

WORKSPACE MAC FOR NEW USERS

Before Class

Charging the MobiView

The MobiView should arrive partially charged and ready to be installed. Turning Technologies recommends that MobiView and its digital pen are both fully charged prior to use in the classroom.

- 1 Carefully remove the **plastic tab** from the digital pen and place the pen in the recharging pen holder.
- 2 Remove the **MultiHub** from the back of the MobiView. For convenience, store the MultiHub in the holder on the charging stand.
- 3 Place the MobiView on the **charging stand**.
- 4 Plug the **USB cable** into the **power adapter** and plug into the **wall outlet**. Allow approximately eight (8) hours to fully charge the battery.

Alternatively, the MobiView can be charged by connecting the device to a computer via USB cable. Allow approximately 12 hours to fully charge the battery if using this method.

TIP

You can use the MobiView while it is charging.

Using the Digital Pen

- 1 Rest your hand on the MobiView. Do **not** touch the digital pen to the MobiView's surface; i.e. hold the digital pen as you would a stylus.
- 2 Turn the digital pen's "rocker" buttons away from your fingers.
- 3 **Single-tap** the digital pen to the MobiView. This is equivalent to a left-click with a mouse.
Double-tap the digital pen to the MobiView. This is equivalent to a double left-click with a mouse.
Alternatively, use the digital pen's rocker buttons to make left-clicks and double left-clicks.

Pairing the MobiView with the MultiHub

The MobiView communicates with Turning Technologies software via the MultiHub. The MultiHub is a USB device stored in the charging stand or on the back of the MobiView.

IMPORTANT

MobiView is compatible with the following software:

- WorkSpace
- Flow

MobiView is **NOT** compatible with Insight360™.

The MobiView is paired with the MultiHub at the factory. This pairing is confirmed the first time the MobiView is turned on. The first time the MobiView is turned on, it attempts to connect automatically with the MultiHub. If the MobiView cannot connect to the MultiHub, the device can be paired manually.

How to pair the MobiView with the MultiHub...

- 1 Turn on the computer on which WorkSpace or Flow is installed.
- 2 Insert the **MultiHub** into a working USB port on the computer.

NOTE

If a USB hub is needed, you must use a powered USB hub.

- 3 Turn on the MobiView by pressing the blue **Power button** on top of the unit.
The message *Attempting to Connect* is displayed on the MobiView screen.
The **Home Screen** appears when the MobiView connects to the MultiHub.

TIP

If the message, *Unable to Connect...* is displayed, confirm the MultiHub has been inserted into a working USB port. Unplug the MultiHub and reinsert it into a different USB port.

How to manually pair the MobiView with the MultiHub...

You can manually pair the MobiView with the MultiHub if they do not automatically pair or if the MultiHub has been replaced with a new one.

- 1 Turn on the computer on which WorkSpace or Flow is installed.
- 2 Insert the **MultiHub** into a working USB port on the computer.
- 3 Turn on the MobiView by pressing the blue **Power button** on top of the unit.
The message *Attempting to Connect* is displayed on the MobiView screen.
- 4 When the message, *Unable to connect...* is displayed, press the **blue pairing button** on the MultiHub.
- 5 While the blue pairing button is flashing, tap **Continue** on the MobiView screen.

Downloading and Installing WorkSpace for Mac

WorkSpace can be installed from a disc, www.turningtechnologies.com/responsesystems/support/downloads or from a direct setup file.



- 1 Open the packaged ZIP file.
- 2 **Double-click** the PKG file.
The *WorkSpace Installer* opens.
- 3 Click **Continue**.
- 4 Read the *End User License Agreement (EULA)*. If you agree to the terms and conditions, click **Continue**.
- 5 Click **Install** to allow the Installer to perform a standard installation of the software.
- 6 You must **restart** your computer before using WorkSpace.

During Class

Toolbar



Minimizing and Expanding the Toolbar

- 1 To **minimize** the toolbar, click the  icon.
- 2 To **expand** the toolbar, click the  icon. Optionally, click and drag the perimeter of the toolbar to change its shape.

Lesson Mode

The primary mode of WorkSpace, Lesson Mode enables two-way communication between interactive devices, such as whiteboards or Mobi tablets, and your computer. While in Lesson Mode, WorkSpace captures a screenshot of the desktop, turns the screenshot into a static image and allows you to annotate the image. Write, draw, insert images, highlight, and perform over annotations over blank pages or prepared material.

Lesson Mode has one additional mode:

Mouse Mode

In Mouse Mode, select and start applications and perform normal functions with your mouse or keyboard. The Mouse Mode icon is unavailable while in Mouse Mode.

TIP

Use the Previous Page and Next Page arrows to toggle between modes.

Enabling Mouse Mode within Lesson Mode

In Mouse Mode, select and start applications and perform normal functions with your mouse or keyboard. Additionally, Mouse Mode enables the interactive electronic pen to act as a computer mouse.

- 1 Click the **Mouse Mode** icon from the WorkSpace toolbar.
- 2 Use the electronic pen as a virtual mouse, or use the keyboard or computer mouse to perform normal functions.

TIP

Use the **tip** of the electronic pen to click or select an item. Press **forward** on the “rocker” button to double-click. Press **back** on the “rocker” button to control-click.

Using Lesson Mode

Use the WorkSpace tools to write, draw, insert images, highlight, interact with and perform annotations over a blank page or image.

Additionally, a blank page can be used as a virtual “whiteboard.” All annotations are saved as presentations within WorkSpace.

- 1 Click any **annotation tool** to begin annotating the page or image.

NOTE

To open a new lesson or access the desktop, click the Mouse Mode icon on the WorkSpace toolbar.

Preferences

WorkSpace can be customized from the Preferences window.

To access the Preferences window, click the WorkSpace Main Menu  icon and select Preferences.

The following tabs are available:

- General
- Grid Page
- Customize Toolbar
- Toolbar Settings
- Options

Click the **General** tab to define basic preferences such as window sizing and automatically save pages.

Click the **Grid Page** tab to set page preferences such as background color and line color/width.

Click the **Customize Toolbar** tab to select the toolbar scheme.

Toolbar Scheme	Description
Intermediate	Includes the most commonly used pens and setup options on the toolbar
Advanced	Includes more graphically oriented options on the toolbar
Factory Basic Scheme (Default)	Basic set of commonly used tools

Click the **Toolbar Settings** tab to adjust the *Toolbar Button Options*.

Set the size of the toolbar buttons.




- The toolbar icons can be sized at either 16 x 16 pixels, 24 x 24 pixels or 32 x 32 pixels. If the icons are enlarged to 32 x 32 pixels, the toolbar will automatically resize so all of the of icons are visible.

Click the **Options** tab to configure a variety of folder features.

Click the **Tablet Settings** tab to configure the WorkSpace Connect app.

Pen Tools



Listed below are some of the most common and frequently used WorkSpace pen tools.

Tool	Use
Freehand Text Pen 	Convert any alphanumeric characters written with this tool into typed text.
Freehand Equation Pen 	Convert any written numeric characters into typed text.
Clear 	Delete the selected object or objects. If nothing is selected on the page, the Clear tool deletes everything on the page.

Annotations, Page Sorter and Screen Capture

Using the Page Sorter

The Page Sorter provides thumbnail previews of the pages in your presentation.

- 1 From the main toolbar, click the **Page Sorter**  icon.
- 2 Within the Page Sorter, you can:
 - Rearrange a page by dragging and dropping it into a new position.
 - Delete a page by selecting it and clicking the **Recycle Bin**  icon.
 - Create a duplicate page by selecting a page, clicking the **Page Sorter Menu** icon and selecting **Create Duplicate Page**.


TIP

Click the **Page Sorter Menu** icon to view other editing options.

- 3 Click the **X** in the upper-left corner of the window to close the Page Sorter.

Saving Annotations

By default, a WorkSpace file is dated, time-stamped and saved to the following location: Documents\Interwrite WorkSpace.

- 1 Click the **Main Menu**  icon.
- 2 Mouse over File and select **Save** or **Save As**.
The *Save File* window opens.
 - If Save, the file is saved as a GWB file and can only be opened in WorkSpace.
 - If Save As, the file can be saved as a GWB file or an IWB file (Common File Format).

Gallery

The WorkSpace Gallery tool provides more than 4000 resources to supplement your lesson planning. The Gallery stores images, background pages, teaching tools and Flash content called Interwrite Sims.

The WorkSpace Content component must be installed prior to using the Gallery. If you have not installed it, visit www.turningtechnologies.com/responsesystems/support/downloads.

Before using the Gallery for the first time, you will be prompted to build the Gallery. Click **Yes** to build the Gallery database.

Searching the Gallery

Search for content by file name, keyword, media type or subject.

How to search the Gallery by file name...

- 1 Click the Search box and enter the **search criteria**.
- 2 Click the **Search icon** or press the **Return key**.

How to perform an advanced search...



- 1 Click the **Advanced Search** tab.
The *Advanced Search* tab opens.
- 2 In the *Media Type* window, select the **type of file(s)** from the list.
- 3 In the *Search For* field, enter the **keyword(s)**.
- 4 Click the **Search icon** or press the **Return key**.
The results are displayed in the bottom pane of the Gallery.

Adding a File to Favorites

Save frequently used files to the Favorites tab.

- 1 Select the **file** to be saved.
- 2 Click **Favorites** and select **Add to Favorites**.
The file is added to the *Favorites* tab for future use.

Using Sims

- 1 Click the **Blank Page**  icon.
- 2 Click the **Gallery**  icon.
If the Gallery icon is not on your toolbar, click the Main Menu icon, mouse over Tools and select Gallery.
- 3 Select the **Content** tab in the Gallery window.
- 4 Open the **Sims Flash Objects** folder.
 - a Select a **topic**.
 - b Select a **Flash object**.
 - c Drag the object onto the **blank page** or control-click and add to **Favorites**.

MobiView

Writing a Note

The Note function allows you to create and save up to 20 private notes or post public notes to share with your class.

- 1 Tap **Notes**.
The *Notepad* opens.
- 2 Tap the **Pen** button and tap a **color choice** for the pen.
 - a Optionally, adjust the thickness of the pen line by tapping the white dots.
 - b Optionally, tap the icon NEXT to the plus sign to change the background color of the note. The color change is only visible on the projector.
- 3 Write the note directly on the **touchscreen** or the MobiView's **active writing area**.
Notes are automatically saved in the MobiView. Use the **arrow buttons** to navigate between notes.
- 4 To post a note, tap the **Post** button. The note will be posted to the current WorkSpace page.
 - To add a note, tap the **Plus** button.
 - To delete a note, tap the **Trash** button.

Using the Keyboard

The mobile keyboard can be used to enter characters into field or type web addresses. There are two ways to use the keyboard:

How to use the keyboard in Mouse Mode (outside of WorkSpace)...

- 1 Tap **Keyboard**.
The keyboard opens.
- 2 Use the pen tip to enter characters on the MobiView keyboard.

How to use the keyboard in Lesson Mode (PC, Mac or Linux) or Annotate Over Desktop Mode (PC Only)...

- 1 Tap **Keyboard**.
The keyboard opens.
- 2 Use the pen tip to enter **characters** on the MobiView keyboard.
The *Type Text* window and On-screen Keyboard appear on the desktop.
- 3 Click the pen once to the MobiView touchscreen to add text.
- 4 Tap **Exit** to close the keyboard.

Annotating Content

Access WorkSpace tools to annotate content and collaborate with multiple users from anywhere in the classroom. The tools displayed on the **Annotate** screen can be customized.

TIP

Refer to the *Workspace for PC User Guide* or *Workspace for Java User Guide* for help using Workspace.

How to annotate content...

- 1 Workspace opens in Lesson Mode upon selecting an annotation tool. Tap the **Pen** icon on the Workspace toolbar.
- 2 Write on the MobiView's active area to annotate the current screen or tap the **Blank Page** icon on the Workspace toolbar to annotate on a new page.
 - Use the Workspace toolbar tools and the Workspace **Properties Bar** to adjust the pen options.

How to customize the Workspace tools on the MobiView...

- 1 Tap **Annotate**.
- 2 Tap **Customize Tools**.
Device Manager opens on your computer.
- 3 Select a **function row**.
- 4 Select the desired **tool** from the *MobiView Workspace Annotation Tools* drop-down menu.
- 5 Click **OK**.