

Interwrite Workspace

Educational Technology Center

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What is Workspace?

- **Workspace** is a program that connects a computer to an Interwrite interactive *whiteboard, panel, or wireless pad.*
- The program includes tools for writing and drawing during a presentation.
- Teachers can use Workspace to create and conduct interactive lessons.



Interactive Panel



Interactive Pad



Interactive Whiteboard

Installation

- Install Interwrite Workspace using the CD that came with the whiteboard, panel or pad.
- Workspace may also be downloaded from <http://www.interwritelearning.com/> on the Download Software link.
- For wireless pads and wireless whiteboards:
 - Install the Ezurio Bluetooth Driver software from CD or the Interwrite website.
 - Plug in USB **Bluetooth Receiver**
 - **Found New Hardware Wizard** will appear indicating a new device has been detected.
 - Select “Yes, this time only” and click **Next**.
 - Select “Install the software automatically” and click **Next**.
 - Click **Next** again on following screen
 - Click **Finish**.
 - **Restart** computer.
- **Special Note:** Take note of the USB port in which Bluetooth receiver is installed. If the receiver is plugged into a different USB port another time, the Hardware Wizard will reappear indicating a new device again as noted in steps above.
- After logging back into Windows, two new icons will display in the Tool Tray.



Bluetooth Receiver



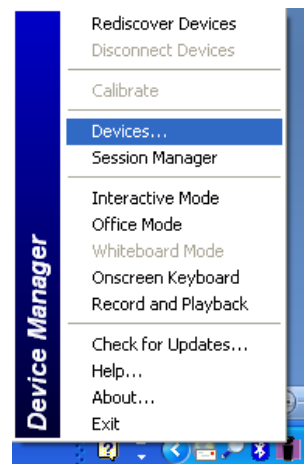
Bluetooth

Interwrite Workspace

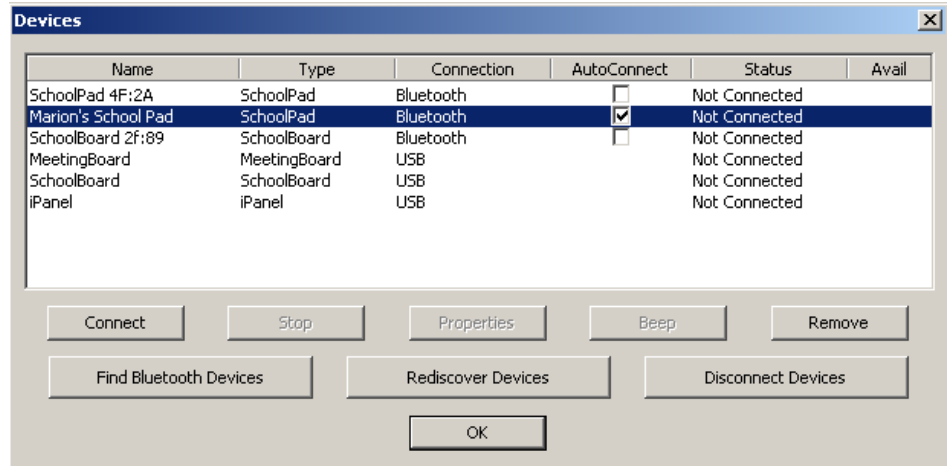
Setup

Connecting Devices

- Right click the Interwrite Workspace icon in the tool tray and select **Devices**.
- Switch on power for the pad or whiteboard.
- Click on **Find Bluetooth Devices** button to search for existing devices.
- Select appropriate device from devices found and click **OK**.
- Click on **Connect** button.
- Status column will indicate if the pad or whiteboard has successfully connected.



- Connected devices will also appear in bold.
- Click on check box under AutoConnect column to automatically connect a device on startup.



Naming Devices

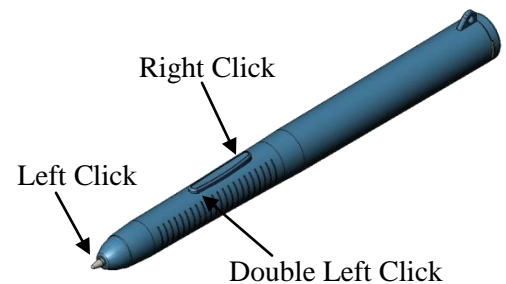
- Select device from list.
- Click **Properties** button.
- Select **Basic** tab at top of window.
- Type device name in **Name** text field.
- Check **Master Device** to set device as master.
- Click **OK**

Calibrating Devices

- **Note:** Only Whiteboards and Panels require calibration.
- Select device from list.
- Click **Properties** button.
- Select **Mapping** tab at top of window.
- Click **Calibrate** button.
- Blue screen will appear with instructions.
- Click on each cross-hair as it appears on the screen.
- Blue screen will disappear after last cross-hair is clicked.
- The Interactive Whiteboard also features a shortcut on the right-hand side of the board for quick calibration.

The Pen

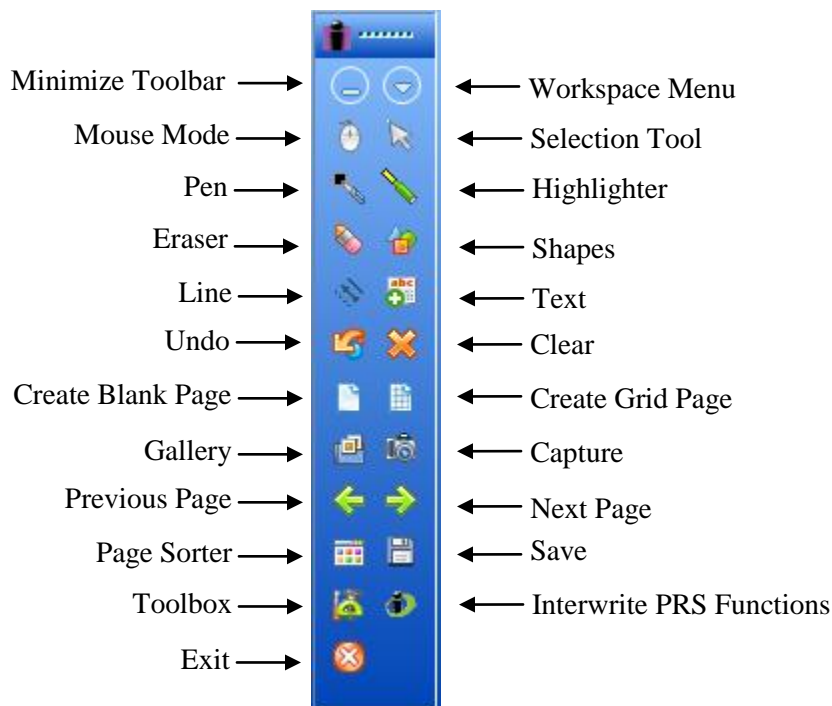
- Interwrite Whiteboards, Panels, and Pads require a **pen**.
- **Tap** on whiteboard, pad or panel with pen tip for **Left Click**.
- Hold pen just above the surface of the board press **Right Click** or **Double Left Click** button on the pen.
- **Recharge** pen regularly.
 - Place the pen firmly in the pen holder.
 - Light will indicate if pen is charging properly.
 - Remember to return pen to recharger when not in use.



Interactive Mode

- Right click on the Interwrite icon in the tool tray and select **Interactive Mode**
- Interactive mode may also be accessed through the Start menu → All Programs → Interwrite Learning → Interwrite Workspace → Interactive Mode
- A tool bar will appear near the right hand side of the desktop.

The Toolbar



Moving the Toolbar


- Position the mouse pointer at the top of the toolbar near the Interwrite “i” icon.
- Click and drag the toolbar to new location.

Resizing the Toolbar


- Position mouse pointer on edge of Toolbar until a double-sided arrow appears.
- Click and drag edge to change size and layout of Toolbar.

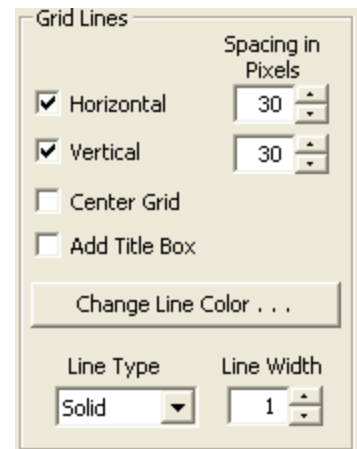
Creating Pages

Blank Pages

- Click on the Create Blank Page button  on the toolbar to create a new page in Workspace.
- To customize the page color:
 - Click on the Workspace Menu button and select **Preferences**
 - Click on **Blank Page** in the left column of the Preferences window.
 - Click on the **Change Background Color** button.
 - Select a new color as the default page color.
 - Click on **OK**.


Grid Pages

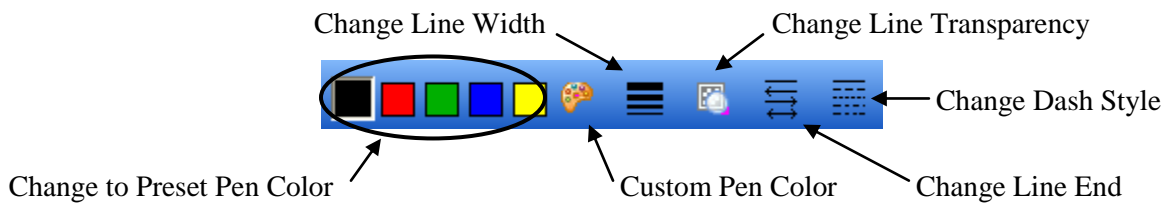
- Click on the Create Grid Page button  on the Workspace toolbar.
- To customize the grid lines and page color:
 - Click on the Workspace Menu button and select **Preferences**
 - Click on **Grid Page** in the left column of the Preferences window.
 - Make desired changes in **Grid Lines** dialogue.
 - Click on the **Change Background Color** button.
 - Select a new color as the default grid page color.
 - Click on **OK**.




Drawing Tools

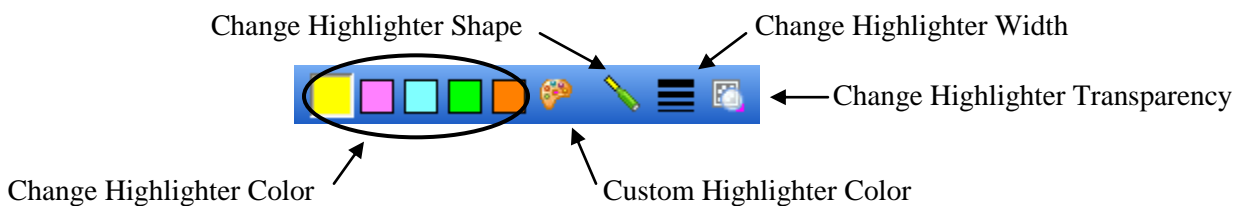
Pen Tool

- Click on the **Pen** button  in the Toolbar.
- Use a pointer device (i.e. Interactive White Board, Panel, Wireless Pad, or Mouse) to draw in Workspace.
- Pen menu will appear at bottom of the screen when Pen tool is selected.




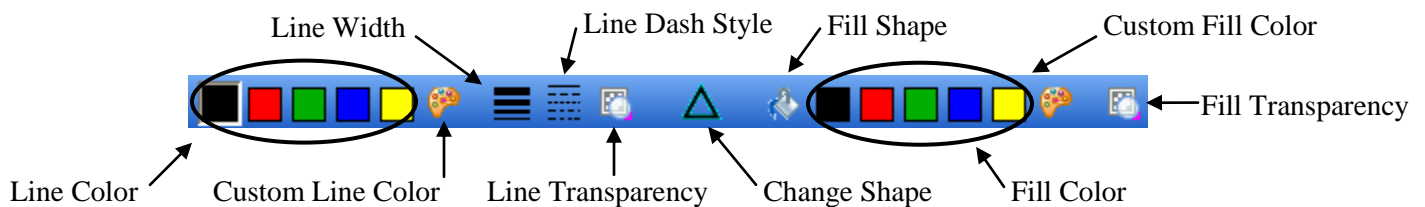
Highlighter Tool

- Click on the **Highlighter** button  in the Toolbar.
- Use a pointer device (i.e. Interactive White Board, Panel, Wireless Pad, or Mouse) to highlight any text or image in Workspace.
- Highlighter menu will appear at bottom of the screen when Highlighter tool is selected.




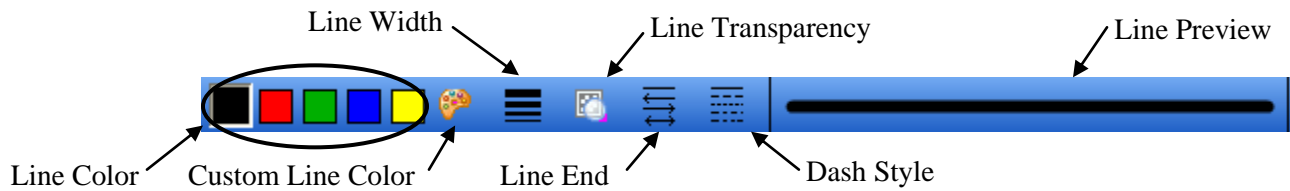
Shapes Tool

- Click on the **Shapes** button  in the Toolbar.
- Use a pointer device (i.e. Interactive White Board, Panel, Wireless Pad, or Mouse) to draw a basic shape.
- Shapes menu will appear at bottom of the screen when Shapes tool is selected.




Line Tool

- Click on the Line button  in the Toolbar.
- Use a pointer device (i.e. Interactive White Board, Panel, Wireless Pad, or Mouse) to draw a line in Workspace.
- Line menu will appear at the bottom of the screen when Line tool is selected.






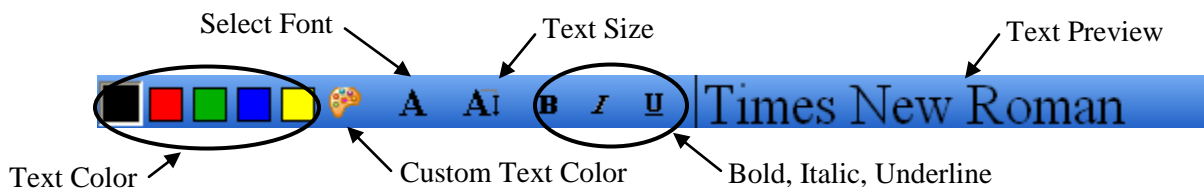
Eraser Tool

- Click on the Eraser button  in the Toolbar.
- Use a pointer device (i.e. Interactive White Board, Panel, Wireless Pad, or Mouse) to erase a line in Workspace.
- **Note:** The Eraser tool only erases lines drawn with the Pen, Highlighter and Line tools. It does not work with Shapes, imported images or Sims.
- Eraser menu will appear at the bottom of the screen when Eraser tool is selected.
- Change eraser size by clicking and dragging slider in Eraser menu.





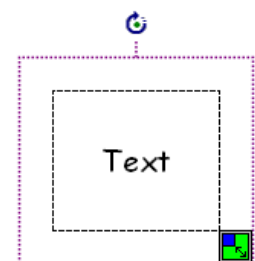
Text Tool


- Click on the Text button  in the Toolbar.
- Click on page where text will be placed.
- Type text into box that appears.
- Click on the Duplicate Text button  to create a new copy of the text box with the same text.
- Click on the Split Text button  to separate multiple words into their own individual text boxes.
- Text menu will appear at the bottom of the screen when text is selected.

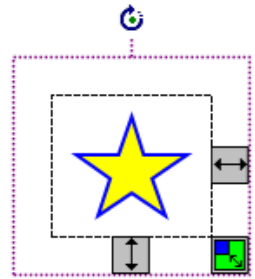


Selection Tool


- Click the Selection button  in the Toolbar.
- Use arrow pointer to click on text, lines, shapes or images in Workspace.
- A bounding box will appear around the object selected.
- **Move Objects:**
 - Drag object to new location.
- **Resize Objects:**
 - Click on **resize** icon  at lower-right corner of selection box.
 - Drag box to new size.





- **Rotate** Objects:
 - Click on **rotate** icon  at top-center of selection box.
 - Drag box to new angle.
- Selection menu will appear at the bottom of the screen when Selection tool is active.



Undo Tool



- Click on the **Undo** button  in the Toolbar.
- Each click on Undo button will remove the most recent change to a page.

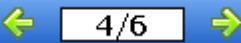
Clear Tool


- Click the **Selection** button  in the Toolbar.
- Select any object on the page.
 - Hold shift key and click on additional items to select multiple objects.
- Click on the **Clear** button  in the Toolbar to delete the selected object.
- Click on the Clear button with no selections made to **clear all** items from a page.

Navigating Pages




Basic Navigation

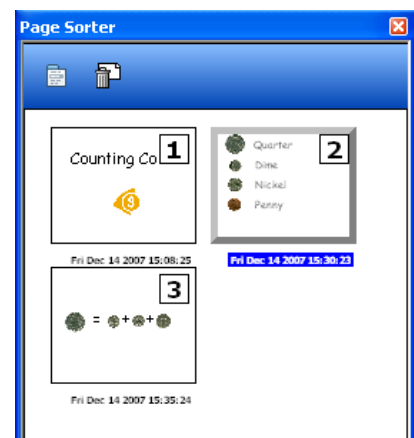
- Click on the **Previous Page** button  to navigate backward through already created pages in Workspace.
- Click on the **Next Page** button  to navigate forward through already created pages in Workspace.
- Click on **Previous** or **Next** arrows in lower right-hand corner as alternative method to navigate pages.

This method also includes the current page number and page count. 


- Click on the **Pan Page** button  in lower right-hand corner to pan large pages.
 - Mouse pointer will change to a hand.
 - Click and drag any direction to move across page that is larger than current screen size.
 - Click on Pan Page button again to turn off pan option.

Page Sorter


- Click on the **Page Sorter** button  to open Sorter window.
- Click on Page Sorter menu button  and select **Zoom** and choose desired page size for Sorter window.
- To **reorder** pages:
 - Highlight one or multiple pages.
 - Drag and drop to new position.
- To **delete** pages:
 - Highlight one or multiple pages.
 - Click **Delete** button  at top of Sorter window.
 - **Note:** This action cannot be undone.

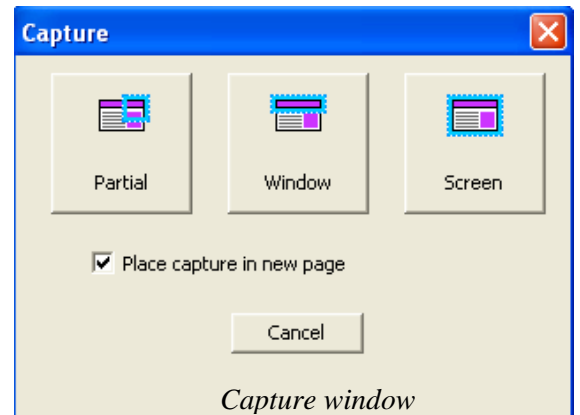


Mouse Mode


- Click on the **Mouse Mode** button  on the toolbar.
- Mouse Mode minimizes Workspace to the Windows taskbar and returns regular functionality to the computer.
- Use any drawing tool (pen, shape, text, etc.) to instantly record a screen capture and return to Workspace.

Capturing Images


- Click on the **Capture** button  on the Workspace toolbar.
- Select an option from the Capture window.
 - *Partial* – Use the mouse to highlight any size area on the screen and capture that area as an image
 - *Window* – Captures foremost window as an image.
 - *Screen* – Captures entire screen as an image.
- Place a checkmark in the box next to “Place capture in new page” option to automatically create a blank page in Workspace with the newly captured image.
- Selected image will appear in Workspace as an image.

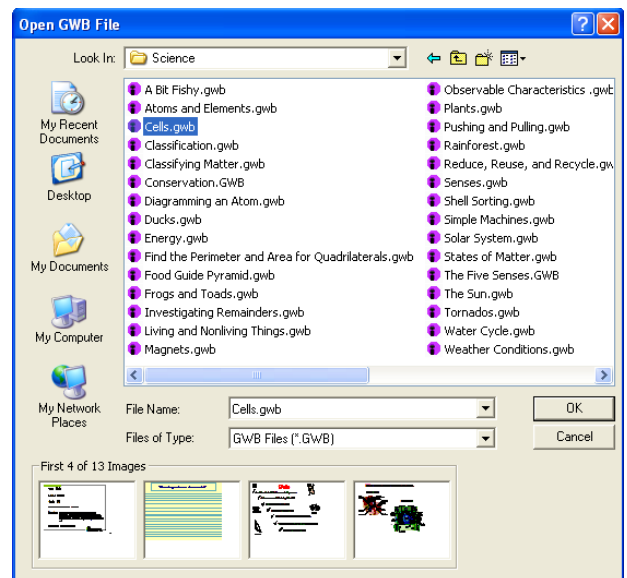


Saving a Lesson

- Click on the Save button  on the Workspace toolbar.
- Select location for the file.
- Type a name for the file.
- Click **OK**.

Opening a Lesson

- Click on the Workspace **Menu** icon in the toolbar 
- Select File → Open
- Locate and click on lesson name ending with **.GWB**
- Click **OK**.




The Gallery

- Click on the **Gallery** button  on the Workspace toolbar.
- Access resources using Interwrite Gallery window.

Categories


- Click on **Categories** to view pre-existing files organized by subject.
- Select a subject and sub-category.
- Click on resource in lower window.
- Drag resource to existing page in Workspace.



What Are Interwrite Sims?
Sims are interactive programs made in Flash that include animation, sound or games. They are provided for free with Interwrite Workspace. Many of the Sims do not include instructions and require some playing in order to learn how to use them.

Animated Clock



Search for Resources

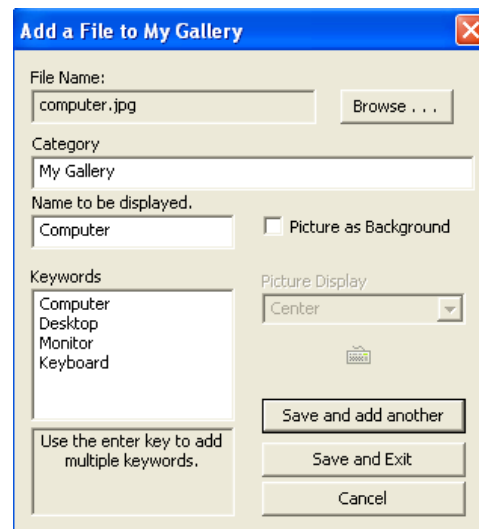
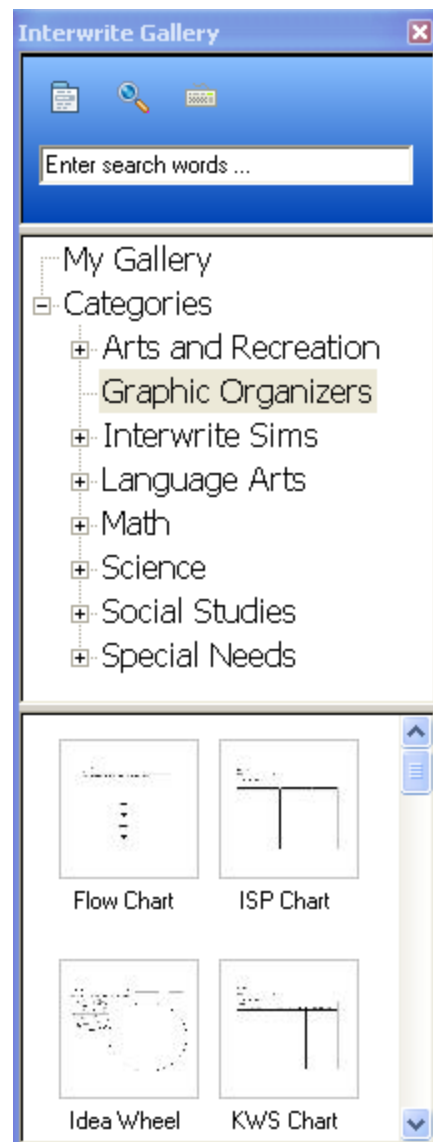
- Type in a keyword in the text field at the top of the window.
- Click on the **Keyword Search** button 
- Scroll through the resources in the lower window to find search matches.

My Gallery



- Place favorite resources into My Gallery for easy access.
 - Right click on a resource in the Gallery window
 - Select Add to My Gallery
 - Resource appears under My Gallery for quick access.

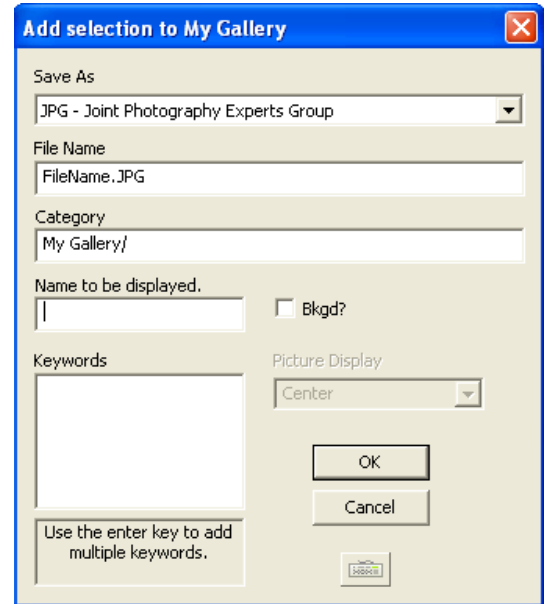
Add Media from File

- Click on the **Gallery** button  on the Workspace toolbar.
- Click on the **Gallery Menu** button 
- Select **Add a File to My Gallery**.
- Click **Browse** button to find media resource.
 - Images
 - Sound
 - Video
- Click **OK**
- Add a **Name to be displayed**.
- Type in any relevant **Keywords** describing the resource.
- Click **Save and Exit** or **Save and add another**.



Add Media from Selection




- Click the **Selection** button  in the Toolbar.
- Click on media object on the current page.
 - Text
 - Shape
 - Image
 - Line
- Click on the **Add Files to Gallery** button  in the bottom Selection tool bar.
- Click on **Add Selection to My Gallery**.
- Type in **File Name**.
- Add a **Name to be displayed**.
- Type in any relevant **Keywords**.
- Click **OK**.

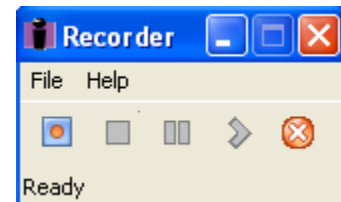


Remove Media from Gallery



- Right click on the desired object in the lower **My Gallery** window.
- Select **Delete**.

Record a Lesson

- Click on the Toolbox button  in the Toolbar.
- Select **Record and Playback** from the Toolbox.
- Click on the **Record** button  to begin recording.
- All actions onscreen and sound are recorded.
 - Recording sound requires a microphone.
- Click on Stop button  to end recording.
- Choose location and name for recording.
- Click **OK** to save file.














Play a Recorded Lesson

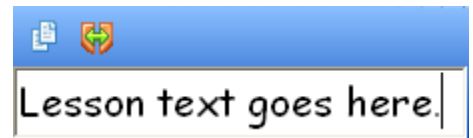
- Click on the Toolbox button  in the Toolbar.
- Select **Record and Playback** from the Toolbox.
- Select File → Open.
- Choose recorded lesson (.avi file)
- Click on the Play button  to begin playback.
- Workspace Media Player will open and display the recorded session.
- Close Media Player window when finished with playback.

Pre-made Lessons

- Install Sample Lessons CD to access more than 150 pre-made lessons provided with the Workspace software.
- Download pre-made lessons created by other educators by visiting <http://www.interwritelearning.com/resources/lessons.php>
 - Search for lessons by keyword, state standard or browse entire catalogue.
 - Click on desired lesson.
 - Click on Download button.
 - Save download **.gwb** file in *My Documents/Interwrite Workspace/My Lessons*
- Lessons can be re-used or saved with changes from each class.




New Lessons

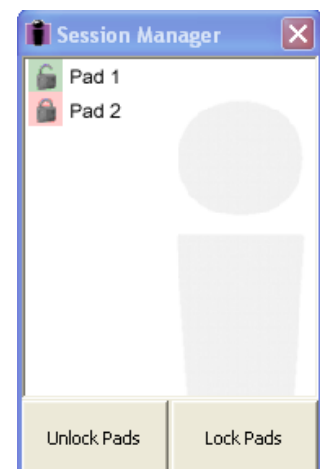
- Create new lessons using Workspace.
 - Click on the Workspace Menu icon in the Tool Bar 
 - Select File → New
- Add a new blank page  or a new grid page  from the Tool Bar.
- Add text to a page using the Text tool 
 - Type text into text box.
 - Copy and paste text from existing documents.
- Add images and sound files from The Gallery 
- Add basic shapes to a page using the Shapes button  or the Stamper button  from the Toolbox
- Add additional images and sound files by selecting Workspace Menu → Tools → Insert Media and browsing to find the desired file.
- Use the Selection tool  and click on any object on the page to move, rotate or resize.
- Navigate lessons using the Previous Page  and Next Page  buttons.
- Find pages quickly or reorganize a lesson using the page sorter 
- Click on Workspace Menu → File → Save to save a lesson.




Session Manager

Locking Pads










- Click on the **Toolbox** button  in the Workspace toolbar.
- Select **Session Manager**.
- Click on Padlock icon next to Pad name to toggle lock.
 -  Unlocked
 -  Locked
- Click on **Unlock Pads** button to unlock all pads.
- Click on **Lock Pads** button to lock all pads.
- *Note:* A pad can NOT lock itself.



The Toolbox

- Click on the Toolbox button  in the Toolbar.
- A sub-menu will appear displaying additional tools available in Workspace.
- Below are some additional tools that appear in the Toolbox:

Tool	Name	Description
	Freehand Text	Converts text written with the pen tool into text format.
	Freehand Shape	Converts shape drawn with pen tool into basic shape.
	New Page Setup	Change page settings for new blank and grid pages.
	Create Duplicate Page	Duplicates current page into new page.
	Create Calendar Page	Selects date and layout for new calendar page.
	Create Image Page	Adds page with background image, such as music staves and graphs.
	Stamper	Adds quick shape or image with each mouse click.
	Spotlight	Masks workspace and only displays area inside “spotlight” shape.
	Record and Playback	Opens control to record and display a Workspace lesson.
	Flash Player	Imports an interactive Flash (.swf) file into Workspace.
	Audio File	Imports an audio file and virtual player into Workspace.
	Video File	Imports a video file and virtual player into Workspace.
	Pan Page	Moves a page up, down, left and right when larger than viewable screen.
	Multicolor Pen	Draws colorful lines.
	Picture Pen	Draws quick shapes or images in a line or pattern as drawn.
	Zoom	Enlarges portion of workspace for viewing details.
	Export PDF File	Exports Workspace lesson to Portable Document Format.
	Email PDF File	Exports Workspace lesson to PDF and opens default email client.
	Onscreen Keyboard	Opens virtual keyboard on screen.
	Lock Pads	Locks all wireless pads connected to Workspace except the Master pad.
	Start Internet Browser	Opens default Web browser.
	Calibrate	Begins calibration process for interactive whiteboard or panel.

Tool	Name	Description
	Page Up	Moves to page above.
	Page Down	Moves to page below.
	Curtain	Toggles virtual curtain to partially cover screen in Workspace.
	Insert Media	Imports audio, video, image files into Workspace.
	Session Manager	Opens window to lock or unlock wireless pads.
	Device Manager	Opens window to connect or disconnect whiteboard, panel or wireless pads.
	Redo	Reapply a change that was recently “undone.”
	Preferences	Opens Workspace preferences window.
	Text Recognition	Opens window for freehand text recognition.

Additional Resources

- Additional tutorials, shared teacher lessons and updates for Workspace software can be found at <http://www.interwritelearning.com/resources/index.html>