interwrite
SCHOOLPAD

Quick Start User's Guide For Teachers

Teach from Anywhere in Your Classroom Using the I Write SchoolPad!

What is the **InterWrite SchoolPad**™ by GTCO CalComp?

GTCO CalComp's **InterWrite SchoolPad** was designed with the teacher in mind. It's a wireless pad that gives the teacher the ability to use the pen like a mouse to annotate and highlight any computer image. With the SchoolPad a teacher can interact with a projected image at the front of the room while standing anywhere in the classroom. You can be at a student's desk while pointing out something on the board, or write problems and make notes while standing at the back of the classroom.

**Engage** students by letting them use a SchoolPad to illustrate a problem.

Motivate students by having groups of them work together, each using a SchoolPad.

Inspire students by turning lessons into experiences.

The InterWrite SchoolPad can work on its own, turning any surface into an electronic whiteboard, or in groups of seven, giving individual students or groups of students the ability to fully participate in the classroom without having to leave their seats.
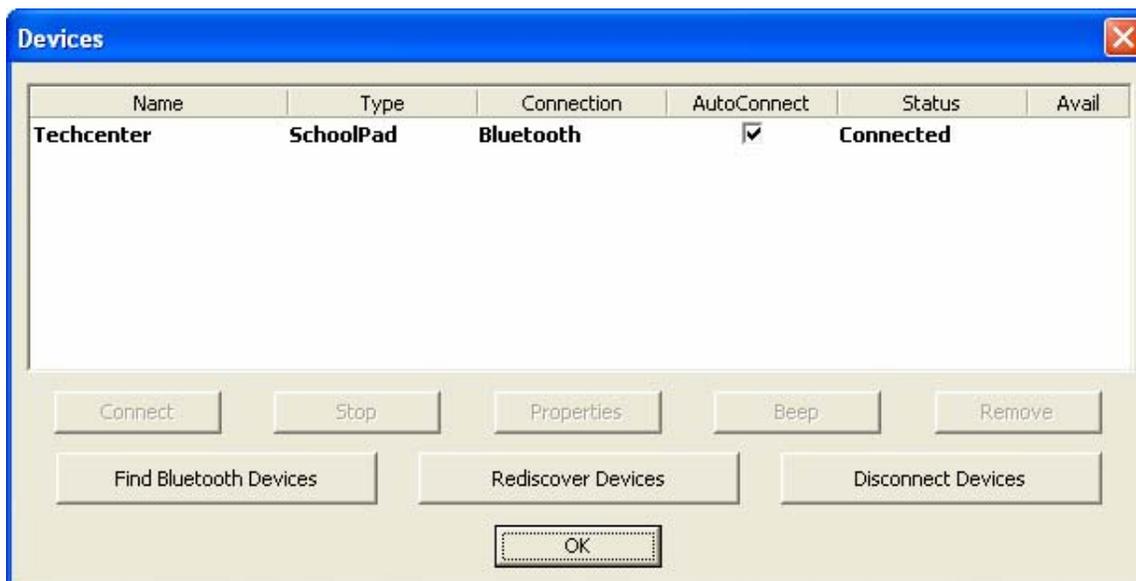
How do I get started?

The instructional technology department has already installed and charged your system and you should be ready to jump right in and use it! To start using your InterWrite SchoolPad, simply turn the SchoolPad on first, and then start the computer and login. When you turn the SchoolPad on, using the ON button on the pad itself, the SchoolPad should then be recognized by the "Blue Tooth" wireless USB device that is attached to a USB port on your computer as soon as the computer completely loads. This means that the 2 devices can talk to each other via a wireless medium. You don't need to do anything with the USB BlueTooth device; and, in fact, *you should not move the device from one USB port to another USB port*! Once the SchoolPad is turned on you should see two icons (shown below) in the Task Bar (bottom of the Window). The BlueTooth Device icon should be white inside, indicating that the SchoolPad has been detected. If it is green or red instead of white, there is a problem with the SchoolPad being recognized by the BlueTooth USB device. Rebooting your computer will often fix this problem.

BlueTooth Device

InterWrite Device Manager
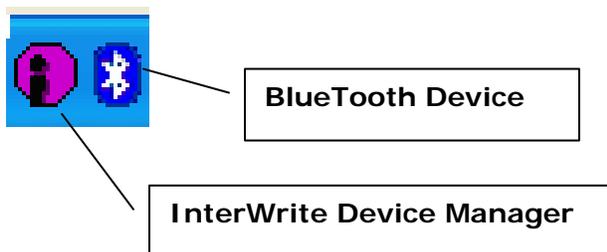
How can I manually verify that a connection was made?

To verify that your SchoolPad device is connected and communication is made with the computer and BlueTooth device, click the purple and black InterWrite Device Manager icon in the Task Bar. Choose Devices. The following dialog box will display. The status of the SchoolPad will display as "Connected" if a connection was made. If this is not the case, you can click on the "Name" of your device and then click on "Find BlueTooth Devices" or "Reconnect Device". If this does not make a connection, you should try restarting your machine. Be sure to have your SchoolPad turned ON when your computer starts.

Name	Type	Connection	AutoConnect	Status	Avail
Techcenter	SchoolPad	Bluetooth	☑	Connected	

Connect　Stop　Properties　Beep　Remove

Find Bluetooth Devices　Rediscover Devices　Disconnect Devices

OK

How does the SchoolPad interact with the computer?

The InterWrite SchoolPad is electro-magnetic and gives you the capabilities similar to an electronic whiteboard. There are several basic features of the SchoolPad.

1. The Electronic Pen attached to the pad acts as a mouse and the pad acts as a mouse pad. It provides full mouse capability.
   - Touching with the pen equates to a single left click of the mouse. ***Only touch the pad when you want to click once.***
   - Clicking the Top (closest to the tip of the pen) button equates to a double-click.
   - Clicking the Bottom (closest to the user) button equates to a right-click.
   - ***Hover Mode*** is moving the pen above the surface of the SchoolPad, approximately 1/8-inch, but not touching it. This allows you to position the pen before selecting by touching (single-click) or clicking the top button once (double-click).

2. The SchoolPad is used to make notations on documents displayed on a projection system. Pens of various sizes and colors can be used to make notations, draw attention to, and highlight various parts of a displayed document or graphic.

3. The SchoolPad is used for interactivity with the computer. The SchoolPad can be used to draw geometric lines and shapes. It can be used to save and record a series of steps or lesson steps for future distribution to students. It can be used to open any application such as Microsoft Word or PowerPoint or any web site.

Does the SchoolPad need to be charged every night?

The InterWrite SchoolPad should be charged every night in a ***secure place***. Battery time is 8 hours of "use" time, which differs from simply being "on" for 8 hours. The pad will also go to sleep to conserve battery time when it is not being used. If you are not connecting your pen to the pad itself, the pen batteries will last for approximately 200 hours of use.

What can I do with my SchoolPad tablet and the InterWrite software?

*The InterWrite SchoolPad can be used for many purposes. The InterWrite software that interacts with the SchoolPad is explained below. Each button on the **Basic Toolbar** is illustrated and briefly described. To start the InterWrite software do one of the following:*

- ***Click on the InterWrite purple and black icon on the SchoolPad.*** OR
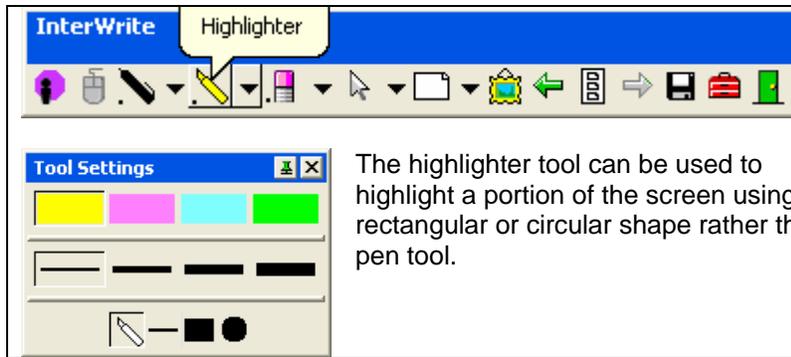- ***Click on the InterWrite icon in the Task Bar and choose Interactive Mode.***

InterWrite Menu	The **InterWrite software icon** will open up the File, Edit, Tools, Pages and Help Options. You can also set custom preferences for the InterWrite software such as custom pen colors and custom toolbar settings.

Mouse Mode	The **mouse button** will exit annotation mode and allow you to start interacting with the presentation again. Annotation mode is the most commonly used function of the InterWrite software.

The Annotation Tools (Pens and Shapes)

When you select a Pen from the Toolbar, InterWrite goes into Annotation Mode and current screen is captured as an image page. Clicking on the Mouse goes back to Mouse Mode and erases any annotations on the screen, but saves the annotated image as part of the GWB file that is being created.

Pen 1

The **pen and highlighter tools** form the basic annotation functionality of the InterWrite software. The pen is used to annotate on the screen or in a document. This annotation can then be saved, emailed or printed.

Arrows, Lines, Circles, Rectangles, etc. can also be drawn using this annotation tool.

The pen with a "T" over it allows you to write freehand text, which is converted automatically to typed text.

The **pen settings** can be changed by displaying the Tool Settings. This box can also be displayed by Right-Clicking on the screen while the pen tool is selected.
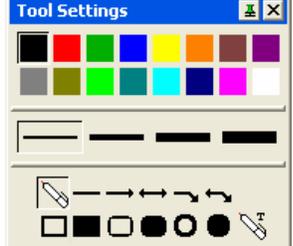
Tool Settings

You can have up to 4 pen tools displaying in the toolbar at one time, each modified to your own desired color, size, etc.

16 colors and 4 pen widths are available. You can also create your own custom colors using the Preferences setting under the InterWrite software icon.

InterWrite — Highlighter	The **highlighter** is used in the same fashion as a pen to highlight text or graphics displayed on the screen.

The highlighter tool can be used to highlight a portion of the screen using a rectangular or circular shape rather than a pen tool.
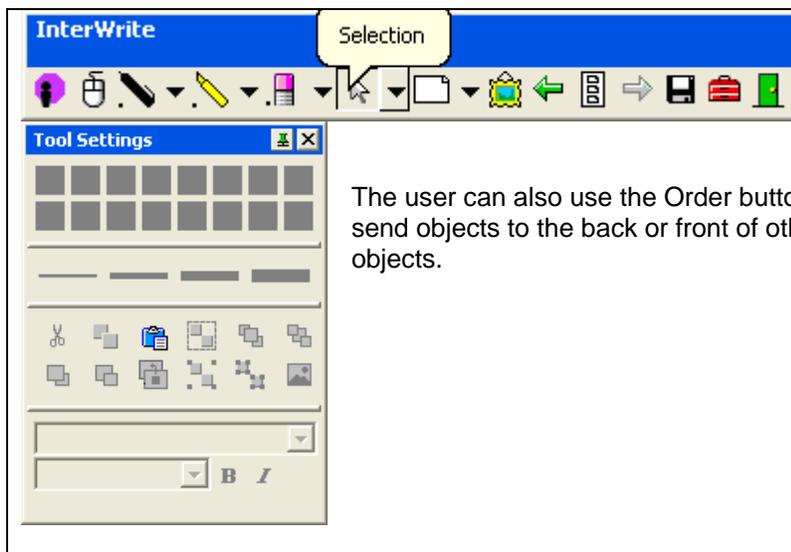
The Tool Settings can be changed similar to the pen's tool settings. Size, color and shape can be modified.
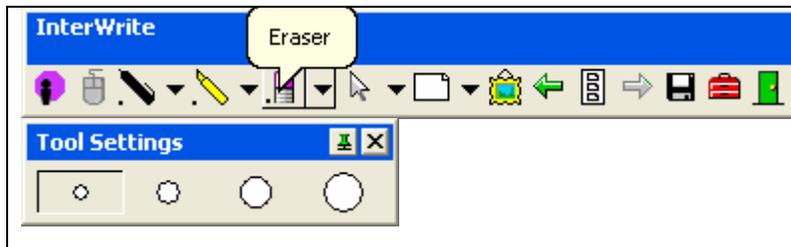
InterWrite — Eraser	The **eraser** is used to erase annotations in the annotation window in InterWrite.

The eraser's size can be modified using the Tool Settings box.

InterWrite — Selection	The **selection tool** allows the user to Group and Ungroup objects, move objects, change font sizes, type or color, and a variety of other options.

The user can also use the Order buttons to send objects to the back or front of other objects.

You can select objects, notes or text on the screen.
The tool settings box can be used to access the Cut, Copy and Paste features. The Select All button and Undo and Redo buttons are also located in the Tool Settings box.

Create Blank Page

    Blank Page Setup . . .

Create Grid Page

    Grid Page Setup . . .

Create Image Page

    Import Background Image . .

Create Calendar Page

Create Duplicate Page
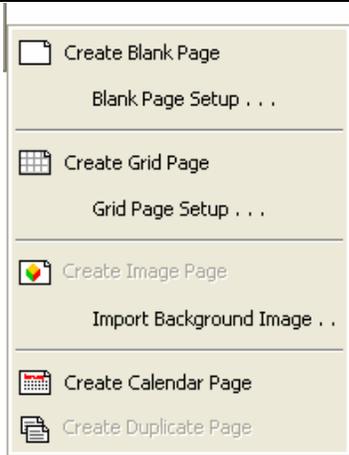
InterWrite   Create

Preferences for the default settings of each type of page can be modified using the Preferences command under the InterWrite software icon.

The **blank page tool** can be used to create a blank page screen to write fresh notes on.

The Grid page creates a blank grid page. The grids can be modified to make them smaller, larger or to eliminate lines.

The Background image can be used to create a blank page with a background, such as a music scale.

The calendar page can be used to create a new page with a calendar background.

The user can also import a picture from any location to use as a custom background image.

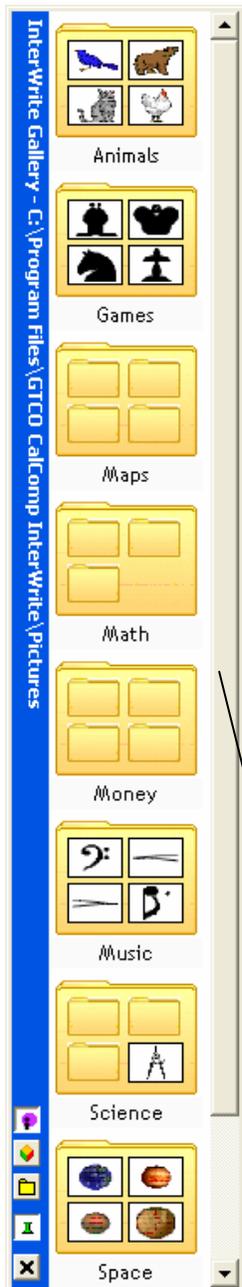***Additional background images can be downloaded from the vendor's web site at:***
http://www.gtco.com/supportinterwritebackgrounds.htm

How to Create Your Own Custom InterWrite Background Image Page

1. Click on the down arrow next to the blank page button on the toolbar.
2. Click on the browse button and go to the directory on your computer that contains your personal background image. Double-click on the name of the file you want to use.
3. Designate how you want the image to be displayed, center, tile, or stretch to fit. Click Save.
4. When you want to create a new image page using this background, just bring up the blank page preferences pop-up menu and select the image from the list at the bottom of the menu.

InterWrite

Display Picture Gallery

The Picture Gallery allows the user to import any of the included InterWrite images. You can also browse to find an image that the user has created or saved.

InterWrite Gallery - C:\Program Files\GTCO CalComp InterWrite\Pictures

Animals

Games

Maps

Math

Money

Music

Science

Space

Sample picture from the map category folder ~ Hundreds of pictures are available including geometry shapes, currency and more.

Simply drag and drop an image onto the annotation page. You can then select it, size it or rotate it on the page.

Pictures are organized by categories.

Each annotation or new page that is created is saved temporarily as a screen shot. The user can then save all or selected pages. This file is saved as a .GWB file. This file can be exported in many different file formats such as PDF or JPEG or even HTML. It can also be printed or emailed. The file can also be viewed by a GWB Reader available free on the vendor's web site.

www.gtcocalcomp.com

The save button saves the current annotated image.

The Toolbox button brings up all the tools not currently displayed on the basic InterWrite toolbar.

Some of these are described on the following pages.

The Exit button closes the InterWrite software.

Other Tools in the Toolbox Include:

Focus Tools (Reveal Curtain, Zoom and Spotlight)
The focus tools allow you to "zoom into" a specific area on the screen or to reveal only a selected area using the reveal curtain or spotlight tools.

Text Annotation Tools
The text annotation tools allow you to either use the Text Pen and automatically convert your handwritten text to typed text OR use the onscreen keyboard to type text using the keyboard keys.

Special Pens (Multi-Color Pen, Picture Pen, Stamp)
Special pens are available in the ToolBox that allow you to write with multiple colors, shapes or stamps. You can set the preferences for these tools in the InterWrite Menu preferences section. A custom shape can be chosen for the shape pen or stamp tool. The pen "writes" with a shape. The stamp tool stamps one shape at a time with each click.

You can also choose which colors to use as a gradient effect for a pen or 2 colors to use as a color-on-color effect.

Screen Capture
You may take a "picture" at strategic points in a presentation to create a series of steps manually. Click on the camera tool each time you want to capture the screen's appearance as a separate page.

InterWrite Recorder
The InterWrite Recorder records audio and screen changes to an .AVI file that can be played using a media player. This can be done ahead of time to create a short "movie" or lesson. It allows users to create multimedia content quickly and easily for later playback and distribution.

Free Software Updates
Keeping the most current version of the InterWrite software, with the latest enhancements, is important. Use the Check for Updates command under the InterWrite software menu in the Windows Task Bar.

Printable Templates for the SchoolPad
Users may download and/or print templates to be used under the plastic surface of the SchoolPad from the vendor's web site. This allows for easier control and better accuracy when writing on the tablet.