

Interactive White Board Training Guide – Level 1



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Promethean Interactive White Board Training Guide.

Level 1

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Promethean Whiteboard Setup

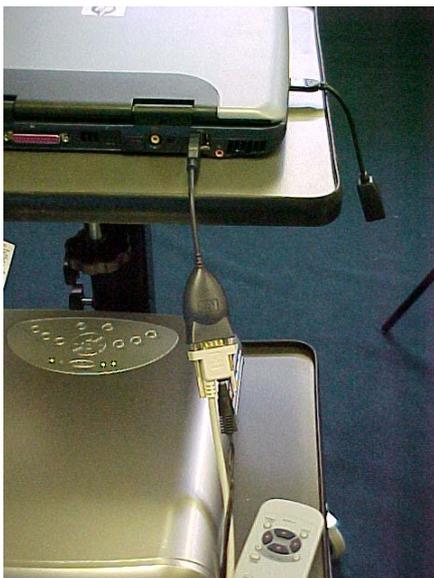
1. The laptop is connected to the projector via a blue serial cable.



2. The other end of the blue serial cable is connected to the projector.



3. The laptop is connected to the whiteboard cable via a small adapter.



4. There are two leads that join onto this adapter, the whiteboard lead (white) and the whiteboard power lead (black).



5. The network connection adapter plugs into the side of the laptop.



6. This is what the laptop and projector should look like when all of the cables are connected.



***Tip** – Switch on the whiteboard and projector before the laptop.

The projected image needs to be within the *interactive area* i.e. the four grey corners marked on the board.

To shut down the projector press the **on/standby** button. A message will appear on the board instructing you to press the button again. Do not disconnect from the mains power until the fan has cooled down the projector lamp.

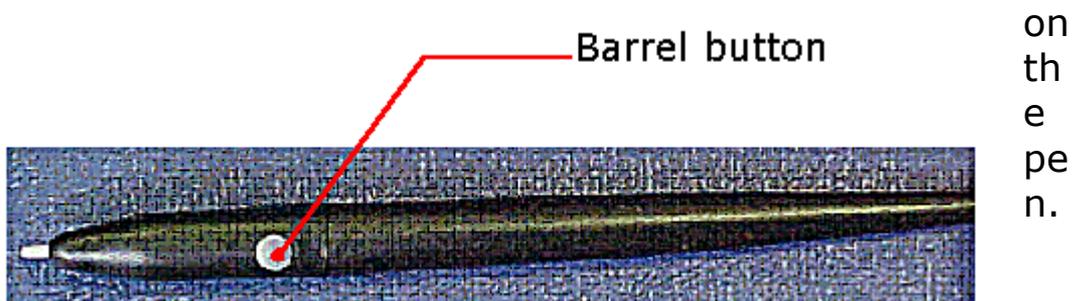
Calibration

Before the whiteboard can be used it must be calibrated so that the on screen cursor corresponds to the pen pointer. To calibrate the whiteboard click on the grey dot on the bottom left hand corner of the board with the pen.



When this is selected a message will appear to **click on the screen**. Click anywhere on the screen and follow the instructions.

Click on the four crosses (five on the latest version of the software). When this is done the whiteboard will be calibrated. If any mistakes are made the calibration procedure can be cancelled by clicking the barrel button



The whiteboard may be re-calibrated at any time by clicking on the grey dot on the bottom left hand side of the board.



Logging on

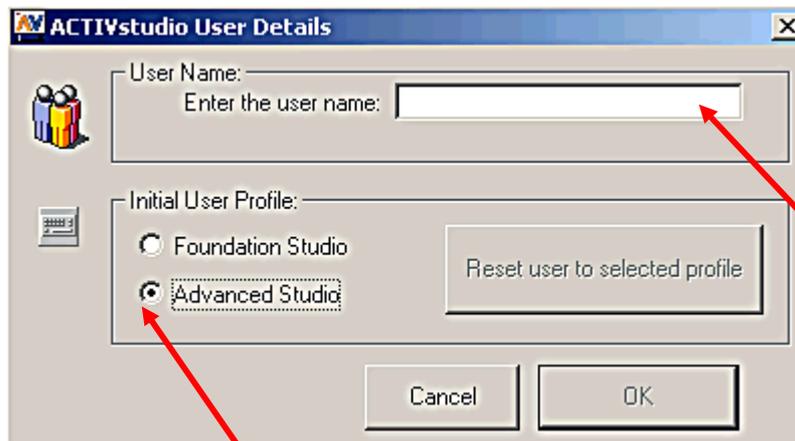
Double click on Activ Studio to load the software.



Use this screen to log-on to Activ Studio. The name of a different user may be selected or a new user may be created by using the **Add** button.

Click here to view the list of users.

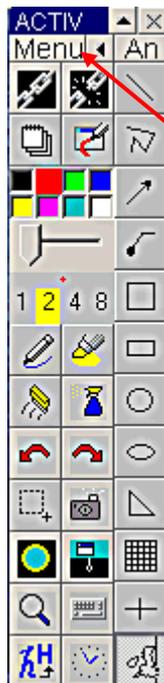
If the **Add** option is being used this window will appear.



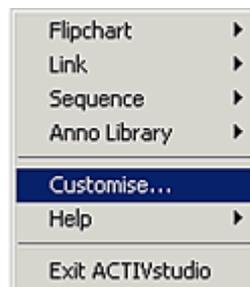
The new user name can now be entered.

All new users should select the Advanced Studio Profile.

When a new user has logged on they should customise their floating toolbox.



Select menu on the toolbar. When the floating menu appears select



floating menu
Customise...

This is the **Customise** menu. This menu is used to individualise a user's toolbox.

This enables you to **enlarge** your toolbox

This selects how many colours you want on your toolbox.

This selects the tools you want on your toolbox

This gives more options to further customise your toolbox.

This explains what each tool does.

This is the toolbox that displays the tools you have selected.

ACTIVstudio Profile Customisation

ACTIVstudio Toolbox Customisation:

Rollup: Allow Flushing Title

Toolbox Scales: x1 x2

Colour Selectors: 0 6 16 24

Pen Width Slider Fixed Pen Widths

Options...

Pen Tool. Draw freehand in the flipchart and directly on other applications

Cancel OK

Floating Tools

ACTIVstudio Toolbox (Full Advanced Profile)

- Main Menu
- Display/Hide Link List
- Show / Hide Flipchart
- Pen Colours
- Pen Width Slider
- Fixed Pen Widths
- Pen
- Board Rubber
- Undo Last Action
- Marquee Select
- Spotlight
- Zoom
- Clock
- Quick Snap
- Link / Sequence Navigator
- Big Arrow
- Tickertape
- ACTIVslate Control
- Annotation Library
- Break Link
- Desktop Annotate
- Highlighter
- Clearscreen
- Redo
- Camera / Snapshot
- Reveal
- Floating Keyboard
- ACTIVweb browser
- Backdrop
- Media Controller
- Handwriting Recognition
- Quick Print
- ACTIVote

Recommended set of tools

*Extra tools can be added as required



Click to open a flipchart. Click again to hide it.



Annotate (draw and write) over Windows applications. (Yellow when in use)



Click to select colour. Right click (barrel button on pen) for more colours.



Pen width – select number or use slider to increase/decrease size.



Pen – writes with selected colour and width.



Highlighter – two preset sizes. All colours available but light colours work best.



Eraser – rubs out by covering previous images.



Clears whole screen of annotations (not text).



Multiple undo.



Multiple redo.



Marquee select – resize, rotate, flip and move.



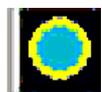
Camera – select and capture an area or full screen.



Handwriting recognition – changes handwriting into text.



Onscreen keyboard.



Spotlight – Focus attention on an area of the screen. (Size and shape can be adjusted.)



Reveal – gradually reveal page from top to bottom, bottom to top or side to side.



Clock – analogue, digital and count up/down clocks.



Annotations – click to see full menu.

* **Tip** – When creating **Annotations** always drag from top left of the flipchart to bottom right.

Flipchart Tools



Page selector – thumbnail view of all flipchart pages. Click on required page to view.



Previous page.



Next page.



Resources – view all available resources.



Tile library – view available backgrounds or select background colour.



Access images from library or disk.



Text – use to create simple labels or full paragraphs. It is possible to change font, size, style and colour.



Fill annotation with selected colour.

The **Flipchart Tools** can be switched to the left side of the board. Click the **barrel button** whilst holding the pen near the bottom edge of the **Flipchart Tools** and this instruction will appear.



Switch Flipchart Tools to Other Edge



The flipchart will always appear on the selected side.

Flipchart Resources Menu

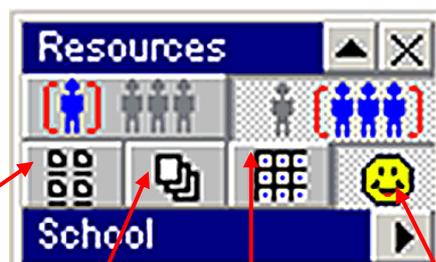
When you click the **Resource** button on the flipchart, the following menu appears.



The resources are found in the *shared area*, with the 3 blue people.



All personal images and resources can be found in (or saved to) the single blue person icon.



Flip-chart
Library

Page
Library

Tile
Library

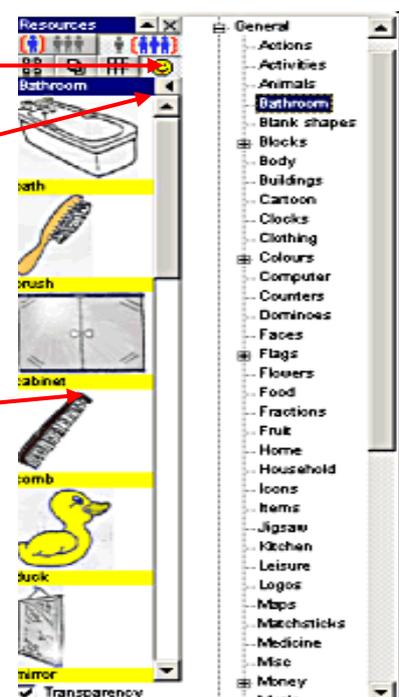
Image
Library

You can access images by clicking on the *Smiley face* icon, here.

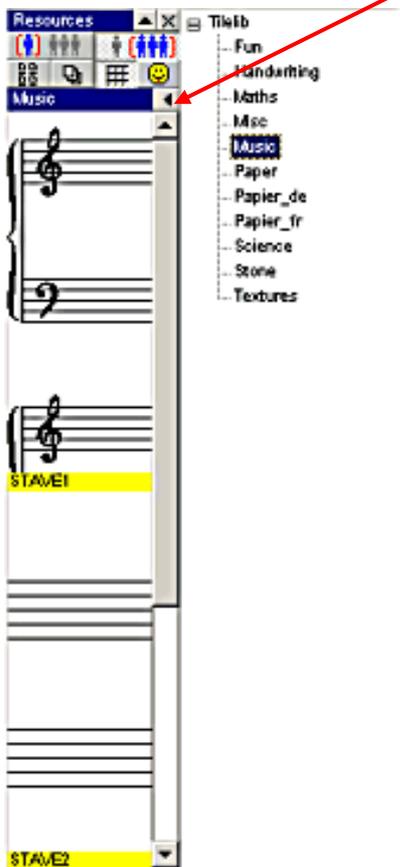
More images are available by clicking the arrow key here.

A large window will open showing the categories of images available. Select a category or topic and the images will appear here.

Scroll down until you find the picture that you require and *drag and drop* it onto the flip chart page.



The Tile Library provides a wide range of backgrounds, e.g. graph paper, clocks, music staves, etc.



Click the arrow to view the categories.

The choice of tiles within each selected library will appear. Scroll down and *drag and drop* the required tile page onto the flipchart page.