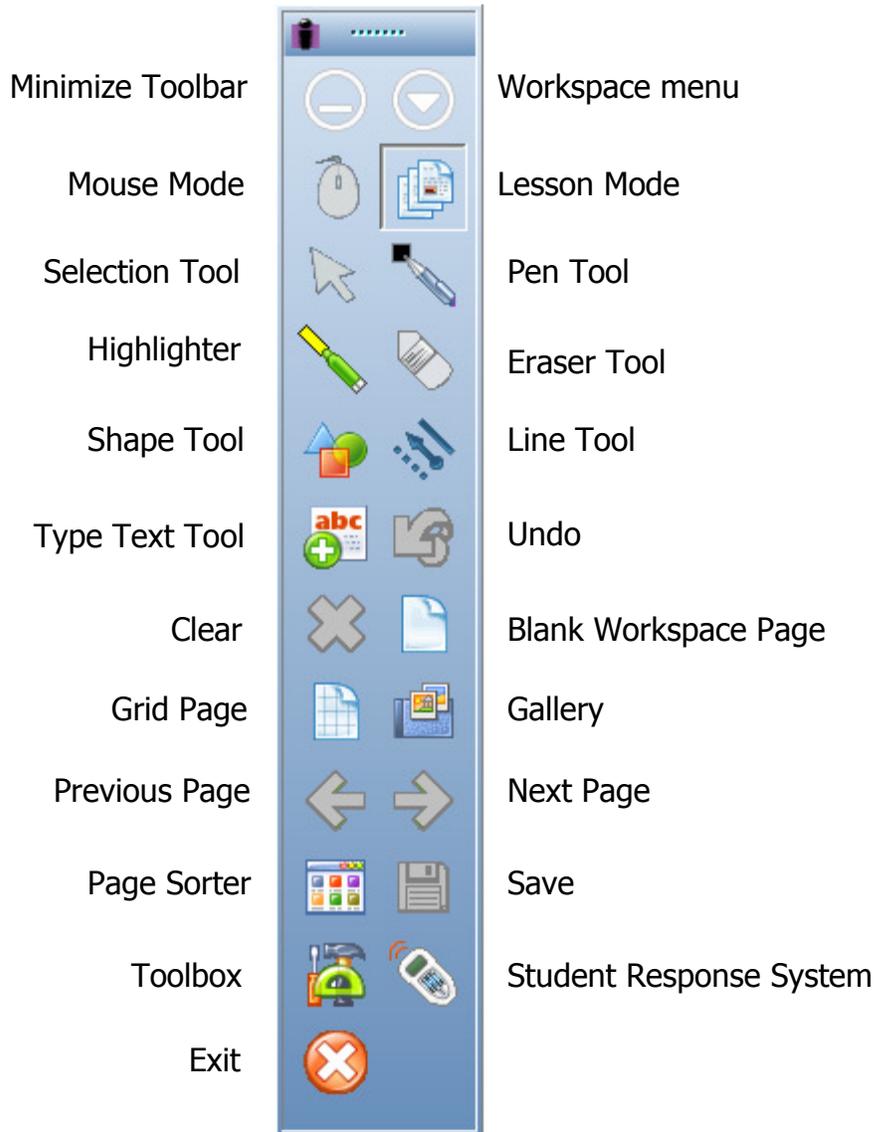


Intermediate Toolbar

The default setting for the Workspace toolbar is the Intermediate toolbar shown below. There are also basic, advanced, and customized toolbars.



Intermediate Tools and Functions

Page Tools

 Blank Page	Create a blank Workspace page.
 Grid Page	Create a lined or grid Workspace page.

Annotation Tools

 Pen	Write or make notes on your screen or blank Workspace page. Change the pen's color, thickness, or shape by using the Properties Bar.
 Highlighter	Works like an actual highlighter. Adjust the shape and transparency of the highlighter by using the Properties Bar.
 Shapes	Create a variety of shapes. Modify the line color, line style, fill color, and transparency by using the Properties Bar.
 Line	The line tool allows you to draw straight lines. Change the line's thickness, endpoints, and line style by using the Properties Bar.
 Text	Places a text box on the Workspace page so you can type text. Use the toolbar in the text box to change the font attributes or split the sentence into words.

Editing Tools

 Selection	Select, move, or modify the annotations or other objects on Workspace pages.
 Eraser	Erase part of an annotation. Change the size of the eraser by using the Properties Bar.
 Undo	Undo your previous actions.
 Clear	Clear all annotations off a Workspace page, unless they are sent to the background by the Move to Background tool or if they're locked.

Multimedia Tools

 Gallery	Insert content on your document from the Gallery which is organized by subject area.
---	--

Presentation Tools

 Minimize Toolbar	Minimize your Workspace toolbar so it does not block other applications.
 Mouse Mode	Go to the active desktop or software application to use the Workspace tools with other resources.
 Student Response System Functions	Create or ask a CPS, Response, or PRS question.

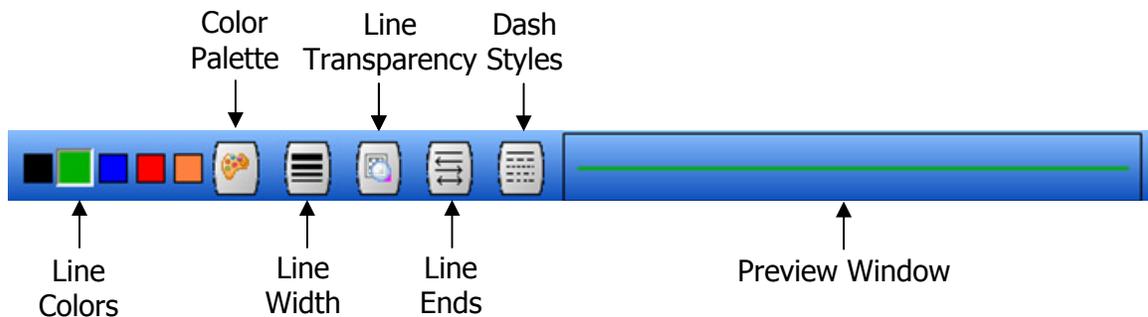
File Management Tools

 Workspace Menu	Access the File, Edit, Tools, Preferences, and Help menus.
 Page Sorter	View thumbnails of all Workspace pages to select, rearrange, or delete unwanted pages.
 Navigation Arrows	Navigate to different Workspace pages.
 Save	Save a Workspace document.
 Toolbox	Access tools and options not available on the toolbar.
 Exit	Close the Workspace application.

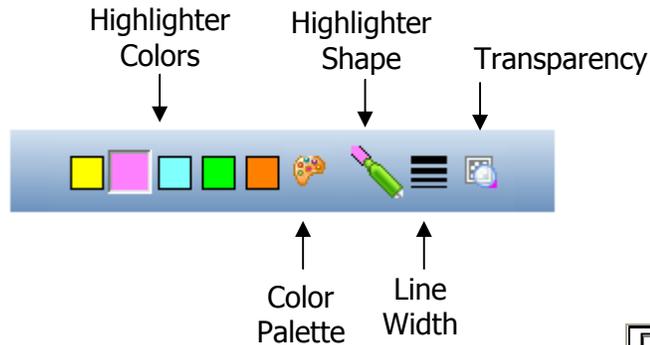
Tool Properties

The Properties Bar at the bottom of the Workspace page changes with many of the tools selected from the toolbar.

Pen 



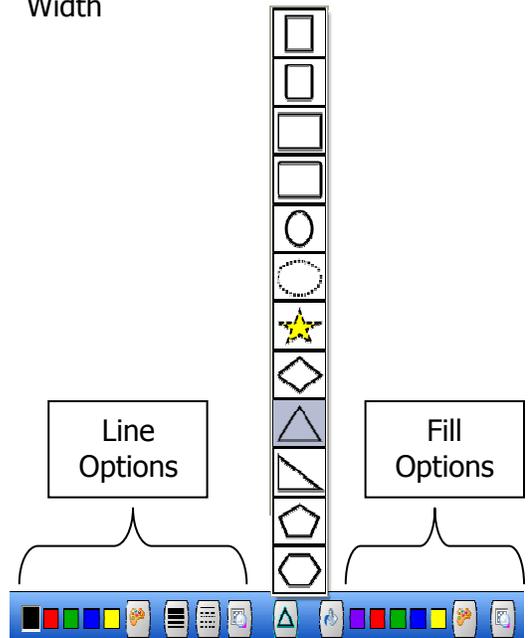
Highlighter 



Shapes Tool 

The Shapes tool allows you to create a variety of shapes and change many of the shape's attributes such as the line color, line thickness, line style, fill color, and transparency.

1. Select the **Shapes** tool.
2. Select your desired attributes from the **Properties Bar** for that shape.
3. **Click and drag** to create the shape on the Workspace page or open application.
4. *Note:* Shapes can be rotated by selecting the shape and then using the rotator icon at the top of the selected shape to click and drag.



Line Tool 

The line tool allows you to draw straight lines. You can also change the line thickness, endpoints, and line style by using the Properties Bar.

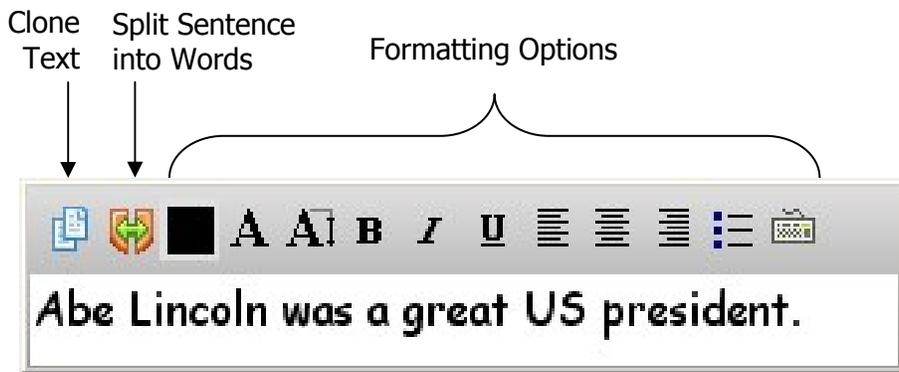
1. Select the **Line** tool.
2. Select your desired attributes from the **Properties Bar**.



3. **Click and drag** to create the line on the Workspace page.

Text 

1. Select the **Text** tool.
2. **Click on the Workspace page** to produce a text box.
3. Use your **keyboard** or on-screen keyboard to **type text**.
4. Select the text and **change any font attributes** desired using the toolbar in the text box.
5. *Note:* To change or modify text, use the selection tool to double click on the text.



Layers

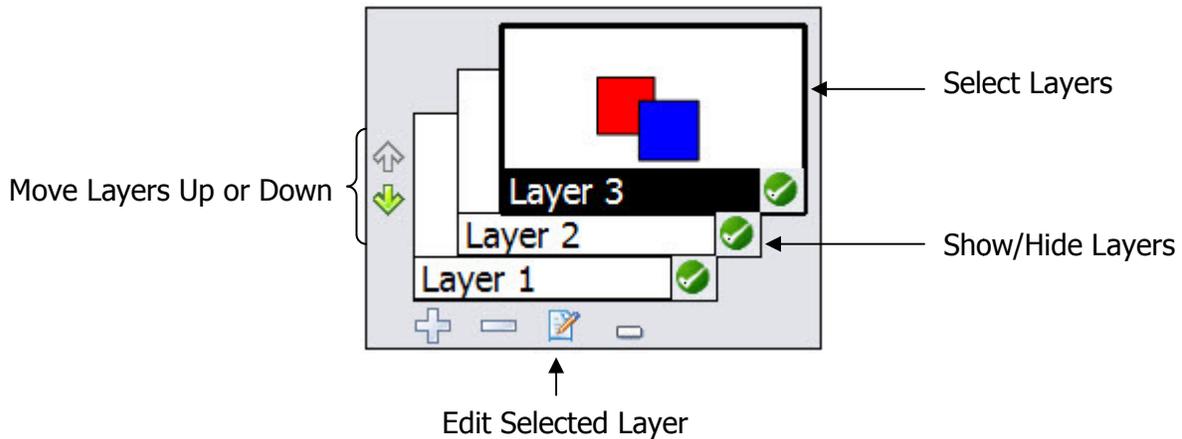
Layers provide a way to manage all the items that make up your Workspace page. Layers can be considered clear folders that contain annotations. If you reshuffle the folders, you change the stacking order of the items in your annotations.

The structure of layers in your Workspace page can be as simple or complex as you want it to be. By default, all items are organized in a single, parent layer. However, you can create new layers and move items into them, or move elements from one layer to another at any time.

You use the Layers function to list, organize, and edit the objects in a document. By default, every new page contains one 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.

To add layers to your Workspace document:

1. Locate the **Layer Toolbar** at the bottom left corner of the Workspace document. 
2. Click the Add Layer button  to add a layer on top of your Workspace document.
3. You will then see the Layer Toolbar maximized with additional options:



Interactive Modes

The Interactive Mode has two functional modes, Mouse Mode and Annotation Mode.

Mouse Mode

The Mouse Mode tool allows you to leave a Workspace page and return back to your active desktop or open software application.

When you use the tools, Workspace grabs a screen capture of whatever you have open on your computer and brings it in as a Workspace page automatically. This seamless integration allows you to use all of the Workspace tools to add interactivity and annotation features to your presentation.

To return to your Workspace document you can either use the Previous/Next Page tool or the page sorter tool. The Mouse Mode tool will be grayed out on the Workspace toolbar when you are in Mouse Mode.

Annotate Over Desktop Mode

The Annotate Over Desktop Mode tool allows you to leave a Workspace page and return back to your active desktop or open software application.

When you use the Workspace tools, you stay in the current application so all of the features of that application are still live (scroll bar, links, etc.). This seamless integration allows you to use all of the Workspace tools to add interactivity and annotation features to your presentation without going back to the Workspace environment.

To return to your Workspace document you can either use the Previous/Next Page tool or the Mouse Mode tool. You will be prompted to save the annotations made to the live document. If you click yes, a Workspace page will be created to save the annotations. If you click no, you cannot recapture your annotations.

Module 2:

Creating Interactive Content



Overview

This session is designed for the beginner who has only connected the Interwrite Board or Pad to the computer, launched the software, and made a basic Workspace document. The Interactive mode of the software with the advanced toolbar will be used in this session. Participants will learn how to create and save a basic Workspace lesson that incorporates a variety of pages, text, drawings, and images.

Objectives

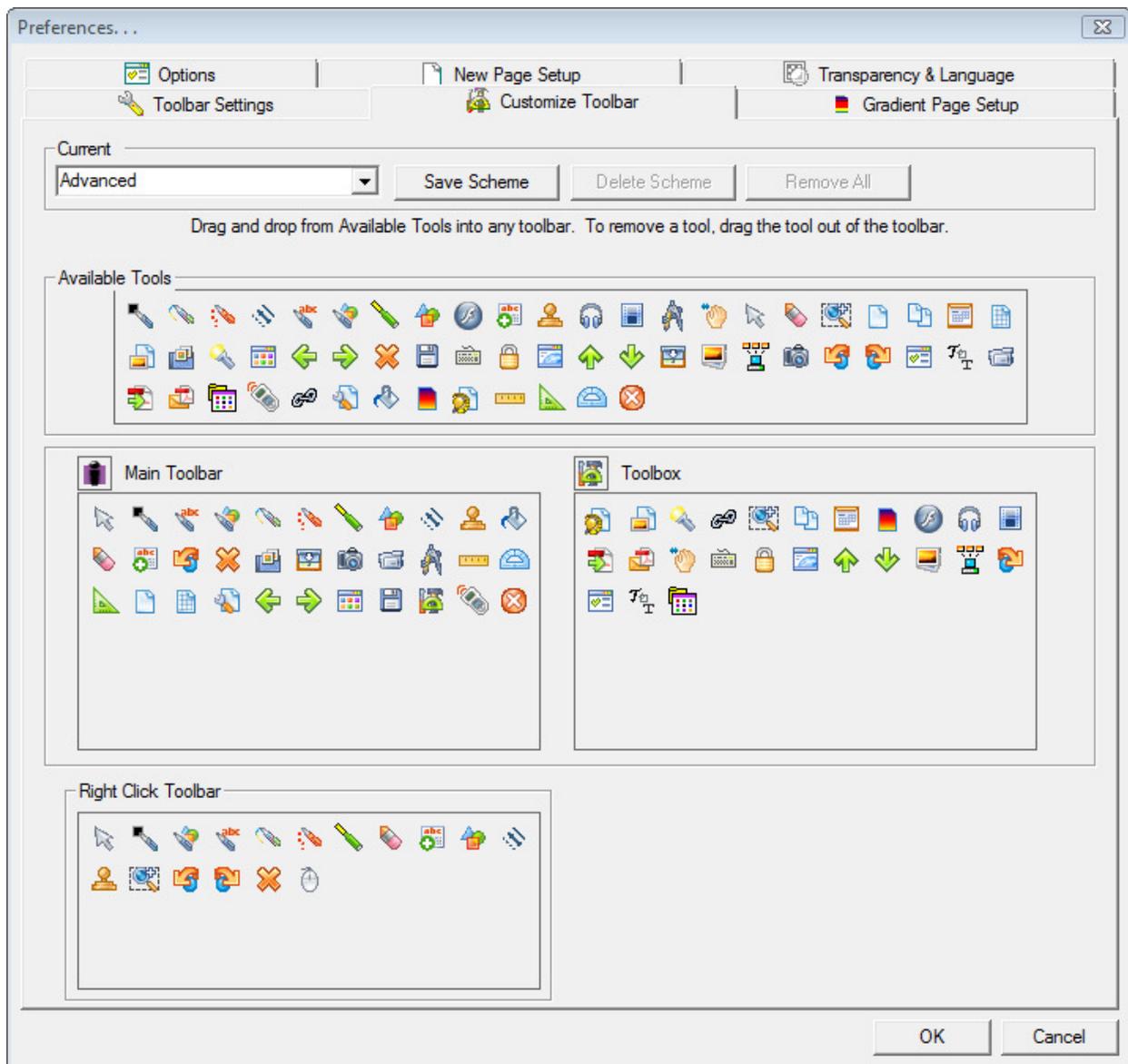
After completing this module, participants will be able to:

- Access tools from the advanced toolbar
- Use math tools to measure angles, lines, and other objects
- Create and modify page types to meet instructional needs
- Use editing tools
- Use content from the Gallery
- Manage a Workspace file

Advanced Toolbar

The advanced toolbar will give you easy access to a variety of tools that are normally available in the toolbox. For the activities in this module you will need to change to the advanced toolbar.

1. Click on the **Menu** button and choose **Preferences**.
2. Click on the **Customize Toolbar** option.
3. Choose **Advanced** from the drop down menu.
4. Click **OK**.



Advanced Toolbar

Minimize Toolbar			Workspace Menu
Mouse Mode			Lesson Mode
Annotate Over Desktop			Office Mode
Selection Tool			Pen Tool
Freehand Text			Freehand Shape
Multicolor Pen			Picture Pen
Highlighter			Shapes
Line Tool			Stamper
Fill			Eraser
Text			Undo
Clear			Gallery
Curtain			Capture
Record and Playback			Compass
Ruler			Protractor
Triangle			Create Blank Page
Create Grid Page			New Page Setup
Previous Page			Next Page
Page Sorter			Save
Toolbox			Student Response System
Exit			

Advanced Tools and Functions

Page Tools

 New Page Setup	Modify the properties for the following page types: blank, grid, gradient, and calendar. Access image pages.
--	--

Annotation Tools

 Freehand Text	Instantly converts handwritten words to typed text. <i>(Note: Only available with an Interwrite Board or Pad connected to your computer.)</i>
 Freehand Shape	Any shapes drawn with the Freehand Shape tool will be automatically converted to one of several common shapes: triangle, rectangle, square, circle and ellipse. <i>(Note: Only available with an Interwrite Board or Pad connected to your computer.)</i>
 Multicolor Pen	Write with a rainbow or two-tone color pattern. Change the pen colors by using the Properties Bar.
 Picture Pen	Draws a series of pictures from eight available styles. Customize the picture or change the picture and size by using the Properties Bar.
 Stamper	Stamp a single small picture on your page from 15 available styles. Customize the picture by using the Properties Bar.
 Fill	Fill a shape, page background, and images with color.

Multimedia Tools

 Capture	Selectively capture a portion of another software application's screen or a Workspace page.
 Record and Playback	Create a video capturing your voice (microphone needed) and any annotations being made on your computer.

Presentation Tools

 Curtain	The curtain is resizable, movable, and transparent to "hide" what you don't want participants to see.
 Annotate Over Desktop	Make annotations on a live document. Determine when you are done if you want to save the annotations before moving on.

	Office Mode	Allows you to integrate Workspace lessons and Microsoft Office
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Math Tools

	Compass	The compass allows you to demonstrate how to draw circles, arcs, and measure distances within the Annotation Window.
	Ruler	The ruler allows you to demonstrate how to use measurement between two points within the Annotation Window.
	Protractor	The Protractor allows you to demonstrate how to use angle measurement within the Annotation Window. The Protractor displays the angle in degrees within the tool.
	Triangle	The triangle tool allows you to demonstrate how to measure within the Annotation Window.

Tool Properties

The Properties Bar at the bottom of the Workspace page changes with many of the tools selected from the toolbar.

Freehand Text

Select a different font, change the font size, the font style, and the font color from the Properties Bar before you begin writing. Your selections are displayed in the preview window.



Freehand Shape

Select the line color, line size, line endpoints, and line style from the Properties Bar before you begin drawing. Your selections are displayed in the preview window.



Multicolor Pen



- When the **Gradient Style** is selected, the color, line width and transparency properties to the left of the Gradient Style button define the starting color, while the properties to the right define the ending color.
- When the **Color on Color Style** is selected, the color, line width and transparency properties to the left of the Gradient Style button define the outside, border color, while the properties to the right define the inside color.



Picture Pen



- The currently selected picture is displayed on the left side of the Properties Bar. Click on it to access a menu of pictures.
- Click on the line width property to **select a size** for the images on the path.
- Click on the **Add Picture** button to add a new picture to the picture menu. Navigate to the location on your computer where the picture is stored. The new picture will replace the currently selected picture on the picture menu. (*Note:* Images must be in a BMP, GIF, JPEG, TIFF, or PNG format.)
- You can also **change the background color** of the selected picture.



Stamper



- The pre-installed stamp selections are displayed on the Stamper Properties Bar.
- Click on the **Add Picture** button to add a new picture to the picture menu. Navigate to the location on your computer where the picture is stored. (*Note:* Images must be in a BMP, GIF, JPEG, TIFF, or PNG format.)
- If you add new stamp images to the User Stamps folder while Workspace is running, the stamps will not be available for use until you exit Workspace and re-open it.



Fill



- Choose the color desired from the Properties Bar.
- Click on the location you want the color to be added to fill it in.



Math Tools

Compass



You can move, size, and rotate the Compass. The Compass resizes itself to scale within the Annotation window. The Colored tip draws the circle or arc within the Annotation Window. The Clear Tip remains stationary so the arc or the circle can be drawn.

To change the radius of the compass, move your cursor to the colored tip until the Compass displays the arrow. You can then drag that end to the desired radius.

1. Click the Compass icon.  The Compass opens within the Annotation Window.
2. Click the top of the Compass to move it around the Annotation Window.
3. To change the color of the pen tip, select from the Workspace palette at the bottom of the Annotation Window.



4. Click the Compass icon to close the Compass and remove it from the Annotation Window.

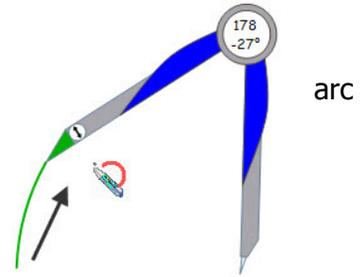
Draw an Arc with the Compass



1. Move your cursor to the colored tip until the Compass displays the arrow.
2. Click and drag the tip to the desired area. The tip changes back to the draw cursor.



3. Move the cursor to draw the arc. Workspace displays the within the Annotation Window.



Ruler 

You can move, size, and rotate the ruler. The ruler resizes itself to scale within the Annotation window. The ruler can toggle between meter stick ruler options of 20 centimeters and 1 meter, and can rotate the via any corner.

1. Click the Ruler icon.  The Ruler opens in the Annotation window.

2. Move the red bars to measure an object within the Annotation Window. There are two bars on the ruler.



3. Rotate the ruler to another angle. 

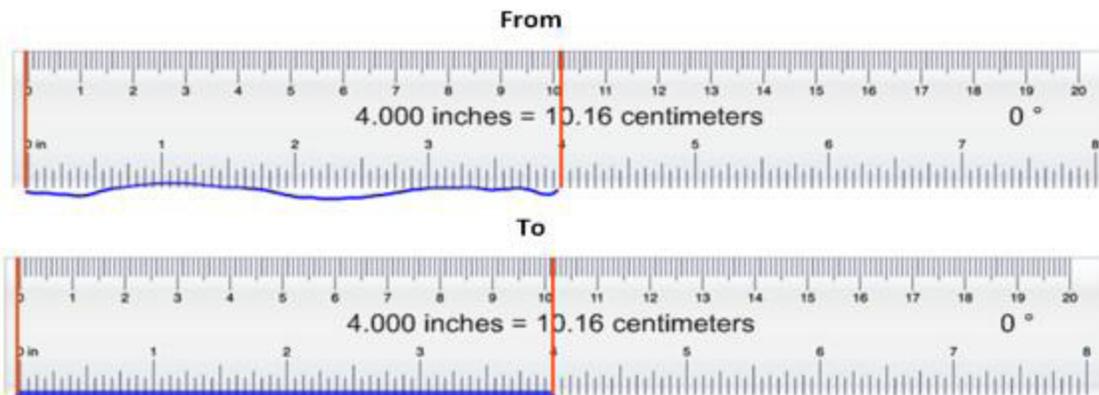
4. Show the angle of the ruler after it is rotated. 

5. Move the ruler to any place within the Annotation Window. 

6. Resize the ruler within the Annotation Window. 

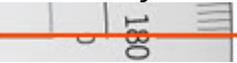
7. Click the Ruler icon to close the ruler and remove it from the Annotation Window.

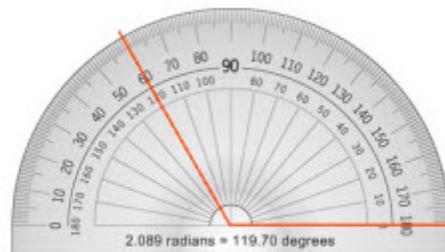
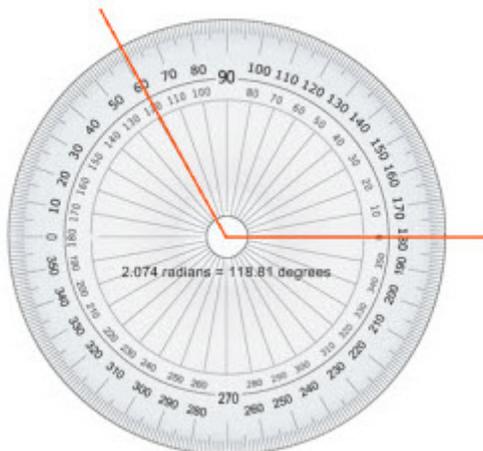
NOTE: The Ruler will also allow you to draw straight lines along the edge using the Pen Tool.



Protractor 

You can move, size, and rotate the protractor. The protractor resizes itself to scale within the Annotation window.

1. Click the Protractor icon. 
2. Select 180 Degree or 360 Degree. The selected Protractor opens within the Annotation Window.
3. Move the red bars to measure the angles of an object within the Annotation Window. There are two bars on the Protractor. 
4. Select the Protractor. The Rotate cursor displays at the top when the cursor is moved to the top of the Protractor. Rotate the Protractor to another angle. 
5. Show the angle and radian of the Protractor after the measurement bars have been moved to the correct angle. 1.433 radians = 82.13 degrees
6. Move the Protractor to any place within the Annotation Window. 
7. Resize the Protractor within the Annotation Window. 
8. Click the Protractor icon to close the Protractor and remove it from the Annotation Window.



Triangle 

You can move, size, and rotate the Triangle. The Triangle resizes itself to scale within the Annotation window.

1. Click the Triangle icon. 
2. Select Left Facing or Right Facing. The selected Triangle opens within the Annotation Window.
3. Rotate the Triangle to another angle. 
4. Move the red bars to measure an object within the Annotation Window. There are two bars on the triangle. 
5. Displays the angle between the two bars and the length of the tool.

6. Move the ruler to any place within the Annotation Window. 
7. Resize the ruler within the Annotation Window. 
8. Click the Triangle icon to close the Triangle and remove it from the Annotation Window.

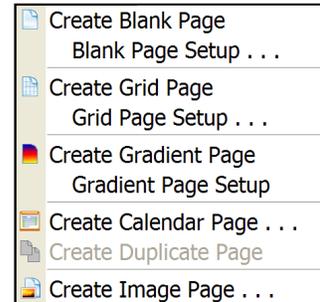


NOTE: The Triangle can toggle between meter stick ruler options of 20 centimeters and 1 meter, and can rotate by any corner.

Create and Modify Pages

Blank pages are only one option with Workspace. You can also create grid pages, calendar pages, gradient pages, and even page transitions to meet your instructional needs.

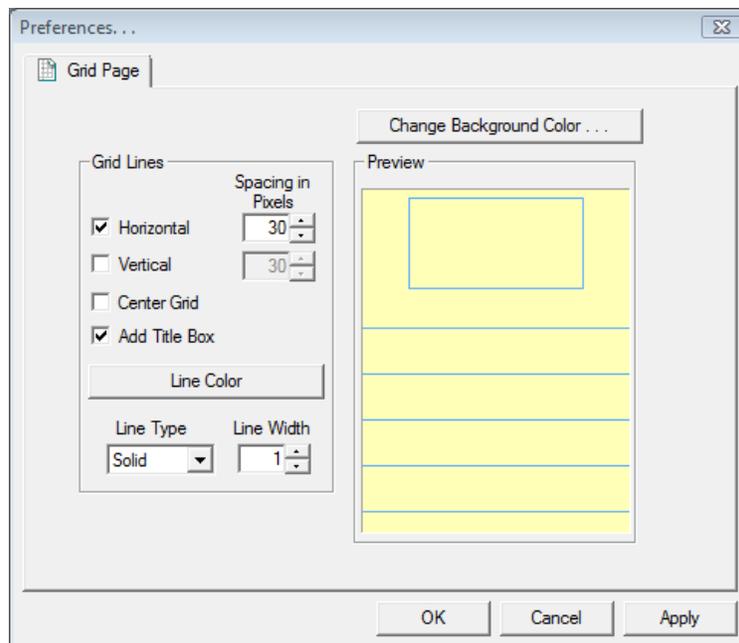
The **New Page Setup** tool  will allow you to access, create, and customize pages.



Grid Page Tool

This tool allows you to create a lined page. The page can have vertical lines, horizontal lines, or both. You can also customize your grid pages.

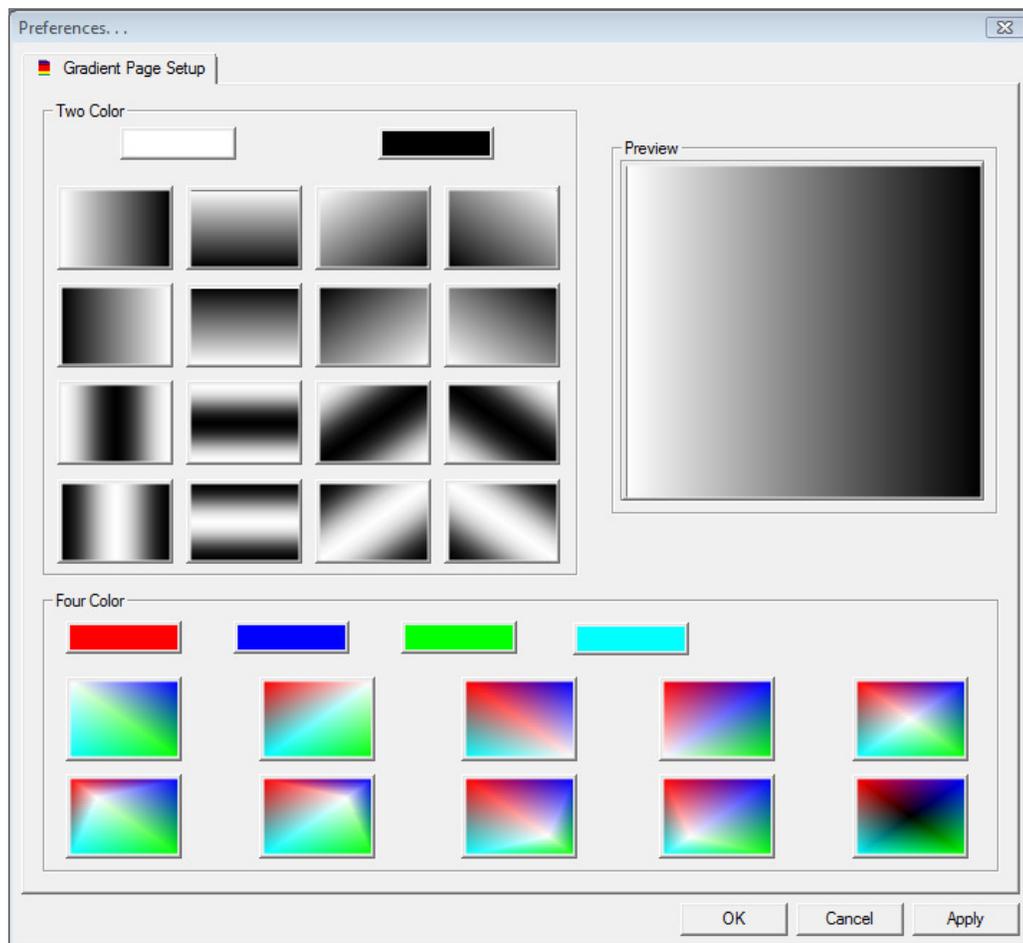
1. Click on the **New Page Setup** tool and select **Grid Page Setup**.
2. Select your desired options.
3. To change or create a new **Grid Page** from this screen, click on **Apply**, then select your desired option.
4. Click **OK**.



Gradient Page

The gradient page allows you to create a colorful page that can grab students' attention.

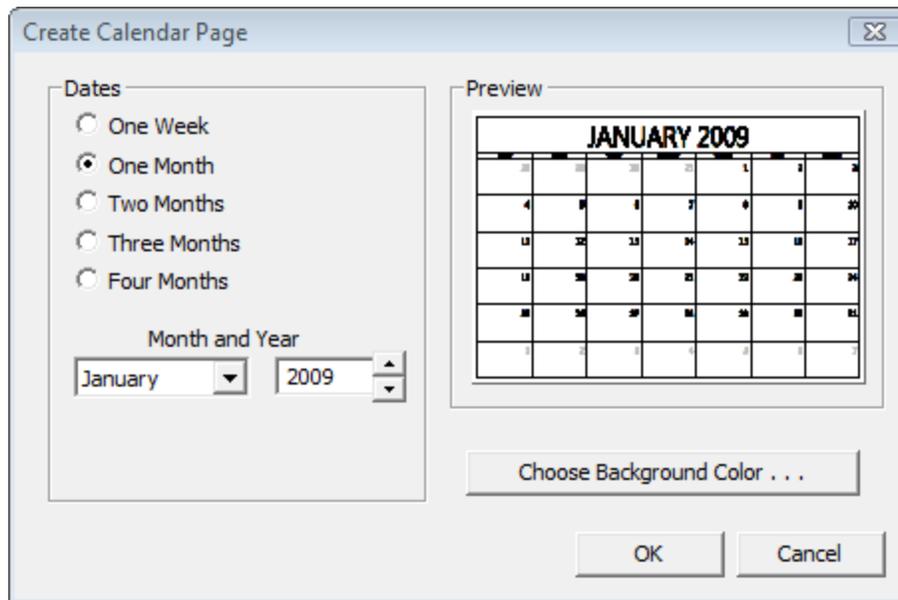
1. Click on the **New Page Setup** tool and select **Gradient Page Setup**.
2. Select your desired options.
3. To change or create a new **Gradient Page** from this screen, click on **Apply**, then select your desired option.
4. Click **OK**.



Calendar Page

This will create a background page that looks like a calendar. You can choose to display one week, or one to four months, on a single page.

1. Click on the **New Page Setup** tool and select **Create Calendar Page**.
2. Select your desired options.
3. Click **OK**.



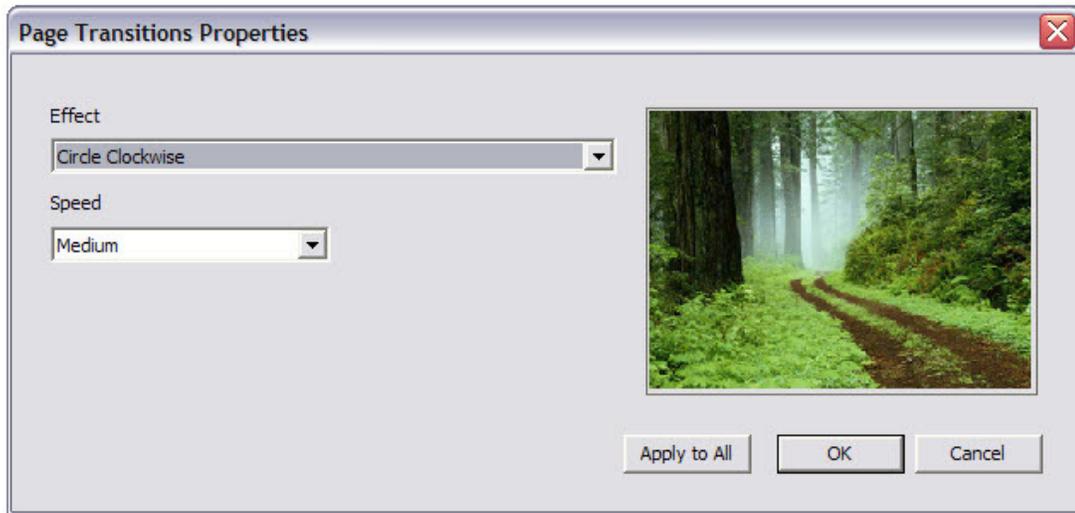
Page Transitions

Slide transitions are the animation-like effects that occur when you move from one page to the next during an on-screen presentation. You can control the speed of each slide transition effect. There are more than 40 transitions from which to select.

Creating Transitions in a Workspace Document

1. While in **Lesson Mode**, open a page.
2. Make sure Page Properties are displayed at the bottom of the page.
3. Click **Page Transitions**. 

The *Page Transitions Properties* window opens.



4. Select the transition you want from the *Effect* drop-down list.

As you select each transition, an example of the transition displays in the window.

5. Select the speed needed for the transition in the *Speed* drop-down list.
6. Select **Apply to All** if you want the same transition for all pages.
7. Click **OK**.

The transition is applied to the page.

Record and Playback

The Record and Playback tool allows you to record your voice (if you have a microphone on your computer) as well as your annotations or programs you have running on your screen. It's a great tool to make your own tutorials for students.

1. Go to the **toolbox**  and select the **Record and Playback**  tool.
2. Click on the **Record button** to start recording.



3. Use programs on your computer or create notes and diagrams with the Workspace software. When you are done, click on the **Stop Recording button**.



4. **Save** your file.

Note: The Record and Playback files save as an .avi file. Once your file is saved, you can play the video file back by pressing the green play button.

Workspace Editing Tools

Access these tools by using the Selection  tool to choose an annotation. The editing options will appear in the Properties Bar at the bottom of the screen.



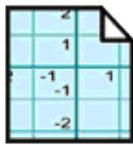
Editing Tools

 Undo/Redo	Undo and redo the most recently performed operations. You can continue until you have undone the first thing or redo until the last thing you did is on the page.
 Cut	Remove or "cut" a selected entity.
 Copy	Make a copy of a selected entity.
 Paste	Place an entity that was cut or copied on the Workspace page.
 Select all	Select all entities on a Workspace page.
 Order Selected Entities	Select the position of an entity. Send the entity in front or in back of a different entity to create layers.
 Rotate Selected Entities	Rotate entities 90°, 180°, or flip the entity horizontally or vertically.

 Group	Group separate entities together to create one entity.
 Ungroup	Ungroup a grouped entity.
 Move to Background	Permanently “glue” an entity to the background of a Workspace page.
 Export Entities	Select an entity on the page and convert it into an image file.
 Add files to Gallery	Add a selected entity or entire page to the gallery.

Gallery Content

This tool allows you to insert content from the Gallery into your document. The pictures are organized by subject area. There are three types of resources available from the Gallery.



graph_paper_...
(large - numbe...



Haiku Poem



Target Practice



Image: This is a single image. You can resize this image.

any of these sound iminations.

Gallery at a Glance

Main Category	Sub-Categories/Descriptions
Arts and Recreation	Art, Games, Music, Sports
Graphic Organizers	Venn diagrams, various flow charts, language arts charts, etc.
Interwrite Sims	Games, Science, Social Studies, Math, Language Arts, Teacher Tools
ExamView®	Add your own ExamView content to the Gallery for easy access during a lesson. Comes with sample content.
Language Arts	Handwriting, Grammar, Sight Words, Word Parts (Blends, Prefixes, Roots, Word Families, etc.), Literature, Poetry
Math	Dice, Dominoes, Geometry, Manipulatives, Money, Numbers and

	Symbols, Tools, Math Facts, Equations, Fractions, Algebra, Tables and Graphs, Calculus, Various Graph Papers and Grid Backgrounds
My Gallery	Provides a place for you to add and created your own custom Gallery
Science	Anatomy, Animals, Biology, Chemistry, Environment, Food, Geology, Physics, Space, Tools, Weather
Social Studies	Geography, Street Signs, Transportation, Emotions, Historical, Everyday Things, Holidays
Special Needs	Sign Language
Lessons	Access sample lessons as well as lessons online
Video Tutorials	Links you to our website to access self-paced Workspace tutorials

Add Objects from the Gallery to a Page

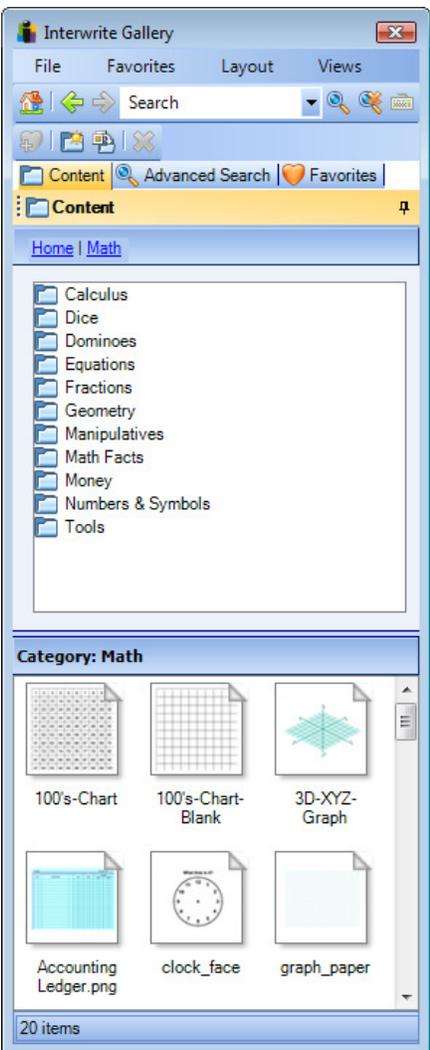
1. Click on the **Gallery**  icon on your toolbar.
2. **Browse** or use the search feature to locate an image or Sim that you would like to use.

3. Use the **Selection**  tool to **drag the image** over to the Workspace page.

Gallery Menu

Navigation and Search

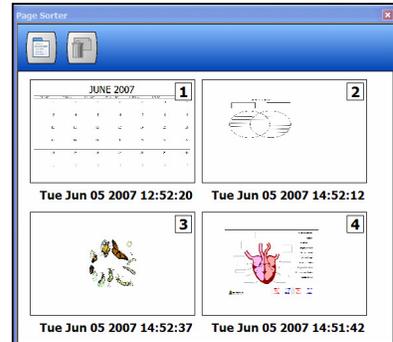
Content Categories and Sub-Categories



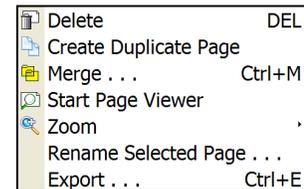
Manage Your Workspace File

Organize a Workspace File

1. Click on the **Page Sorter**  icon from the toolbar.
2. To **delete pages**, click on the ones you do not want, then click on the **recycle bin** icon. You can also press delete on your keyboard.
3. To **rearrange pages**, use the cursor to select one page. Next, **drag the page** somewhere else in the page sorter view **to reposition**.



4. Click on the **Menu**  icon to view some of the other options available with the page sorter.
5. When you are done, click on the "X" to close the page sorter view.

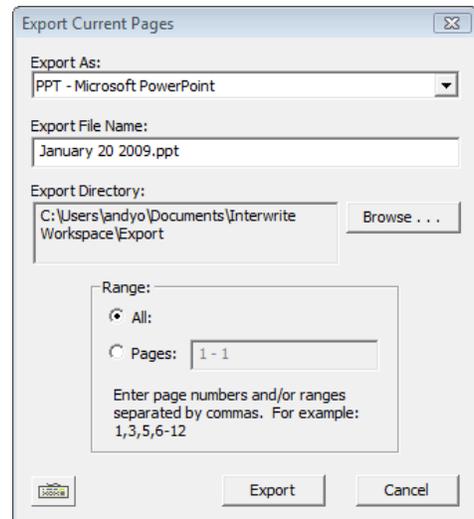


Save a Workspace File

1. Use the **Page Sorter**  to **delete** and **arrange** your Workspace pages.
2. Click on the **Save**  button from the toolbar.
3. Close Workspace.
4. **To open** your Workspace file, either **double click** on the file or if you are in Workspace click on the **Menu >File > Open**.

Export a Workspace File

1. Go to **Menu >File > Export**.
2. **Choose** the **format** you wish to export, the **location** you would like to export to, and then the **page(s)** you wish to export.
3. Click **Export** when you are done.



Print a Workspace File

1. From the Workspace toolbar, go to **Menu >File > Print**.

Module 3:

Engaging Content with Learners



Overview

This session is designed for someone who has experience creating a Workspace lesson and knowledge of the annotation and presentation tools. Participants will learn how to use various tools to engage students and enhance their teaching with a Workspace lesson.

Objectives

After completing this module, participants will be able to:

- Identify and use Workspace tools to engage students and content
- Review various instructional applications of Workspace tools

Using Workspace to Engage Students

Workspace has a variety of tools that are designed to increase interactivity with the content being taught. Many of the tools used to create a lesson can also be used to engage a lesson.

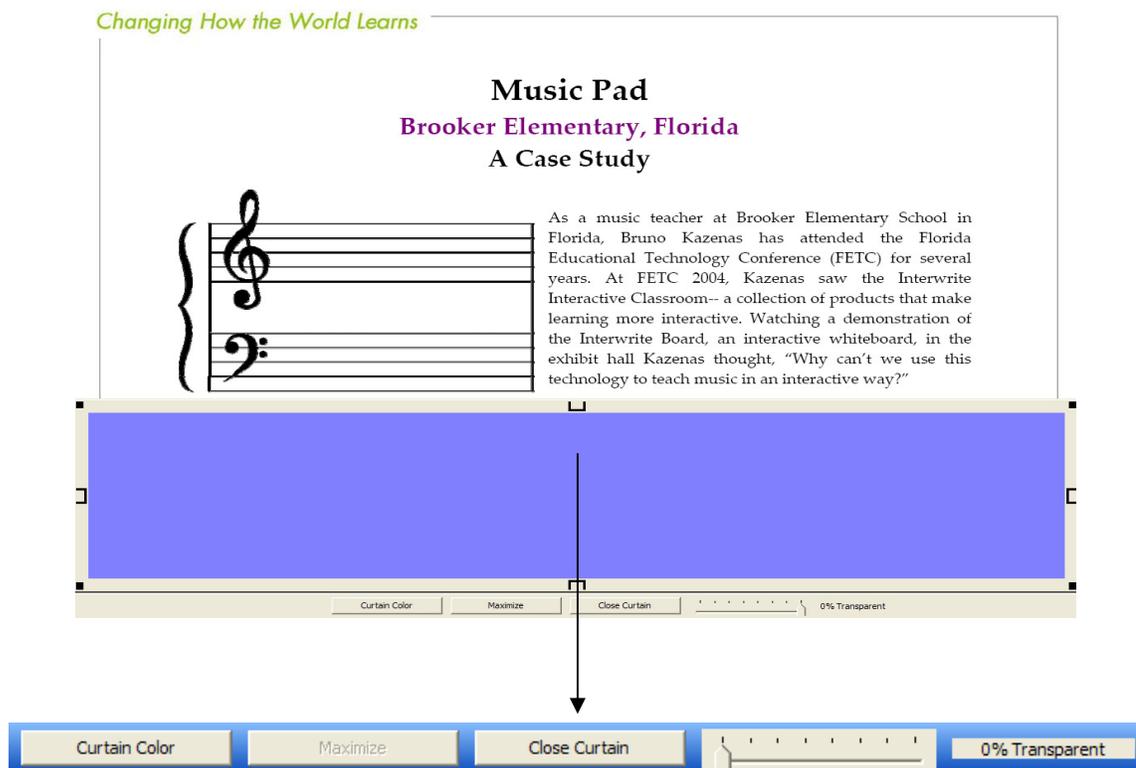
Some of the common tools already showcased in modules one and two that can be used to engage a lesson are Freehand Text, Freehand Shape, Highlighter, Multicolor Pen, Picture Pen, and Stamper. Some new tools showcased below are the Curtain, Timer*, and Spotlight*.

* These tools are located in the toolbox.

Curtain

The Curtain allows you to “hide” what you don’t want students to see. The Curtain is resizable, movable and can be made transparent.

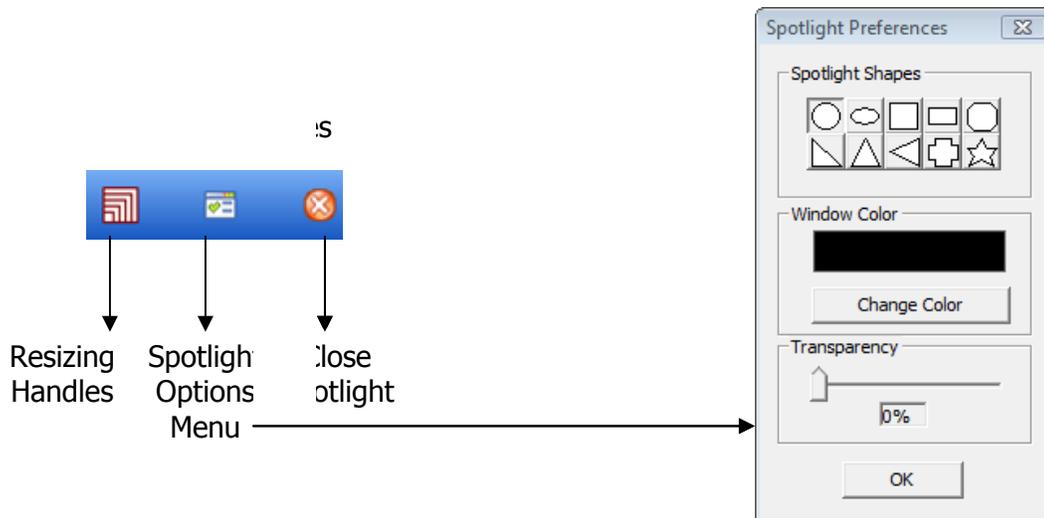
1. Go to a document or page where you want to use the Curtain.
2. Click on the **Curtain**  icon from your **toolbar** or toolbox. The Curtain’s properties will appear in the Properties Bar.
3. Use the **handles to resize** your Curtain, or use the **cursor to reposition** the Curtain anywhere on the screen.
4. When you are done with the Curtain, click on the **Close Curtain button** at the bottom of the screen.



Spotlight

The Spotlight allows you to view a small part of your screen. The Spotlight is similar to the Curtain; however, you can change the Spotlight to be a different shape. The spotlight is normally housed in the toolbox. You can use the Preferences option to add the spotlight to the toolbar.

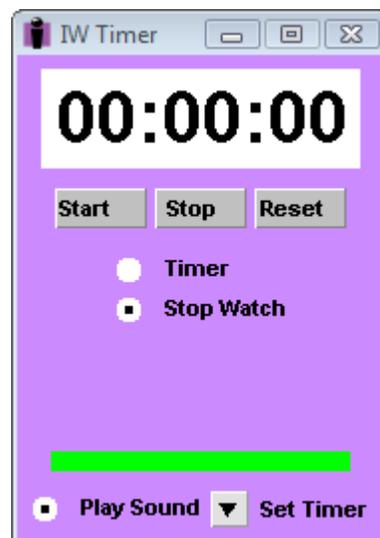
1. Go to a document or page where you want to use the Spotlight.
2. Click on the **Spotlight**  icon from your **toolbar or toolbox**. The Spotlight's properties will appear in the Properties Bar.
3. Use the **cursor to drag** the Spotlight anywhere on the screen.
4. When you are done with the Spotlight, click on the **Close Spotlight button** at the bottom of the screen.



Timer

The timer will beep and flash to indicate time is up or count time to the second as a stopwatch.

1. Click on the **Timer**  icon from your **toolbar or toolbox**.
2. Set the timer to either a **timer or stopwatch** by clicking in the radio button before your choice.
3. Click on the **Set Timer** drop-down arrow to select the length of time you need.
4. Press **Start** to begin.



Instructional Applications with Workspace Tools

Listed below are common tools and instructional applications for each of them. Try using some of these tools with one of its corresponding instructional applications.

Page Tools

Tool	Instructional Application
 Blank Page	<ul style="list-style-type: none"> • Workspace lessons • Class or meeting note taking • Student portfolios
 Grid Page	<ul style="list-style-type: none"> • Notebook paper • Handwriting exercises • Custom graph paper for area, perimeter, picture graphs • Math arrays • 100s chart • Mapping activities or scale • Reward charts • Attendance charts • Crossword puzzles • Word finds
 Calendar Page	<ul style="list-style-type: none"> • Document assignments • Project management • Morning calendar activities • Birthday chart • Math activities involving time • Reflection journal • Attendance graphing • Weather charting • Class jobs and responsibilities

Annotation Tools

 Pen	<ul style="list-style-type: none"> • Writing and drawing • Summarizing and note taking
 Multicolor Pen	<ul style="list-style-type: none"> • Tracing or handwriting practice • Use instead of a pen to add a little flair to your lessons • Customize with school or class colors to build school pride
 Picture Pen	<ul style="list-style-type: none"> • Change image based on lesson theme • Customize with your subject area

 <p>Freehand Text</p>	<ul style="list-style-type: none"> • Label diagrams • Writing definitions
 <p>Text</p>	<ul style="list-style-type: none"> • Use to type labels for a diagram • Use with the "Split Sentence into Words" function to create Language Arts activities
 <p>Highlighter</p>	<ul style="list-style-type: none"> • Highlight vocabulary words and important concepts on websites, PPT's, and scanned documents • Main idea and supporting details • Fact vs. opinion statements
 <p>Line</p>	<ul style="list-style-type: none"> • Making lines, arrows • Connect ideas • Make game boards • Make custom handwriting paper • Labeling • Create custom angles/polygons • Make tables
 <p>Shapes</p>  <p>Freehand Shape</p>	<ul style="list-style-type: none"> • Make "hide" boxes or flash cards • Create graphics • Create flow charts • Make shapes for sorting activities • Make your own tessellations
 <p>Stamper</p>	<ul style="list-style-type: none"> • Accent what is on the screen • Use in checklists or graph activities • Use as reward stickers • Use for manipulatives for sorting, patterns, or counting • Customize with your own pictures to support a thematic unit • Use in math arrays • Graphs
 <p>Fill</p>	<ul style="list-style-type: none"> • Fractions • Draw attention to detail of image

Editing Tools

 <p>Selection</p>	<ul style="list-style-type: none"> • Move objects to reveal answers underneath
 <p>Eraser</p>	<ul style="list-style-type: none"> • Erase ink to reveal object underneath
 <p>Copy</p>	<ul style="list-style-type: none"> • Copy and paste multiple objects on top of one another to be used in learning activities (i.e. money)

 Paste	
 Order Selected Entities	<ul style="list-style-type: none"> • Create layers with entities • Create flash cards
 Move to Background	<ul style="list-style-type: none"> • "Glue" items or answers to the page, then cover over the items with ink, use the eraser to uncover the answer

Multimedia Tools

 Gallery	<ul style="list-style-type: none"> • Interactive simulations • Content-related images and diagrams • Story telling/retelling
 Record and Playback	<ul style="list-style-type: none"> • Record lessons for absent students to review content • Create video tutorials
 Capture	<ul style="list-style-type: none"> • Capture images from a Web site or your computer

Presentation Tools

 Curtain	<ul style="list-style-type: none"> • Use with text to help with reading/tracking • Reveal parts of a presentation, website or reading selection • Prediction activities "Guess what is behind the curtain based on these clues?"
 Spotlight	<ul style="list-style-type: none"> • Prediction activities • Focus on parts of a diagram or text
 ExamView File  Student Response System Functions	<ul style="list-style-type: none"> • Check for understanding by inserting questions from ExamView tests and question banks • Get immediate feedback to questions

Module 4:

Integrating Multimedia Resources



Overview

This session is designed for someone who has experience using the Workspace tools. Participants will learn how to link from a Workspace page to other resources and add multimedia to a Workspace page. They will also learn how to use various Workspace tools to create images and movies.

Objectives

After completing this module, participants will be able to:

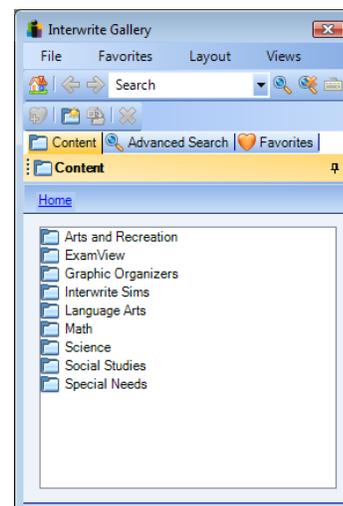
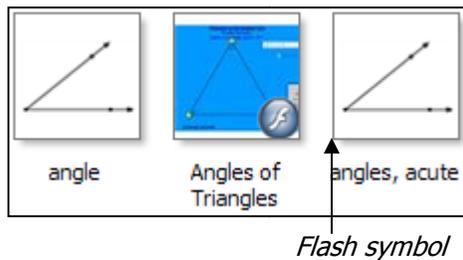
- Incorporate existing multimedia into a Workspace lesson
- Create multimedia using Workspace tools

Add Existing Multimedia

Many instructors use various kinds of multimedia in their lessons including Flash objects, audio, and video. The Workspace software comes with multimedia files but gives you various tools to incorporate any existing resources you have into the Workspace environment.

Interwrite Sims

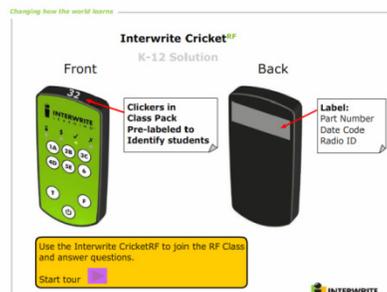
Multimedia resources available in the Gallery consist of Interwrite Sims, which are flash simulations. They can be identified by the flash symbol  in the lower right-hand corner of the thumbnail image. Sims can be found in the Interwrite Sims category but are also embedded within the Gallery. You can use your annotation tools with the Sims.



Flash Player

Access your existing Flash files and put them on your Workspace page.

1. Go to the **toolbox**  and select **Flash Player** .
2. **Browse to the file** you want to use.
3. You can **use your Workspace tools** to make notes or annotate over your Flash entity.



Audio Player

Access your existing audio files and put them on your Workspace page.

1. Go to the **toolbox**  and select **Audio File** .
2. **Browse to the file** you want to use.
3. When you are ready to play your sound file, press the **play button**.
4. Use the pause and stop buttons as needed.



Video File

Access your existing video files (.wmv, .avi, .mpeg) and put them on your Workspace page. You can make annotations over your videos.

1. Go to the **toolbox**  and select **Video File** .
2. **Browse to the file** you want to use.
3. Press **play** when you are ready to play your video. It will appear in the Workspace Media Player with its own annotation tools.
4. When you select one of these special **annotation tools**, your video will automatically **pause** for you to make your notes on the video.
5. To **resume** the video, click on the **play** button in the lower left-hand corner of the display window.

Create Multimedia

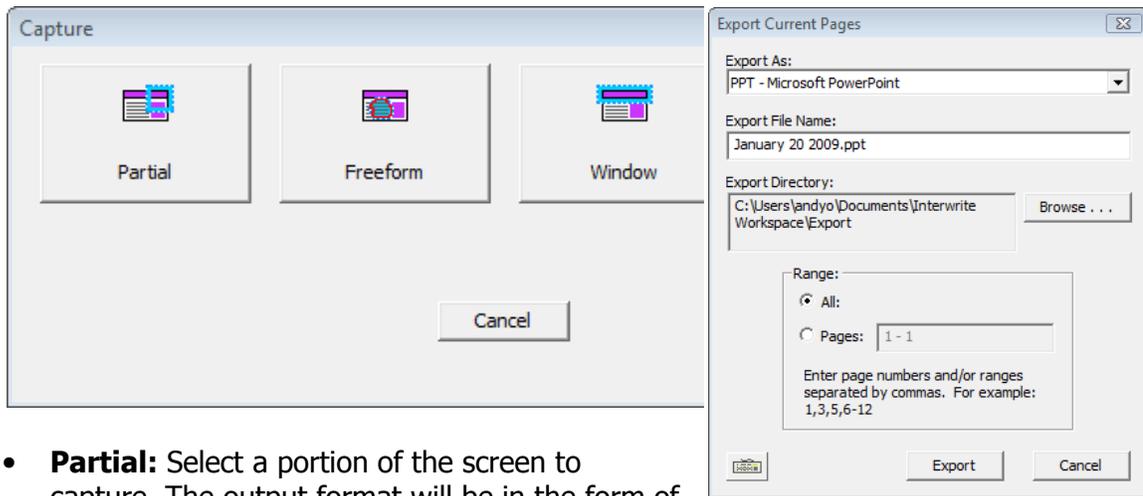
Although there are many resources available in Workspace, there may be times when you need to create your own customized content. There are several tools in Workspace to help you create images or videos.

Create Images with Capture

The capture tool allows you to selectively capture a portion of your screen. This can be from another application's screen (i.e. Web page, PowerPoint, Word file, .pdf, etc.) or from a Workspace page.

1. **Access** the **media** you wish to capture.

2. Click on the **Capture**  tool from the toolbar or toolbox.
3. A window will appear asking which **capture option** you want to use:



- **Partial:** Select a portion of the screen to capture. The output format will be in the form of a square or rectangle. A window tool will appear. Drag over the selection you wish to capture.
 - **Freeform:** Select a part of the screen to capture by drawing a freehand shape. A special pen tool will appear. Draw a freeform shape around the selection you wish to capture.
 - **Window:** Capture the active window opened.
 - **Screen:** Capture what is displayed on the entire screen.
4. If you want your **captured image** to be placed into a **blank Workspace page**, make sure you check the box labeled **Place capture in new page**.

Export Entities as Images

This tool allows you to save your annotations as an image file. You can save your image to a location other than the Gallery with this option.

1. Use the white **Selection tool**  to select the annotations you want to use to create an image.
2. Choose the **Export Entities**  button from the **Properties Bar** at the bottom of your screen.
3. Select the **file type** you want your image file to be, where you want your entity to be saved, and name the image file.
4. Click on the **Export Button**.

Add Files to Gallery

To add images you created to the Gallery, use the **Selection tool** to **drag and drop** the image to the **Gallery**. However, if you would like to add annotations to the Gallery, follow these steps:

1. Use the white **Selection tool**  to select the annotations you want to use to create an image.
2. Choose the **Add files to Gallery**  button from the **Properties Bar** at the bottom of your screen.
3. Choose whether you want to **Add Selection to Gallery** or **Add Current Page to Gallery**.
4. When the item is added to the Gallery, a window will appear to confirm. Click **OK**.

Module 5:

Using Workspace with Other Applications



Overview

This session is designed for the beginner who would like to use existing content with the Interwrite Board and Pad. Participants will need general knowledge of basic Workspace annotation tools. In this module participants will learn how to create annotations on top of existing Office documents, use Office Mode to insert annotations into a Microsoft Office document, and use Workspace tools with 3rd party resources such as Web sites, .pdf files, and document cameras.

Objectives

After completing this module, participants will be able to:

- Use Workspace with existing documents
- Use Office Mode to insert annotations directly into a Microsoft Office document

Using Workspace with Existing Documents

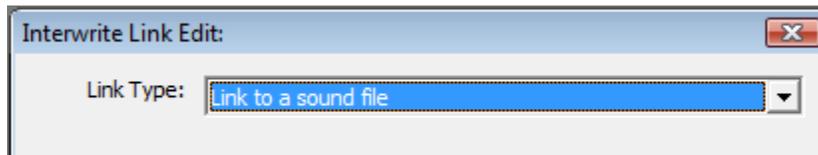
Workspace is designed to be used with existing resources that are accessible from your computer. Generally resources fall into three categories: hardware, software programs, and files. When you select one of the Workspace annotation tools, your screen is captured automatically, thus allowing you to make notes without modifying the original file. You can also create hyperlinks on Workspace pages to other files or resources that you would like to use.

Create Hyperlinks

The **links tool**  allows you to add a hyperlink to your Workspace document. You can link to: other Workspace files, Web pages, Office documents, sound, or video files.



1. Use the Gallery or Workspace tools to create an image on the page.
2. Use the **Selection tool**  to select the object from where you want to link.
3. Click on the **Links** button in the **Properties Bar**.
4. Click on **Add/Edit Link**.
5. Select the type of document you want to link to by clicking on the drop down menu by **Link type**.



6. **Browse** to the file you want to link to, click **OK**.
7. Your selection will now have a **link button** attached to it. Just click on this button to follow the link.

