



## Manual version 10.1 ENG



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# 1. Communicator Manual version 10.1

## **Introduction and terms:**

Welcome in a whole new world of products with which you can revive your presentations and lessons, and make them more interesting in an easy way. Below, you will find an overview of the used definitions.

### **A. Communicator:**

The digital blackboard (interactive whiteboard) will be connected to a PC (or laptop) and a projector (beamer), in order for you to be able to control the software through the board, make screenshots, save and re-open notes, save information and lessons, print, and of course send out e-mail.


### **B. The MM(X) Pen:**

For this product, the pen will be used as a mouse. The pen has two functions: the tip of the pen (left mouse button) and the red button on the side (right mouse button). By pressing the pen on the board, the left mouse button will be activated. Now you can easily write on the Communicator, or activate one of the fast keys. By using the pen to double-click on the Communicator, you can activate the software. Just like with a regular mouse, you cannot activate the left- and right mouse button at the same time.

### **C. Calibrating:**

By calibrating the board, you can define the active working area of the board. In order to do this, please follow the easy instructions that are shown after pressing the Calibration fast key. These steps are discussed further on in this manual. You need to calibrate the board if the tip of the mouse does not (or no longer) correspond to the mouse pointer. This process can be completed within a few steps and will take less than 10 seconds.

### **D. Help-button:**

By using this button, you will gain easy access to the Fast key editor, the Slideshow, and the folder with all the Snapshots (screenshots), the Sherston image database, the HTML sessions, etc. Push this button  to explore these possibilities.

### **E. Virtual WhiteBoard (VWB):**

The virtual whiteboards functions like a traditional whiteboard, however, it uses 'electronic' ink, instead of traditional ink. The major advantages of using a virtual whiteboard are the possibilities to copy/cut and paste, print, save, and e-mail the notes and to revive your presentation by changing the background of your notes, inserting images, shapes, audio- and video clips. Of course, you will also never run out of ink, or encounter the nasty smell of regular whiteboard markers. If necessary, the surface of the Communicator can be cleaned with the cleaning fluid for a traditional whiteboard.

## **F. Fast keys:**

On the left and right side of the Communicator, you will find 20 very user-friendly pictograms of a spotlight, a red and black felt pen, a coloured marker, an eraser, a screen wiper, fast keys to Internet, Excel, PowerPoint, and a virtual whiteboard, a help-button, and a button to calibrate Communicator. The upper 18 keyboard shortcuts can be arranged to your liking by using the fast key editor. We will first explain the default fast keys to you, and provide you with more information on editing the fast keys later on in this manual, so that you can create and save your own set of fast keys. Multiple users can use the board according to their own preferences.

## **G. Presentation means:**

The presentation means are easy tools that can be set up through the Fast key editor, so that each user has its own presentation means at his or her disposal. For example, you can set different colours felt pens, but also the brush size of these felt pens.


## **H. Slideshow:**

Make a Slideshow of your screenshots and other saved bitmap files (.bmp). This way, you can present your information in the order you like.

## **I. Onscreen keyboard:**

By pushing the Onscreen keyboard button, a keyboard will be activated and appears on the Communicator. You can use the pen to insert text.

Now you are ready to go through this manual. We will explore the possibilities step-by-step. We will start with the default setup and will explain later on how you can adjust the settings to your own liking.

**Important:** You can reach the Communicator-selections by hitting the  button on the left or right side. Pushing this button will provide you with many possibilities.


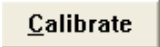
## 2. The pen

The pen is used as a **mouse**. Most of the basic functions of the Communicator can be used by pressing the pen onto the board. If you need the right mouse button, click on the red button on the side of the pen, while holding the pen close to the board.

**Please note:** If the pen has not been used for some time, it will enter the energy saving 'sleep'-mode. You can reactivate the pen by pressing the tip of the pen on the board.

## 3. Calibrating the Communicator:

It is important to make sure the board is calibrated correctly, so that text and images appear at the right place on the board. Below you will find step-by-step instructions and images of how to calibrate the board. If the board needs to be hanged on the wall, it only needs to be calibrated during the installation. After that, only calibrate the board if you see inconsistencies between the tip of the pen and the mouse pointer.

Now it is your turn! Use the pen to press the fast key Calibration  on the left or right side of the board. Then use the pen to click the button Calibration  at the bottom of the screen and follow the onscreen instructions. You are only four clicks away of setting the board in such a way that it has an accuracy of 1000 lines per centimetre. Of course, you will click on 'OK' when the board has been calibrated.

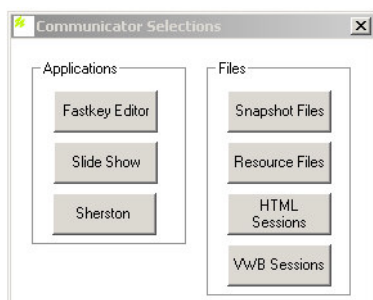
OK

## 4. Help-button:

By using the Communicator-selections, you will get fast and easy access to the different applications of the Communicator.

To open the Communicator-selections, press the keyboard fast key 

This dialog area will appear:



## 5. The fast keys:

### A. General information on the fast keys

As you will probably know, there are 20 fast keys on the left and right side of the Communicator. The fast key software and the VWB (Virtual WhiteBoard) software are two different applications. The red and black felt pen, the marker, the eraser, and the screen wiper will not work while you are working in the VWB. If you try to do this, an error message will appear onscreen. These presentation means will not work here, because the VWB already offers all these possibilities. The other presentation means like the zoom option, the curtain, search, hidden messages (news flash), ticker tape (moving screen), and the timer will be available in the VWB and can really revive and support a presentation. Below you will find the default settings of the fast keys:



- 1: Next
- 2: Previous
- 3: Snapshot (screenshot)
- 4: Spotlight
- 5: Zoom
- 6: Close (Esc)
- 7: Onscreen keyboard
- 8: Felt pen – Black
- 9: Felt pen – Red
- 10: Marker
- 11: Clear screen
- 12: Eraser
- 13: Internet
- 14: Excel
- 15: PowerPoint
- 16: Virtual WhiteBoard
- 17: Free
- 18: Free
- 19: Applications and Help-button
- 20: Calibration

**Please note:** The settings of the fast keys can be completely adjusted to your liking. You are not limited to the applications as described above.

If you move the pen over the fast keys, its function will appear.

The presentation means as described above are easy to use. Below, you will find a description of a few presentation means:


1. *Felt pens* (for example red, blue, or black): With the felt pens, you can write in every Windows-screen or every webpage to emphasize certain things. This will enlarge the attention of the listeners during class or in a meeting. The colour and thickness of the felt pen can be adjusted.
2. *Curtain/revealing*: Perhaps you used to have a piece of paper to hide certain things on overhead projector. The Curtain option (reveal) works in the same way. This option helps to not show all your information at once. If you use the curtain-option (reveal), the yellow screen turns black. By using your pen to click at the top of the screen and dragging it down, you will only reveal the information you want to show.
3. *Zoom/Spotlight*: These two options help you to focus the attention on a certain part of the screen. By using the Zoom-option, you can enlarge a specific part. By using Spotlight, the entire screen will turn darker, and a certain part will be highlighted and thus attract more attention. You can adjust the size of your spotlight by pointing right underneath the spotlight and making it larger or smaller. This option is useful for searching on maps, pictures, or other detailed things.


To use these fast keys, click  to zoom, and  for the spotlight, and put your pen on the board on the spot you would like to zoom out or focus on.

Please note: To turn off the zoom or search option, press the red button (right mouse button) or hit the fast key Stop/Escape.



## **B. The fast key editor and editing the fast keys**

There are several ways to adjust the fast keys to your preferences. The fastest way is to click on the icon . The Communicator Selections dialogue area will appear.

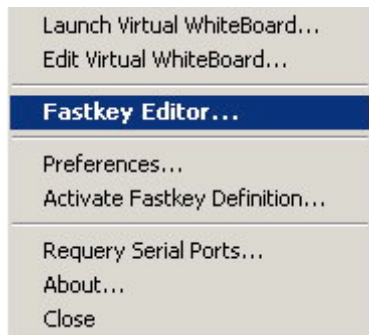
Then, hit the Fast key editor button. 

You can also access the fast key editor in a different way. Please follow these steps:

1. Press 'Start' and choose 'Applications'
2. Select 'Communicator'
3. Select 'Fast key Editor'

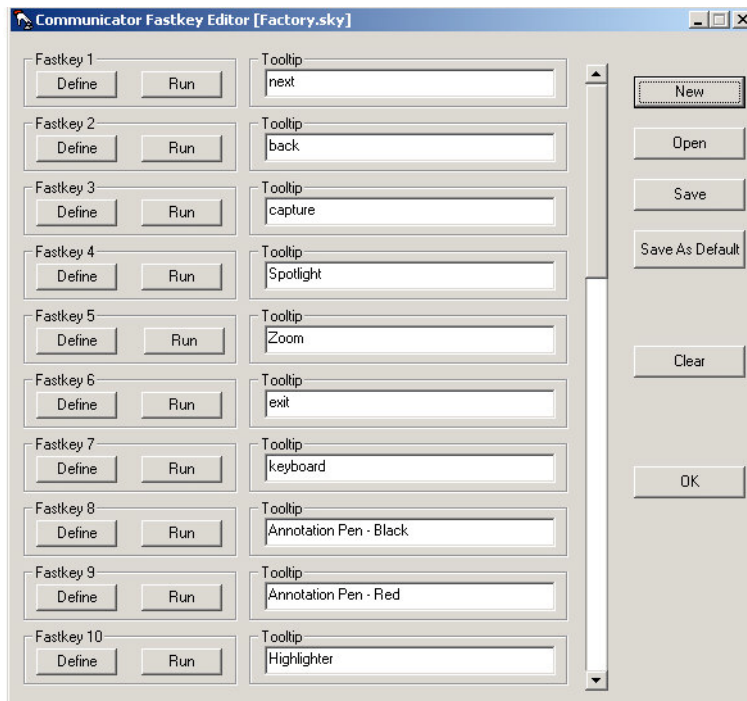
-OR-

1. Double-click the pictogram of the Communicator in the bottom right on your screen
2. Choose 'Fast key editor' in the popup screen

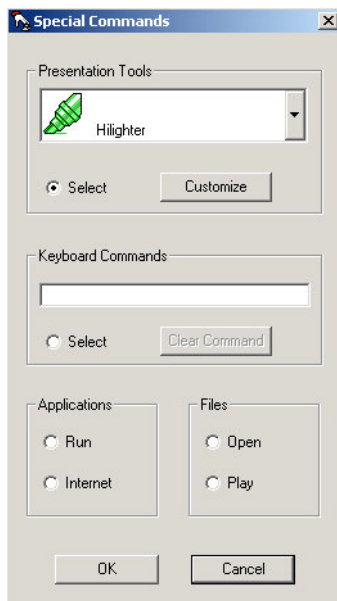


You can use the Fast key editor to adjust the Fast keys to your wishes.

3. In order to do this, click left on the Fast key you want to edit
4. Click on 'Define' to edit the fast key



5. A special menu will be opened (see image below)

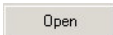
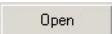
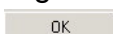


There are three categories of functions you can assign to your fast key:

- a. Presentation means to revive your presentation
- b. Keyboard orders to accelerate certain options
- c. Applications and documents that are used often, and of which it would be useful if they could be just one click away

The last two buttons cannot be edited. These are permanently assigned to Help and Calibration.

### C. Opening and activating your saved preferences

1. Start first the Fast key editor and click on 
2. Select the name of the fast key set you want to use by clicking on the name of the set on the left, and press . Then press , and the set of fast keys will be activated. You can now use the selected set of fast keys.

**Please note:** The file Factory Sky contains the factory settings (default), so you can always return to the default settings. Make sure that the Factory default fast keys are always available.

You can also save your favourite fast keys as default. By doing this, this set of fast keys is loaded whenever you restart your computer or laptop. The factory settings are saved in the file Factory Sky.

When different people (for example because of a shared job) use the Communicator, their preferences can be stored in different files. That way, you can always open your own preferences. If you would like to save a file as default, please click on the file and press **Save As Default**. If you want to save your own preferences, but not as default settings, press 'Save'.

## 6. Presentation means

### A. The use of presentation means

Here are a few examples of the use of presentation means:

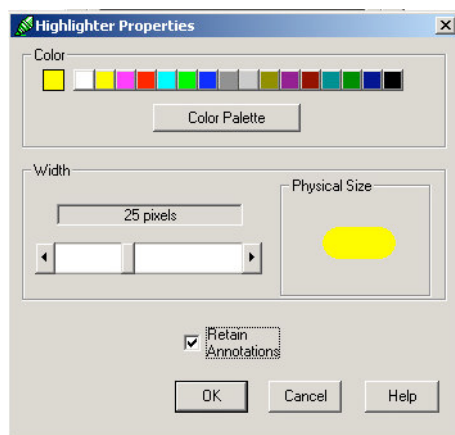
The **marker** can be used to highlight certain details. Click on the marker and drag the pen over the part you want to highlight. The **screen wiper** is used to erase all the notes you made on the screen at once.

The presentation means can be used next to existing applications. This way, you can make notes or use presentation means in other applications.

### B. Snapshots (screenshots) and their location

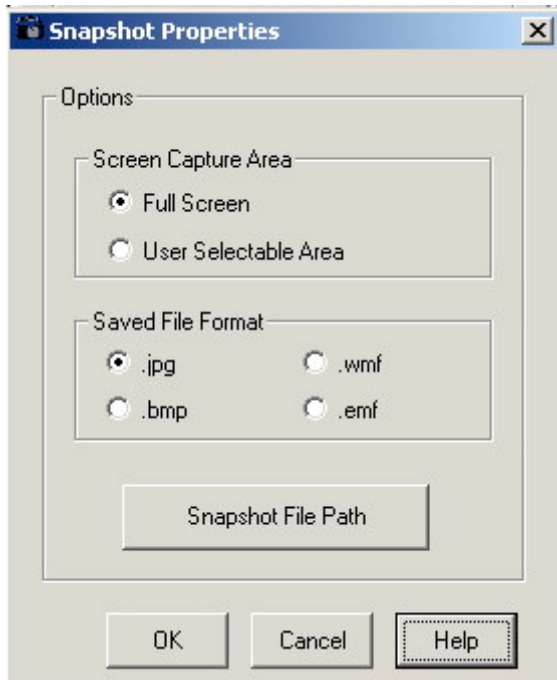
If you want to save the notes you made in PowerPoint or in a website, to use them again later or to print or e-mail them, you can use the Snapshot-option. With this tool, you can make Snapshots (screenshots) of the entire screen.

**Please note:** To make Snapshots (screenshots) of notes that are made with presentation means, you first need to make sure that you checked the Save Notes box (see image).



**Note:** The default settings for Snapshot will create a screenshot of the entire screen. We will explain you how to make a screenshot of just a part of the screen.

1. First, we will use the fast key editor to adjust the Snapshot fast key, in order for you to select the area you like (see image).



You will even have the possibility to change the kind of file or the location where the snapshot files are stored.

If you do not do this, a screenshot will be made of the entire screen.

2. Make notes on the Communicator (for example on a webpage).
3. Click on the Snapshot fast key. Put the pen on the board (an area with dotted lines will appear on your screen) and use the pen to select the desired area. Click in the upper-left corner of this area, keep the pen pressed against the board and drag it to the bottom right corner of the area. Make sure to keep pressing the pen; if you take the pen off the Communicator, a screenshot will be made of the area you had selected at that time.

## Where will Snapshots (screenshots) be saved?

(**Please note:** these folders will be the same as on your computer, unless you choose another folder while installing the application.)

If you want to insert an image into a document or open a file, please follow these steps:

1. Double-click **This Computer** with your left mouse button
2. Select the C-Drive (Local) by double-clicking it with the left mouse button.
3. When the C-Drive is open, go the folder **Program Files** by double-clicking it with the left mouse button.
4. Open the folder **Communicator** by double-clicking it with the left mouse button.


Inside the **Communicator** folder, you will find a number of folders: Backgrounds of the Virtual WhiteBoard (VWB), INI, Pack and Go (of VWB's Pack and Go), Sessions (VWB), Slides (Snapshot), Softkeys (the different saved sets of fast keys), and the VWB Viewer. By using the left mouse button while clicking on the **Snapshots** folder, you will find the saved Snapshots.

Please note: Every snapshot will automatically receive a filename that consists of the date of the Snapshot, and an added number. You can rename the snapshots by clicking on the filename with the right mouse button and renaming the file. It is probable sensible to create a clear structure, so that it is clear in which context the Snapshots are made. In order to do this, you can create new folders and drag the Snapshots to the right folders. This is also recommended for the VWB-sessions that are started automatically. You will also be able to find those back easily at another point in time.

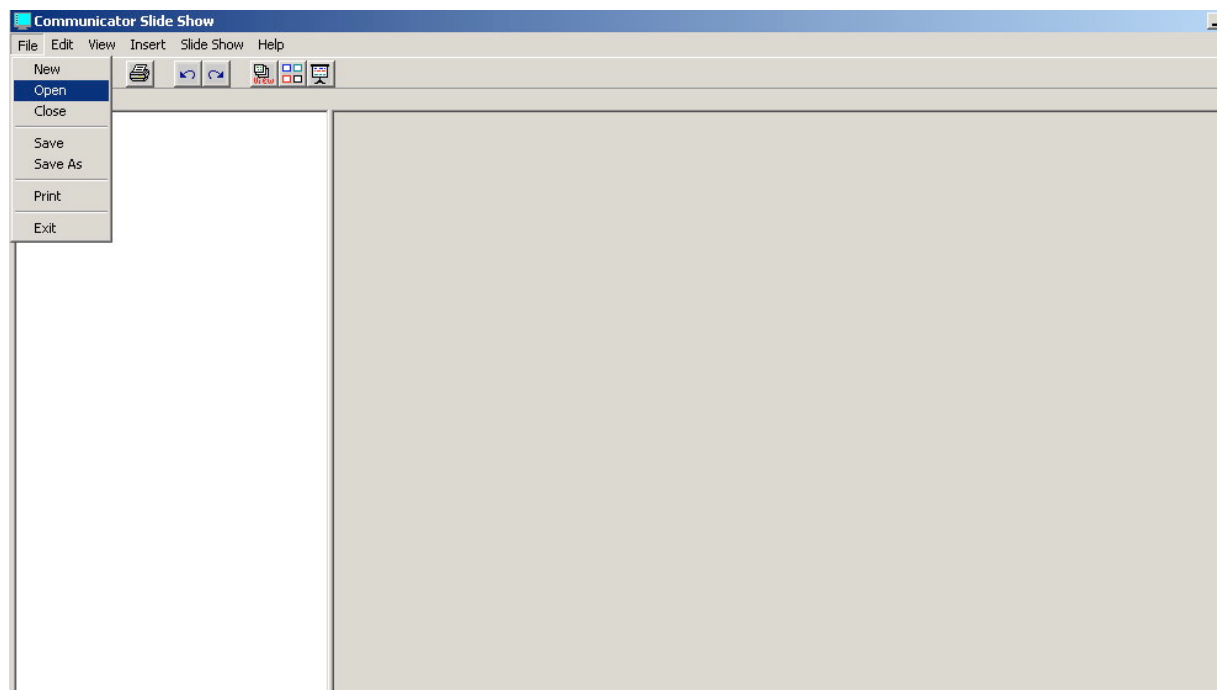
The Snapshots are saved as Bitmap files (.bmp). If you would like to insert a Snapshot in a PowerPoint presentation or a Word document, please select the file you want to insert and add it as an image into your presentation or document. If you want to e-mail a file, add it as an attachment to your message.

## 7. Using the slideshow

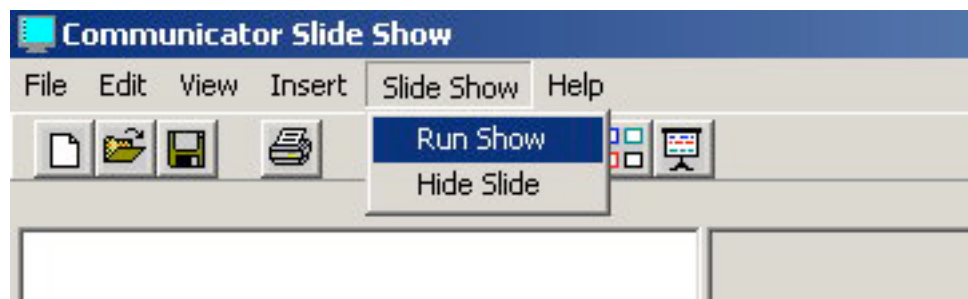
The Slideshow is an application with which you can make a slideshow of Virtual WhiteBoard screens (.vwb) or Bitmap files (.bmp) that are made by using Snapshots. This application is useful when you want to combine the pages you made with Virtual WhiteBoard with Snapshots.

To create a Slideshow, please press   
The Communicator Selections screen will open.  
Please choose Slideshow.

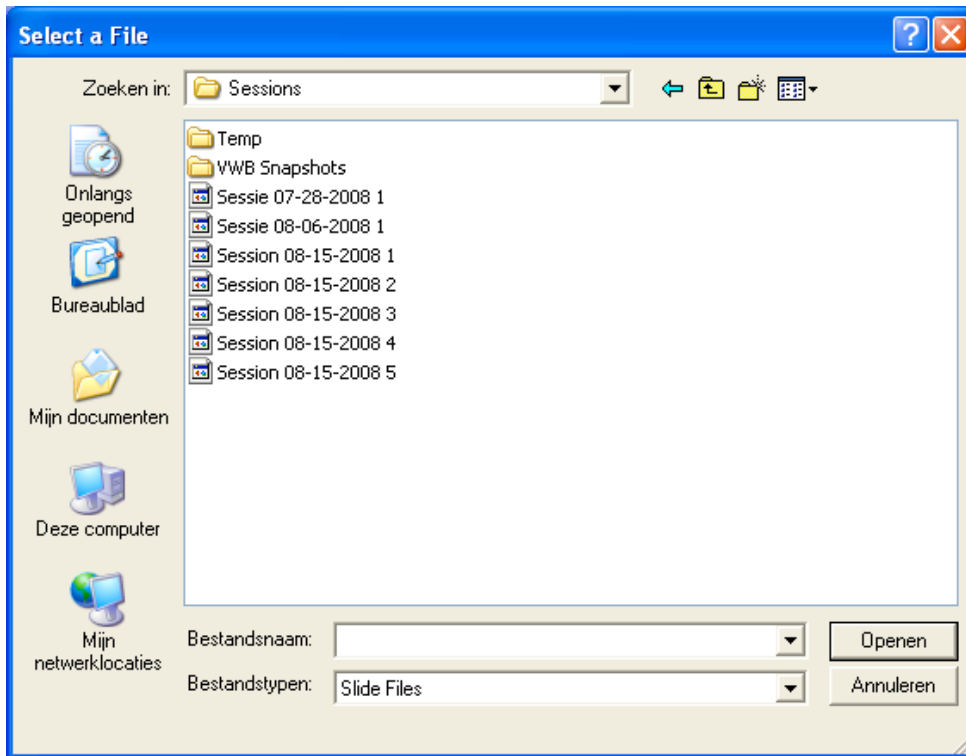
Follow the steps as mentioned below.  
The following screen will appear:



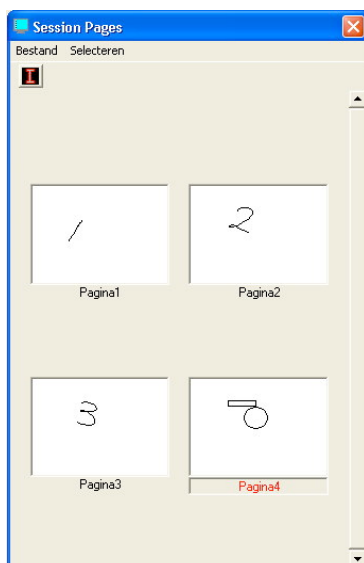
1. Start your Slideshow by clicking on Insert and then New Slide (see image).




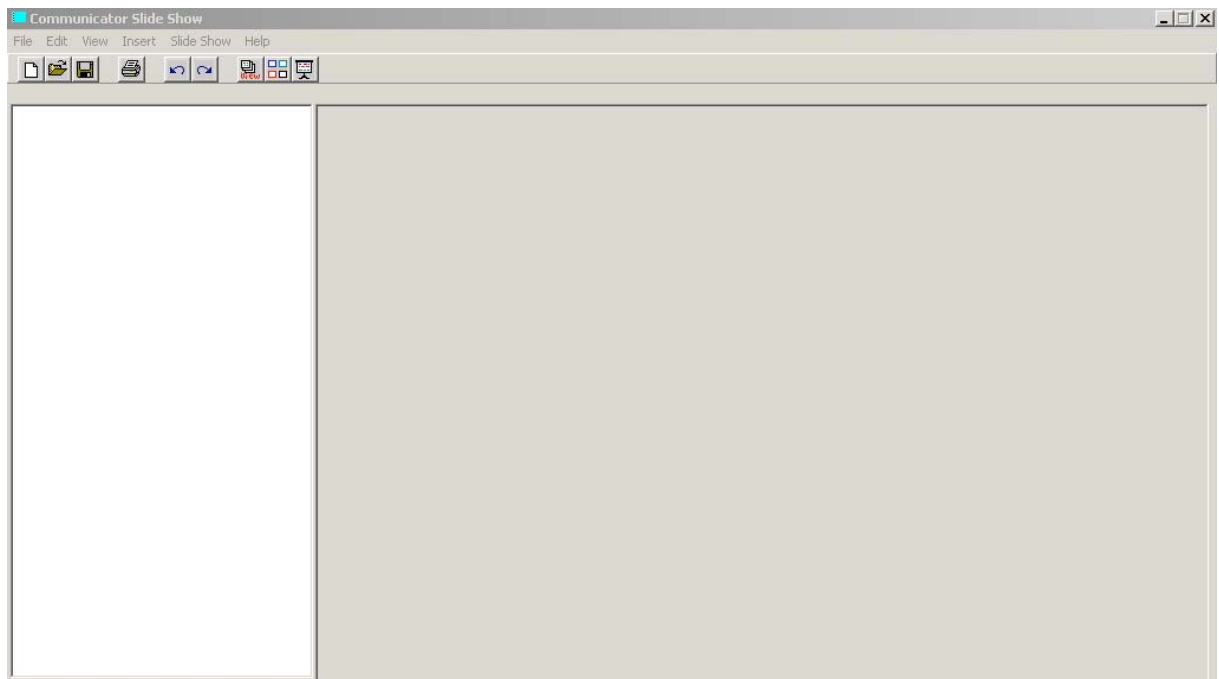
2. A dialogue area will open (see image). To insert a page from a VWB-session into the Slideshow, go to the Communicator folder on your hard drive and select the page you want to insert. If you installed the software the right way, this folder will open automatically.



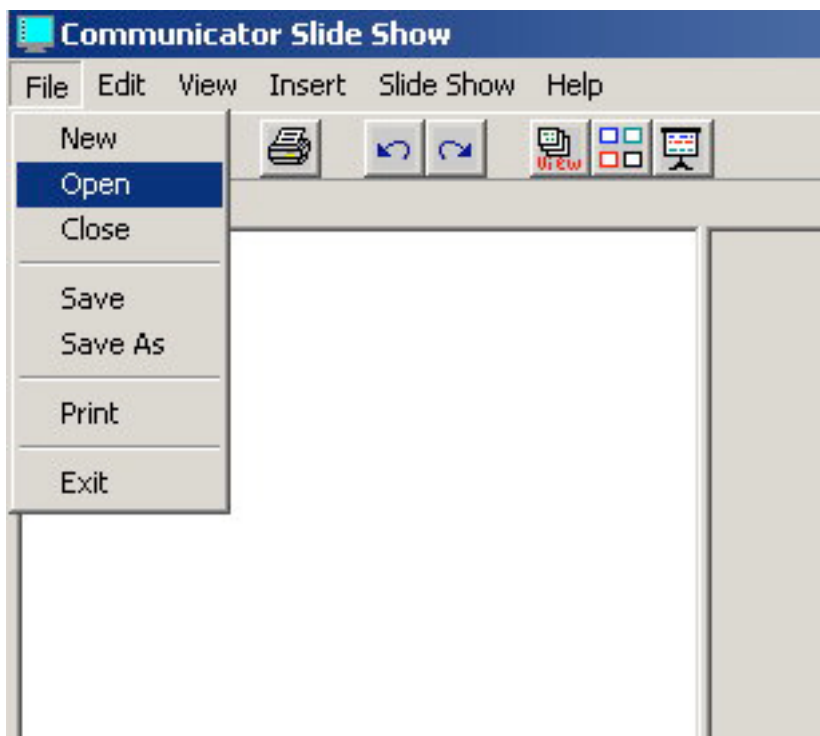
3. This dialogue area (see image below) will appear if a session is open (see image above). You will now see an overview of all pages in the session of the VWB that you opened. Use your right mouse button to click on the page you would like to add to your slideshow. The title underneath the page will turn red. Then click on the icon with the red **I**. The page will be saved as a Bitmap file (.bmp) and it will be automatically added to your slideshow.



4. If you want to open an existing Slideshow, please follow these instructions:  
You will first use the  button to open the Slideshow. This button can be found bottom left and right on the side of the Communicator.



Then choose File and Open (see image).



5.The Slideshow has different View options:

**Slide:**




The selected slide is shown on the right side of the screen. On the left, you can see a list of the slides that are currently available.

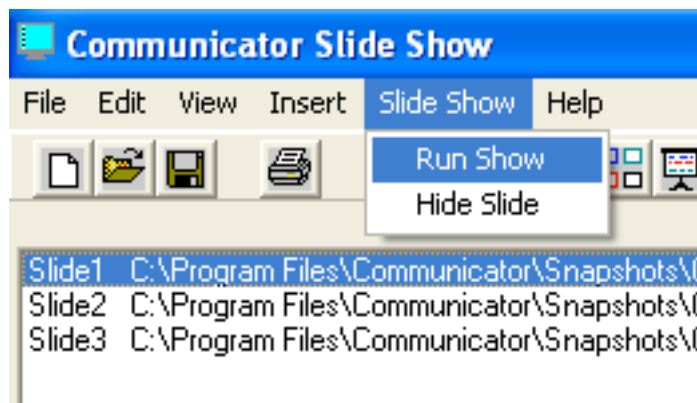
**Slide sorter:**

Here you can find all available slides. You can now use the pen (mouse) to place the slides in the right order. By double-clicking on a slide, you will see the slide in full view. You can look at slides individually, or start the slideshow by hitting the button.



**Slideshow:**

Select the slideshow you want to present and click on Slideshow > Start Slideshow (see image). Click left or right on the icons previous  and Next  to control the slideshow. If you want to end the slideshow, click on Exit .



You can remove slides by opening the file and clicking on the slide you want to delete. Then click Delete.

## 8. Didactic tips for the Communicator

Like in many learning processes, the advice is to take one step at a time. Start with the easy applications and expand these with increasingly complex applications or methods.

Start exploring the numerous possibilities with one or two colleagues. Learn from each other, but also learn through your students! Your students will also love to work with the Communicator. Perhaps they might even show you some things you had not even discovered! Find out how the Communicator can revive your lessons!

Start for example by writing your notes on the Virtual WhiteBoard, instead of on the blackboard or overhead projector. You can easily look back at what the students learned during the previous session. At the end of this class, you can go through the material that has been discussed today and repeat the most important things in just a few minutes, while you are also evaluating the lesson together.

To start easy, use the function reveal and the applause as two simple tools.

Save the sessions to use them later on, or just for your own administration. You can also print the notes, but please consider the environment before you do.

Use the VWB or the C-tools during your next brainstorm session or while solving some (mathematical) problems. It will save you time, since you do not have to wipe the board clean when it is full. You can just skip to a new page! Of course, the students themselves can write on the board.

Use PowerPoint for giving a presentation, or allow the students to prepare their own PowerPoint presentation. You can use the markers to add notes on the presentation. You can also prepare some talking points or questions with the Virtual WhiteBoard and open these after your PowerPoint presentation.

Use the Communicator instead of television. The students will be able to see things better. The special matted coating on the Communicator makes it a perfect tool for watching TV shows and DVD or video.

Use the Communicator if you want to show or discuss a website. Besides the fact that it has a fast key to the Internet, you can also browse through a website by clicking on the hyperlinks in the website. You can also make notes on the website and highlight certain points. If you want to use part of the website, just make a Snapshot and add it in the VWB or C-tools.