

WORKSPACE FOR PC ADDITIONAL TOPICS

Layers

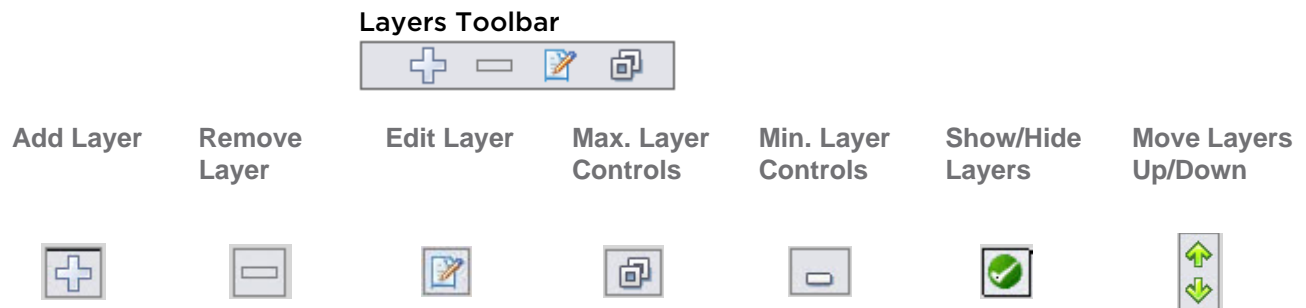
Use the Layers tool to manage all of the items that make up your WorkSpace page. A layer in WorkSpace is analogous to a clear folder that contains artwork. For example, if you reshuffle the folders, you change the stacking order of the items in your artwork. You also can move items between folders.

USING LAYERS

The Layers function allows you to list, organize and edit the objects in a document. By default, every new page contains a single layer, and each object you create is listed under that layer. However, you can create new layers and rearrange items to best suit your needs.

Creating Layers within WorkSpace

Use the Layers Toolbar to edit layer properties.



How to use layers...

- 1 Open a **Blank Page** within **Lesson Mode**.
- 2 **Annotate** or add an **image** to the page.
- 3 Click the **Add Layer** icon.
A new layer is added to the page. The active layer is highlighted in black.
- 4 Continue to annotate and add layers. Optionally, click the:
 - **Remove Layer** icon to remove a layer
 - **Up/Down Arrows** to change the layer order
- 5 Click the **Save** icon on the WorkSpace toolbar to save the file.

Dragging an Object Between Layers

To drag an object between layers, select the object to be moved and drag it to the desired layer. The “plus” sign indicates that the layer has been moved.

NOTE

When reopening a page that includes layers, a prompt appears warning you that the page contains layers. To annotate the page, click the Maximize Layer Controls icon and drag to the last layer to the top of the list. You may now annotate the page.

Multi-User Mode

Multi-User Mode allows up to nine participants to interact using collaborative (shared) or defined (one person per defined area) space. Multiple mobile devices can be displayed on the board at the same time.

Multi-User Menu

From the Multi-User Menu:

- Set up multiple participants to interact with Turning Technologies products. Define the number of areas for multi-user use and determine if participants will use a collaborative or defined workspace. In Multi-User Mode, participants can select objects on any Multi-User layer within their area. Additionally, you can save pre-defined Multi-User pages as GWB files without any connected devices.
- Start Multi-User Mode from a Non-Multi-User page (options include full screen and 2, 4, 6, and 9 areas) Quick Start.
- Toggle Multi-User Mode on and off using the Multi-User option.
- Add, remove and move Mobi tablets to different areas using Edit Devices. Each multi-user page will remember specific device placement when moving between pages or returning from Mouse Mode.

SELECTING THE MULTI-USER MENU

The type of devices connected to WorkSpace determine how many participants can work simultaneously on the whiteboard. Up to nine devices may be used, but only two of those devices may include DualBoards with pens.

NOTE

The white pens used with DualBoard and Mobi tablets are the same pens.

Follow the steps below to allow more than one participant to write on the interactive or virtual whiteboard.

How to select the Multi-User Menu...

- 1 Click the **Multi-User Menu** icon on the Page Functions toolbar.

A menu is displayed with the following options:

- Multi-User Page Setup
- Quick Start

- 2 Select either **Multi-User Page Setup** or **Quick Start**.

If Multi-User Page Setup is selected, refer to **Setting Up Multi-User Mode**. If Quick Start is selected, refer to **Setting Up Quick Start**.

SETTING UP MULTI-USER MODE

Follow the steps below to setup Multi-User Mode.

How to setup Multi-User Mode...

- 1 Connect up to **nine devices** in the Device Manager.

IMPORTANT



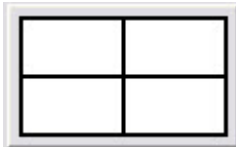
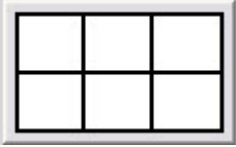
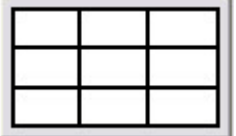
Do NOT add the device that will be used to control the main toolbar or the other devices unless it is set to Presenter within Device Manager.

- 2 Click the **Multi-User Menu** icon on the *Page Functions* toolbar.

- 3 Select **Multi-User Page Setup**.

The *Multi-User Page Setup* window opens.

- 4 Select either a **Collaborative** or **Defined** work area.

Work Area	Select	Use To
Collaborative		When this option is selected, all devices will be able to work within the same area.
Defined		When this option is selected, two devices will work within their own defined space.
Defined		When this option is selected, up to four devices will work within their own defined space.
Defined		When this option is selected, up to six devices will work within their own defined space.
Defined		When this option is selected, up to nine devices will work within their own defined space.

- 5 **Drag and drop** a device to the area needed. It is recommended to leave one device out to keep control of all users. Ideally, this will be the Presenter device.
- 6 Click **OK**.

SETTING UP QUICK START

Follow the steps below to setup Quick Start.

How to setup Quick Start...

- 1 Connect up to **nine devices** in the Device Manager.

IMPORTANT

Do NOT add the device that will be used to control the main toolbar or the other devices unless it is set to Presenter within Device Manager.

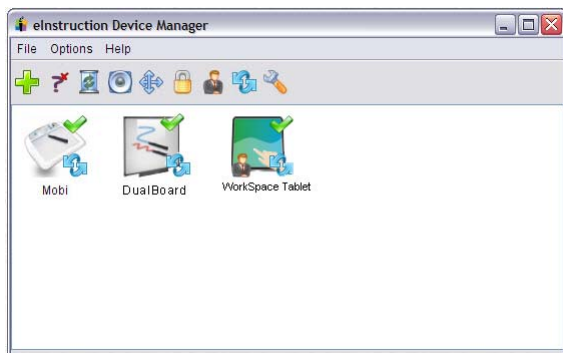
- 2 Click the **Multi-User Menu** icon on the *Page Functions* toolbar.
- 3 Mouse over **Quick Start** and select either **Full Screen** or an **area**.
- 4 Click the **Multi-User Menu** icon to access **Edit Devices**.
The *View Devices* window opens.
Drag and drop, or remove devices. If necessary, click the Device Manager icon in the lower right corner to access Device Manager.
- 5 To close Quick Start, click the **Multi-User Menu** icon and select **Multi-User**.

SELECTING THE PRESENTER

The “presenter” in multi-user mode controls when multi-user mode begins and ends.

How to select the presenter...

- 1 Open the Device Manager.
- 2 Select the **icon** for the desired presenter device.






- 3 Click **Options** and select **Set Presenter**.







Presenter Tools



In Multi-User Mode, the presenter has the following tools available in addition to the main toolbar:

Presenter Functions

Tool and Function	Use To
Zoom User 	Selects an individual multi-user and enlarges their work within the entire multi-user window
Return to Settings 	Returns the user back to Multi-User view
Move User 	Once selected, allows the presenter to move the user to another area within the WorkSpace Page

User Functions

Tool and Function	Use To
Select 	Allows the user to select within the window
Eraser 	Manually removes annotations within the user's window
Clear 	Delete the selected text or objects. If nothing is selected on the page, the Clear tool deletes everything on the page within that user's window.
Pen 	Annotate within the user window; change pen color
Pen Width 	Increases the width of the pen line
Export Entities 	Allows the instructor to export that particular user's work to save into another format.

Tool and Function	Use To
Mouse Mode 	If selected device is designated as the Presenter, this button appears on the toolbar, allowing the device to leave multi-user mode and act as the mouse. Once activated, the Presenter has full control of the WorkSpace and multi-user toolbars.
Show/Hide Multi-User 	Allows the instructor to show or hide that particular user's window.

LOCKING TABLETS AND CLICKERS (IF APPLICABLE)

If using student tablets or clickers with WorkSpace, the presenter can lock any devices in use and regain control of the session.

How to lock student tablets...

- 1 Open the Device Manager.
 - 2 Select the **icon** for the device to be locked.
 - 3 Select the **Lock** icon.
- To unlock a device, select the **Unlock** icon to unlock the tablet.

TIP

You can also lock all devices by selecting the **Lock** icon from the master toolbox on the toolbar.

EXITING MULTI-USER MODE

Follow the steps below to exit Multi-User Mode.

How to exit Multi-User Mode...

- 1 Click the **Multi-User Mode** icon on the *Properties Bar*.
 - 2 Select **Turn Multi-User Off**.
- The devices are no longer available for simultaneous input, however the screen with the annotations is still available.