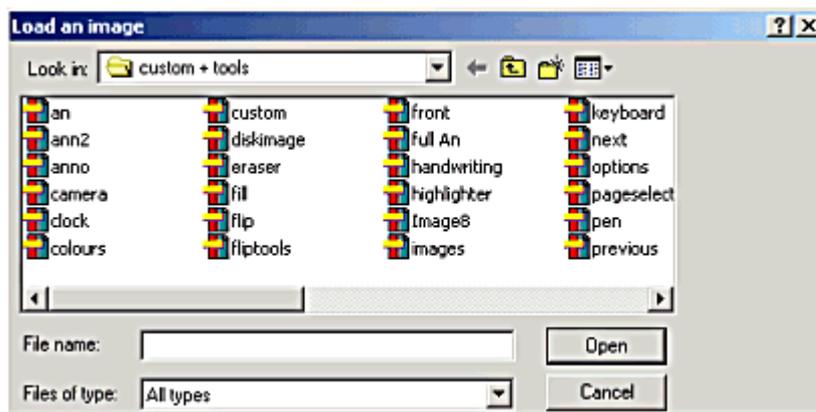
Click to select the required image and then click **Open**.

Using annotations

Click here to access the full Annotation menu.
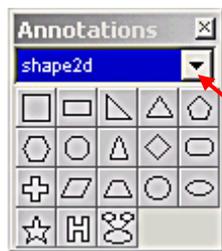
This menu contains groups of annotations.

Click here to choose a group. Click to select annotation, move pen to starting position on the board and drag out to required size.

*Tip – Drag out from top left to bottom right.

Printing flipcharts

Click on **menu** to display this window. Click on **flipchart** and then **print.**
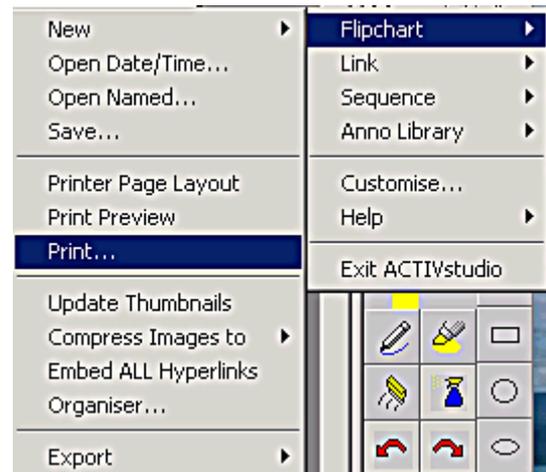
The **Printing The Flipchart** box will appear. Select the required settings and click **OK.**
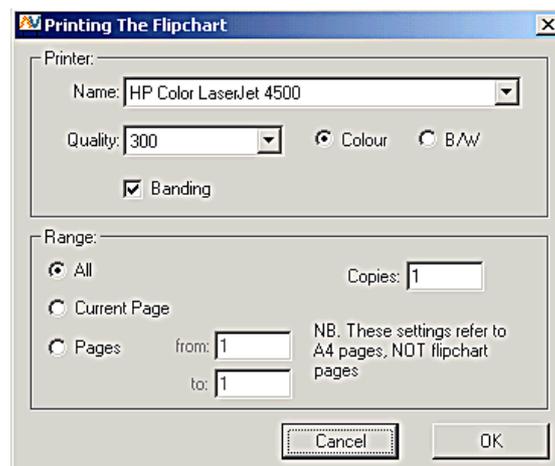
Saving Work

In order to save work, select **Menu** on the floating tool bar and then select flipchart in the sub menu. Click on **Save...**, and the Save Flipchart File dialogue will appear.
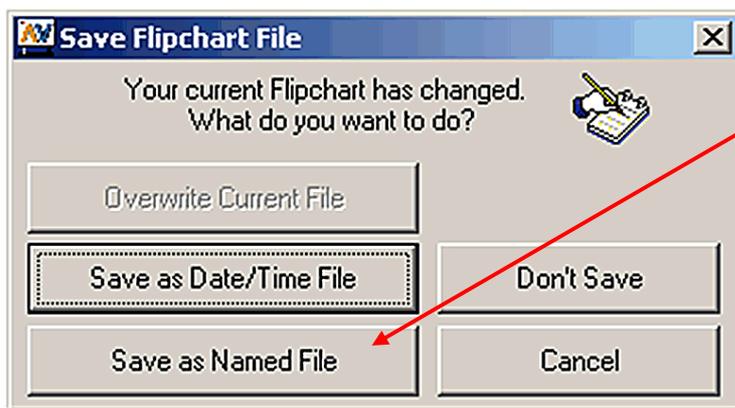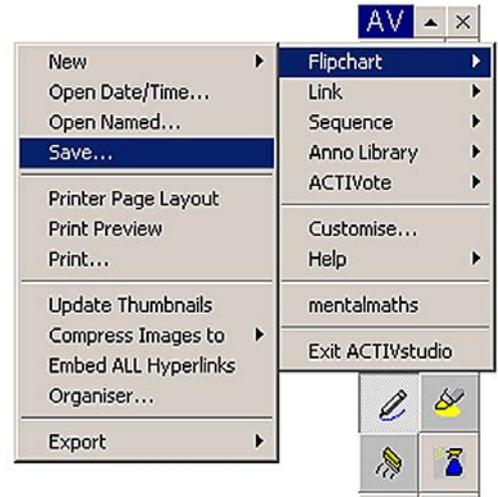
Select **Save as Named File** Name the file and **Save**. The file will automatically be put into the file folder that was created or opened when the user **Logged on**.

Opening a Saved Flipchart

To open a Flipchart file you have made, select **Menu** and scroll down the first window. Recent files will appear near the bottom of the window.
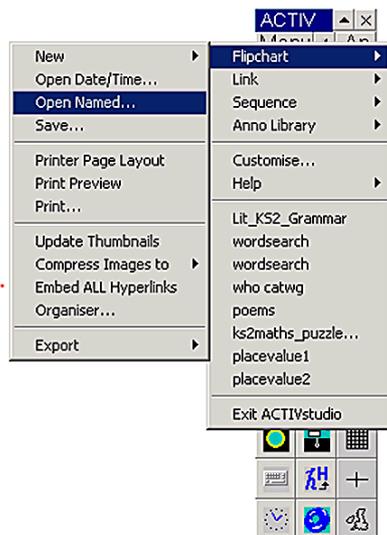
 Slide through **Flipchart**, select **Open Named...**. In the new window click to select the required flipchart and **Open**.

To open files from elsewhere, e.g. a floppy disc, select **Menu, Flipchart** and **Opened named**. Open as other **Windows** programs e.g. the **A** drive.

Creating a New Flipchart

When creating a new flipchart, the screen definition of the laptop is normally set to 1024 X 768. If the whiteboard is being run through a desktop P.C. the definition is usually set to 800 X 600.

Select menu on the floating toolbar then select **New** – **Flipchart** – **1024 x 768** or **800 x 600** as appropriate.