

Professional Development Workspace Quick Start Guide

PC version – BEG/INT

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Install the latest Workspace software:

<http://www.einstruction.com/support/downloads?type=25>

Download a Workspace PC Training Manual for referenced pages from the following link:

<http://www.screencast.com/users/CIMOHIO/folders/PC%20Manuals>

1. Detect the Mobi/Dualboard

**Charge all Mobis 8-10 hours before use (pgs. 5-10)

- Insert the USB receiver labeled Workspace RF into the computer and click on the **eInstruction (el) Tools** icon in your system tray (in the bottom right of your computer screen – pg. 12). Click on eInstruction **Device Manager (DM)** from the pop-up list. The button on the receiver should be a blue light.
- If device does not automatically appear with a green check mark to indicate it is connected, select Options and click on Discover Devices – device will appear. (pgs. 13-15)
- To customize each device, click on the preferred device to highlight it and choose Options > Properties or click on the last icon to the far right (looks like the wrench) **Properties** icon.
- Calibrate the **Dualboard (DB)**. Highlight the DB icon while in the DM and choose Options>Calibrate or click on the calibrate icon. Make sure the projector image is lined up within the four tick marks found at the corners of the DB. Use the DB pen to touch the middle of each circle to calibrate. (pg. 13)
- Click OK to close the Device Manager
- Open **Workspace (WS)** software. Double click on purple icon on desktop, open through the el Tools icon in system tray by choosing Workspace from pop-up list, touch the purple icon on the Mobi softkey, or the Workspace icon on the DB.

2. Workspace Interactive Mode

- When you launch the WS software, by default the **Intermediate** toolbar appear on the right side of your screen. As you hover the mouse over the icons, the name of the tool will appear (pgs.16-17). The function of each tool is described on pgs.18-19. Click on the icon that looks like a blank sheet of paper to start a new lesson.
- To minimize the toolbar, click on the top left icon (minus sign in a circle).
- To open the **Workspace Menu**, click on the upper right icon (upside down triangle). This allows access to *File, Edit, Tools, Preferences, and Help* menus.
- When you choose a tool to use from the toolbar, the **Properties Bar** appears at the bottom of the WS window (pgs. 20-21). The Properties Bar will change according to the tool that is chosen. You can change the size/width, color, transparency, styles, shapes, line/fill options, and fonts with the Properties Bar.
- The **Mouse Mode** tool allows you to leave a WS page, return back to your active desktop or open another software application and use the Workspace tools with other resources. Creates a floating toolbar on your desktop. (pg. 23)
- The **Selection** tool (the arrow icon) opens the **Workspace Editing options** which will appear in the Properties Bar at the bottom left of the screen. By selecting an annotation/object, you can move or modify with the editing tools.

3. Customize Workspace Settings and the Toolbar (pgs. 83-85)

- Go to **Menu > Preferences** to open up the default settings window.
- Click on **Toolbar Settings** tab to change the size/style/transparency of the toolbar. *Show Primary Toolbar* can be enabled by checking the box on the left.
- Click on **Customize the Toolbar** to add, remove, or rearrange icons on the toolbar. Drag and drop tools from the *Toolbox* area to the *Main Toolbar* area. Rearrange the tools by dragging them to a new location.
- Click on **New Page Setup** tab to change the *Blank Page* and *Grid Page* appearance.
- Choosing the **Options** tab to check allow *Window Sizing* and *Snap Objects to grid*. You can choose your cursor orientation – right or left handed.

ExamView lessons from publisher content or the **Ohio Learning Series** can be added seamlessly into any Workspace lesson with the ExamView icon.

The **Ohio Learning Series** is a collection of unique, high-quality questions specifically aligned to the Ohio Academic Content Standards and works in concert with ExamView Assessment Suite – the industry's leading classroom assessment tool.



The Livescribe Echo Smartpen "is a computer in a pen that captures everything a person hears and writes, links the notes and audio together so you never miss a word." Experience how students can have unlimited access to teacher instruction anytime, anywhere. Understand how teachers can present new information, facilitate discussion and provide supportive and/or corrective feedback. Consider administrators enriching and extending staff training and knowledge sharing with Pencasting.



4. Adding Gallery Content

- a. The **Gallery** must be built to be able to access the resources.
- b. Click on the **Gallery** tool – a message appears that the Gallery content cannot be found. Go up to *File > Build Gallery Database*. A window will pop up that will have three locations to choose to build the gallery.
- c. Select “C:\Program Files\Instruction\WorkspaceContent\Gallery” and click on *Build*.
- d. After the files are loaded, you will be prompted to enter an authorization code. Use **anat-ik8-k51**. This will cancel the 45 day trial.

5. Gallery Content

- a. Click on the **Gallery** icon to insert content into your lesson. Three types available are **Image Pages**, **Images**, and **SIMS** (pgs. 40-41).
- b. Browse or use the search feature to locate an image, file or SIM that you would like to use from the main/sub categories and use the **Selection** tool to drag the image over to the WS page.
- c. From **File** you can add files or folders to the Gallery content or create new categories.
- d. Choose your layout view and icon size from the commands on the Gallery toolbar.

6. Manage Your Workspace File (pg.42)

- a. To organize a WS file, click on the **Page Sorter** icon on the toolbar. This will bring up sorter view window of all the pages in the lesson. You can highlight and delete pages, rearrange pages by dragging the page to another place in the sorter view. Click on the **Menu** icon inside the **Page Sorter** to view some of the other options available with the page sorter. Close the window by clicking on the “X”.
- b. After using the **Page Sorter** to delete and arrange the pages, click on the **Save** button on the toolbar. The file is automatically saved as a **GWB** file which can only be viewed in the WS software. The **GWB** file is saved in “My Documents/Interwrite Workspace” folder unless you use save the file in another preferred location by going to *Menu > File > Save As* and choose a location for the file.
- c. To **Export** a WS file – go to *Menu > File > Export*. Choose the format you wish to export, the location to export to, and then the pages(s) to export.
- d. You can print the file by going to *Menu > File > Print*.

7. Workspace Engaging Tools (pgs. 46-47)

- a. Click on the **Curtain** tool to “hide” what you don’t want students to see. The **Curtain** properties will appear in the **Properties Bar**. It is resizable, movable and can be made transparent. Close the **Curtain** by clicking on the *Close Curtain button* at the bottom of the screen.
- b. Click on the **Spotlight** icon to view a small part of your screen. The **Spotlight** properties will appear in the **Properties Bar**. Use the cursor to drag the **Spotlight** anywhere on the screen. Close the **Spotlight** by clicking on the *Close Spotlight button* at the bottom of the screen. It is similar to the Curtain; however, you can change the Spotlight to be a different shape.
- c. The **Timer** can be opened by clicking on the **Timer** icon. You can set the timer to either a timer or stopwaych by clicking in the radio button before your choice. Click on the *Set Timer drop-down* arrow to select the length of time you need. Press *Start* to begin. Close out of the **Timer** by clicking on the “X”.

Educational Resources Online.

The eI Community™ helps you teach more effectively and save valuable time by providing an open community featuring resources in all formats, from multiple sources. Browse thousands of lesson plans, **EXAMVIEW**® Tests and Banks, **INTERWRITEWORKSPACE**® Resources, flash objects, PowerPoint® presentations, Microsoft® Word documents and images. Access over 125,000 resources searchable by more than a dozen categories and content formats, all designed for and by education professionals. You will need to create a free account by registering with this link: <https://www.eicomunity.com/Pages/home.aspx>

Videos done by educators on You Tube:

<http://www.youtube.com/user/eITrainingVideos#grid/user/2A15A420820C35CD>

Find answers to questions or help with trouble shooting for software at **eInstruction Knowledge Base** website: <http://kb.einstruction.com/>

Use Free On-Demand Video Tutorials

An array of video tutorials are designed to help you learn and refresh your memory of the basics of using your products.

<http://www.einstruction.com/files/default/files/legacy/training/frame.html>

Free Weekly Webinars are available at http://www.einstruction.com/support_downloads/training/resources/index.html

View past webinars over eInstruction Signature Solution products:

<https://sites.google.com/site/einstructiontraining/>