Interwrite Workspace v. 8.0 Beginning

Educational Technology Center

Resources for this class can be found at
http://www.davis.k12.ut.us/district/etc/documents/workspace_beg_doc.html

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 Mobi   Interactive Whiteboard

Getting Started

- Before using the Interwrite Pad, Interwrite Mobi, or the interactive pen for the first time, they should be charged for about 12 hours.
- Make sure Pad and Pen(s) are charged before connecting to the computer.

Charging the Interwrite Pad

- Plug the **AC adapter** into the top of the pad and then into a power source.
  Note: The Interwrite Pad can be used while it is charging.
- Secure the **pen** in the recharging holder.
- Two orange **lights** will appear indicating the Pad's battery and pen.
- Lights turn **off** once the Pad and/or pen are fully charged.

Charging the Interwrite Mobi

- When the Mobi battery is low, the **Battery Status** icon will display as an empty battery.
- Place the Interactive Pen in the **Pen slot**.
- Connect the **Mini USB Cable** to the **Mini USB port** at the top of the Mobi and then into a USB port on the computer. **Note**: The Interwrite Mobi can be used while it is charging.
- When fully charged the **Battery Status** icon will display a full battery.
- Unplug the charging cable from the Mobi.

Charging the Interactive Pens

- Plug in the AC adapter for the Interwrite Board.
- Make sure the charging pen holder is plugged into the control box on the board.
- Secure the **pens** into the holder.
- Green **lights** will appear for each pen.
- Lights turn **off** once the pens are fully charged.
- **Note**: extra pen tips can be stored on the charging pen holder.

Connecting the Interwrite Panel

- Plug in the AC adapter for the Panel.
- Connect the USB cable and the VGA cable to the computer.

Installation of Software

- Install Interwrite Workspace using the CD that came with the interactive Panel, Board or Pad.
- Workspace may also be downloaded from http://www.einstruction.com/support_downloads/downloads.html.
- For wireless pads and wireless whiteboards:
  - Plug in the USB **Bluetooth Receiver**.
  - A **Found New Hardware** wizard will appear indicating a new device has been detected.
  - After a minute the wizard will indicate that the drivers are found and the device is ready to use.
- **Note**: Take notice of the **USB port** in which the 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 has been detected again as noted in the steps above.
- Once the software and Bluetooth Receiver have been installed, **restart** the computer. Two new icons will display in the System Tool tray on the bottom right of the screen.

Bluetooth Icon   eInstruction Tools Icon
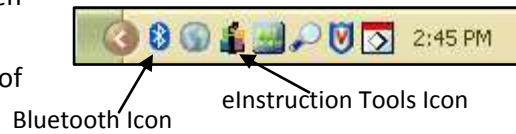
Setup and Device Manager

Connecting Bluetooth Devices

The Interwrite Board and the Interwrite Pad connect to the computer wirelessly using a USB Bluetooth connection. The Interwrite Panel connects directly through a USB cable. **Note**: If there is *not* an internal Bluetooth in the computer, make sure that the Bluetooth "dongle" is connected and installed on the computer.

- **Turn on** the Board or Pad. A series of beeps will sound. For the panel, make sure the power is turned on.

- Click on the **eInstruction Tools** icon.
- Select **eInstruction Device Manager**.
- Close the Device Manager First Look Window after reading the top section to find the Bluetooth address. **Note**: Uncheck the box at the bottom of this window to *not* show the First Look Window at start up.

- Click on the **green plus** button to add a Bluetooth

device and/or the panel.

- **Type** in the last four digit or letter combination of the Bluetooth address and click **Connect**.
- Or click on **Scan for Devices**. Wait for the scan to finish.
- Once the scan finds the device, **select** the device and click **Connect**.
- The device manager will connect the device and then display the **device icon** in the eInstruction Device Manager window.
- The pad or board will **beep** when connected.

Connecting RF Devices

The Interwrite Mobi and the Interwrite DualBoard connect to the computer wirelessly using an RF (Radio Frequency) communication module.

- Plug the RF Receiver into a **USB port** on the computer. The computer will automatically detect the USB device and install the new hardware for use.
- A **blue LED light** on the RF Receiver will light up when it is plugged in.
- **Turn on** the Mobi or DualBoard.
- Press the lighted **Activation** button on the RF Receiver. The blue LED light will start blinking.
- Turn over the Mobi and press the **blue button** next to the battery case to activate the RF signal. **Note**: Up to two minutes is allowed to press the Activation button on the Mobi or DualBoard.
- When paired, the blue LED light on the RF Receiver will stop blinking and remain **solid blue** until either the computer or the Mobi is turned off.
- The Mobi or DualBoard device icon will display in the eInstruction Device Manager window and will autoconnect from this point on.
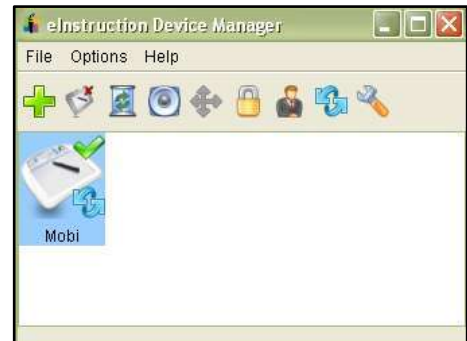
KWIK Screen on the Mobi

The Mobi KWIK Screen displays icons associated with the Mobi status.

Icon	Name	Description
𝗠	Mouse Mode	Pen used as a mouse
⑂	Paired	Paired with computer
⇕	USB	Connected via USB cable
▯	In Proximity	Pen within proximity, detected by Mobi
▦	In Menu	KWIK screen in use, out of proximity
▯▯▮▮▮▮	Battery Status	Battery life and charge shown
⑨⑨⑨	Pen Charge	Pen charge shown

Naming Devices

- Select the **device icon** in the Device Manager window.
- Click on **Options** and select Properties or click on the wrench **Properties** button.
- Select the **General** tab at the top of the window.
- **Type** a device name in the **Name** text field.
- **Note**: This is also where the battery status of the Interwrite pad can be checked.
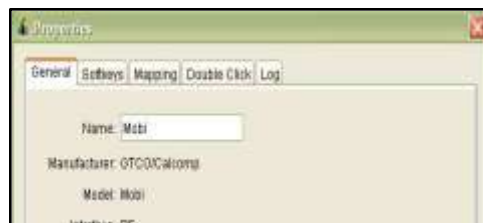
Calibrating Devices

- **Note**: Only Whiteboards and Panels require calibration.
- **Select** the device from the Device Manager window.
- Click the **Options** button.
- Select **Calibrate**.
- A blue screen will appear with instructions.
- Click on each cross-hair **target** as it appears on the screen.
- The blue screen will disappear after last cross-hair target is clicked.
- The Interactive Whiteboard also features a shortcut softkey on the side of the board for quick calibration.

The Interactive Pen

- Interwrite Boards, Panels, and Pads require an **interactive pen**.
- **Tap** on the board, pad or panel with the pen tip to **left click**.
- Hold pen just above the surface of the board, pad or panel and press the upper part of the button towards the top of the pen to **right click**.
- Hold pen just above the surface of the board, pad or panel and press the lower part of the button towards the tip of the pen to **double click**.
- **Recharge** the pen regularly.
  - o Place the pen firmly in the recharging holder.
  - o A light will indicate if the pen is charging properly. **Note**: When charging the Mobi pen, a pen and a battery icon will appear on the KWIK screen indicating the pen is charging.
  - o Remember to return the pen to the recharging holder when not in use.
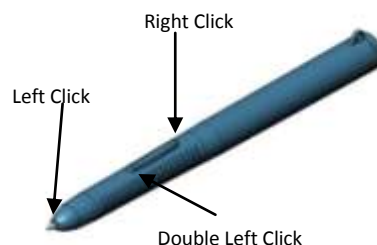
Interactive Mode

- Click on the **eInstruction Tools** icon in the tool tray and select **Workspace**.
- Interactive mode may also be accessed through the Start menu → All Programs → eInstruction → Interwrite Workspace → Interactive Mode.
- A toolbar will appear near the right hand side of the desktop.
- The toolbar will go transparent after non-use.

The Basic Toolbar

Minimize Toolbar	Workspace Menu
Mouse Mode	Lesson Mode
Selection Tool	Pen
Highlighter	Eraser
Shapes	Line
Text	Undo
Clear	Create Blank Page
Create Grid Page	Gallery
Previous Page	Next Page
Page Sorter	Save
Toolbox	Student Response System
Exit	
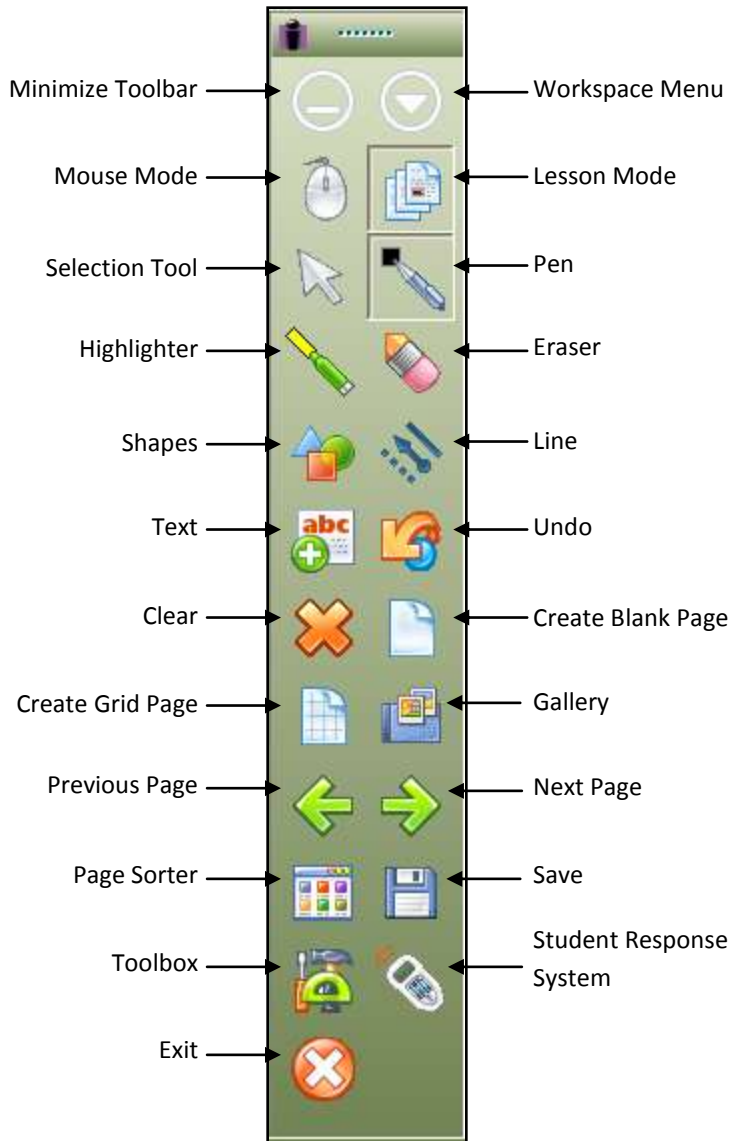
Moving the Toolbar

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

Resizing the Toolbar

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

Toolbar Settings

- Click on the **Workspace Menu** button and select **Preferences**.
- Click on the **Toolbar Settings** tab.
- Under the section **Shape Files**, select a desired shape. A preview will display.
- Under the section **Toolbar Button Size** in Pixels, select the desired size.
- Click **Ok**.

Creating Pages

Tool	Name	Description
	Blank Page Tool	Click to create blank pages for lessons, notes, etc. To change the **color** of the page: • Choose the selection tool. • Click on the white **box** located on the property toolbar at the bottom of the screen. • Choose **color**. • Click **Ok**. • **Note**: The color will only change on this page.
	Grid Page Tool	Click to create grid pages for lessons, notes, etc. To change a blank page to a **grid page**: • Click on the grid page tool located on the properties toolbar at the bottom of the screen.

Blank Pages

- To customize the page color:

    o Click on the **Workspace Menu** button and select **Preferences**.
    o Click on **New Page Setup** tab at the top of the window.
    o Click on the **Change Background Color** button.
    o **Select** a new color as the *default* page color.
    o Click **Ok**.
    o Click on the **Create Blank Page** button on the toolbar to create a new page in Workspace.
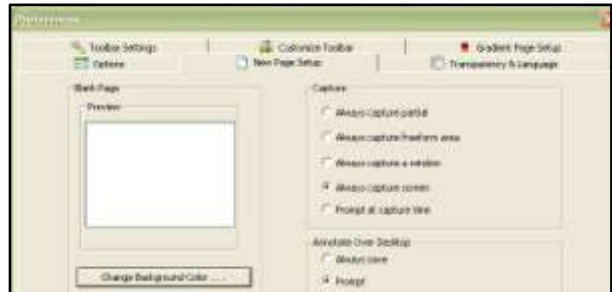
Grid Pages

- To customize the grid lines and colors:
    o Click on the **Workspace Menu** button and select **Preferences**.
    o Click on the **New Page Setup** tab at the top of the window.
    o Make desired changes in the **Grid**
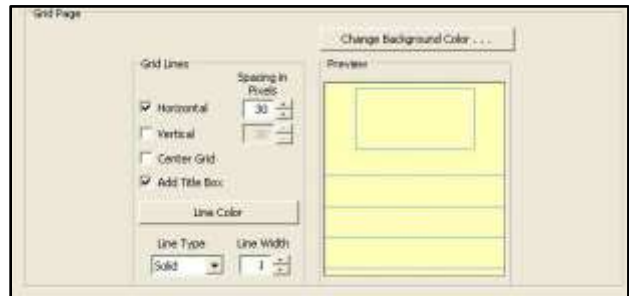
Page area.

- o Click on the **Change Background Color** button.
- o **Select** a new color as the *default* grid page color.
- o **Select** other desired changes such as vertical lines, center grid, title box, line color, line spacing, etc.
- o Click **Ok**.
- o Click on the **Create Grid Page** button ⬜ on the toolbar to create a new grid page in Workspace.

Main Tools and Descriptions
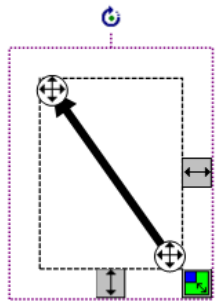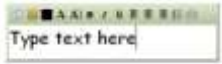
Properties Bar

- When selecting any tool a Properties Bar will appear at the bottom of the screen with options specific to that tool.

Change Line End

Change to Preset Pen Color

Custom Pen Color

Change Line Style

Change Line Width

Change Line Transparency

Preview
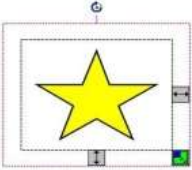
Annotation Tools

Tool	Name	Description
	Pen Tool	Click to write and/or make notes on the screen or Workspace page. This tool gives the option to change pen color, width, transparency, style, etc. by using the property bar.
	Highlighter	Click to highlight any text or image on the screen or Workspace page. This tool gives the option to change highlighter color, shape, width, transparency, etc. by using the property bar.
	Shapes Tool	Click to create basic shapes. To change to a different shape: • Click on the **shape** in the property bar and select desired shape. • Use options on the property bar to modify the shape outline, width, outline style, transparency, shape style, color fill, etc. • **Click and drag** to draw the shape on the screen or Workspace page.

Tool	Name	Description
	Line Tool	**Click and drag** to create lines on the screen or Workspace page. **Note**: Use the selection tool to select the line and then use the *four-headed arrows* to change the angle or length of the line. Use the eraser tool to cut the line in parts maintaining the endpoints chosen for the original line.
	Text Tool	**Click** on the text tool then **click** on the page where the text will be placed and **type** text into the 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.

Editing Tools

Tool	Name	Description
	Eraser	Click to erase annotations. **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. Change eraser size by clicking and dragging the slider in the Eraser property bar. Use pad Pen to erase by holding the double click button when the Pen tool is in use.
	Undo	Click to Undo or remove the most recent change to a Workspace page. Keep clicking to continue removing changes until there are no more changes to remove.
	Clear	Click to remove items on a Workspace page. With the Selection tool, select any Item on a page and then click the Clear tool to delete the selected item. If no selection is made the Clear tool will clear all items from a page.

Tool	Name	Description
	Selection Tool	Click to select items on a Workspace page. This tool gives the option to redo, undo, cut, copy, paste, select all, arrange, rotate, group, export, move to background, move to gallery, etc., by using the property bar. Use the selection tool to click on text, lines, shapes or images on a Workspace page. A bounding box will appear around the item selected. Options for that item will appear in the property bar at the bottom of the screen. Select desired options to change previous options. To move, resize, or rotate an item: • **Move**: Select an item to get the *four-headed arrow*. Drag item to new location. • **Resize**: Select an item. Click on the **resize** icon at the lower right corner of the selection bounding box and **drag** box to new size. • **Rotate**: Select an item. Click on the **rotate** icon at the top center of the selection bounding box and **drag** box to new angle. To lock or easily copy multiple copies of an item: • **Lock**: Select an item. Click on the **Lock Tool**. This wil display a lock icon on the item when it is selected. • **Copier**: Select an item. Click on the **Copier Tool**. Click and drag as many times as desired to get copies of the item. This will diplay a copier icon on the item when it is selected.

Selection Tool Properties

Tool	Name	Description
	Undo/Redo	Click to undo or redo the most recent performed task. Continue to click for undoing or redoing more tasks.
	Cut	Click to remove a selected item.
	Copy	Click to copy a selected item.
	Paste	Click to paste a cut or copied item onto a Workspace page.

		Select All	Click to select all items on a Workspace page.
		Order Selected Entities	Click to change the position of a selected item to be in front of or in back of other items on the Workspace page.
		Rotate Selected Entities	Click to rotate a selected item 90°, 180°, or flip item horizontally or vertically.
		Group	Click to group separate selected items together to create one item.
		Ungroup	Click to ungroup a previously grouped item to separate the items.
		Move to Background	Click to permanently "glue" an item to the background of a Workspace page.
		Export Entities	Click to export a selected item and convert it into an image file.
		Add files to Gallery	Click to add a selected item or the entire page to the Gallery.

Extending a Page and Panning

- By clicking on either the downward **extend** button or the right side **extend** button this will extend the default blank page space onto the Workspace page.

- Click on the Pan Tool located at the bottom right corner of the screen and then **click and drag** on the Workspace page to move in any direction across a page that is larger than the current screen size.
- The cursor will change to a hand.
- Click on the pan tool again to turn off the pan option.
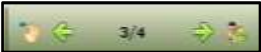
Layers Toolbar

By default, all items are organized in a single layer. To add layers:

- Locate the **Layers Toolbar** at the bottom left corner of the Workspace page.

- To view the layers click on the **maximize layers** button.

- Click the **Add Layer** button.
- The Layer Toolbar has additional options such as moving layers up/down, selecting layers, showing/hiding layers, editinig layers, and deleting layers.
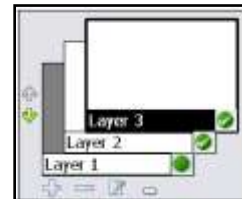
File Management Tools

Tool	Name	Description
	Workspace Menu	Click to access files, edit, print, change preferences, etc. To **Save** a File: ● Click on the **Menu** button. ● Select **File**. ● Click **Save As**. ● **Type** in a file name. ● Click **Ok**. To **Open** a File: ● **Double click** on the file. ● Or click on the **Menu** button. ● Select **File**. ● Click **Open**. ● Choose the file to be opened and click **OK**. To **Export** a File: ● Click on the **Menu** button. ● Select **File**. ● Click **Export**. ● Choose the *format* desired for export, the *location* for export, and the *page(s)* desired to export. ● Click **Export** when done. To **Print** a File: ● Click on the **Menu** button. ● Select **File**. ● Click **Print**. ● Choose the options for the printer and click **Print**.
	Previous/Next Page	Click to navigate backward or forward through already created pages in Workspace. **Note**: There is an alternative method to navigate pages in the lower right-hand corner of the screen. This method also includes the current page number and page count.

Tool	Name	Description
	Page Sorter	Click to view all Workspace pages. For viewing size, click on the **Page Sorter Menu** button. Select **Zoom** and choose desired page size for Page Sorter window. To **reorder/rearrange** pages: **Highlight** one or multiple pages by clicking on the page. **Drag and Drop** to new position. **Exit** the page sorter window when done. To **delete** pages: **Highlight** one or multiple pages by clicking on the page. - Click the **delete** button at the top of the Page Sorter window. **Note**: Pressing the **delete** key on the keyboard will also delete selected pages when in the Page Sorter window.
	Save	To **Save** a file: - Click on the **Save** tool. **Select** location for the file to be saved. **Type** a name for the file. - Click **Ok**.
	Toolbox	Click to display a submenu of additional tools. (See page 18)
	Exit	Click to Exit Workspace completely.

Presentation Tools

Tool	Name	Description
	Minimize Toolbar	Click to minimize the Workspace toolbar so it does not block any other program or application.
	Mouse Mode	Click to return regular functionality to the computer and allow pen to work like a mouse. Use any drawing tool (pen, shape, text, etc.) to instantly record a screen capture and return to Workspace. Click on the navigation arrows to return to a Workspace page.

Tool	Name	Description
	Lesson Mode	Click to return to the default Workspace Toolbar in Interactive Mode.
	Student Response System	Click to use Workspace Interactive Mode with Interwrite products such as PRS transmitters, Response software, etc.

Copy and Paste

- **Select** the graphic.
- **Right click** on top of the picture.
- Select **copy**.
- **Go back** to the workspace lesson.

- Paste the graphic on your lesson by clicking the paste button [image] or clicking on **Ctrl+V** at the same time.

The Gallery

Tool	Name	Description
	Gallery tool	Click to access resources using Interwrite Gallery window.

Categories

- Select different **categories** to view pre-existing files organized by subject.
- **Select** subject and sub-categories.
- Click on **resource** in the lower window.
- **Drag** resource to existing page in Workspace.

Resources from Gallery

Image Type	Description
	Background: The folded corner indicates this image takes the whole screen and it is used as a background on a Workspace page.
	Image: A single image can be resized, moved, or rotated on a Workspace page by using the selection tool and then clicking and dragging the item.
	Sims: The [symbol] symbol indicates that this is an interactive program made in *Flash* that includes animation, sound, or games. These Sims are provided free with Interwrite Workspace. **Note**: Many of the Sims do not include instructions and require some playing in order to learn how to use them.

Searching for Resources

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

Sample Lessons

- To view sample lessons, select **Lessons** in the upper Gallery window.
- *Online Lessons*:
  - Click on the **Online Lessons** category to go to the eInstruction website online lessons and resources available for download (http://www.einstruction.com/support_downloads/content/workspacelesson/index.html).
  - **Search** for lessons by viewing all, browsing by state curriculum standard, or by keyword.
  - Click on desired **lesson**.
  - Click on the **Download** button.
  - **Save** download **.gwb** file to *My Documents/Interwrite Workspace/ Lessons*.
  - Lessons can be saved, modified, and re-used with changes.
- *Sample Lessons*:
  - Click on Sample Lessons to view, open, and edit sample lesson files for Workspace.
  - These files are also found in *C:\Program Files\Interwrite Learning\Interwrite Content\Lessons*.
- *Video Tutorials*:
  - To view video tutorials, select **Video Tutorials** to go to the eInstruction website online tutorials (http://www.einstruction.com/support_downloads/training.html).
  - These tutorials go over basics of using tools in Workspace.

Add Media from File

- Click on the **Gallery** button.
- Click on the **Gallery Menu** button.
- Select **Add a File to Gallery**.
- Click the **Browse** button to find media resource.
  - Images: BMP, JPEG, GIF, EMF, WMF, TIFF, PNG, ICO
  - Sound: WAV, MP2, MP3, MPA, MPEG, SND, WMA
  - Video: AVI, WMV, MOV, MPEG
- Click **Ok**.
- **Select** or type in a category.
- Type in 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** tool .
- Click to **select** an item on the current Workspace page.
- Click on the **Add Files to Gallery** button on the Property bar.
- Select **Add Selection to Gallery**.
- **Select** or type in a category.
- Type in a **File Name**. (**Note**: Choose category before naming the file.) Remember to add the file extension **.png** to the file name.
- Type in a **Name to be Displayed**.
- Type in any relevant **Keywords** describing the resource.
- Click **Save and Exit**.
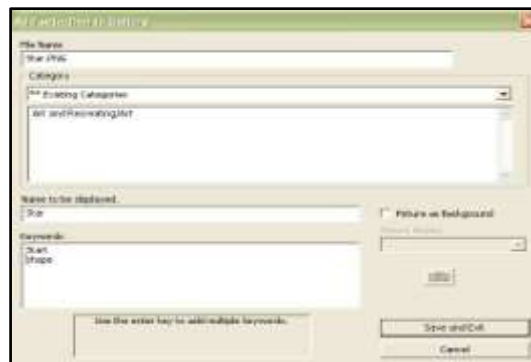
Remove Media from Gallery

- **Right click** on the desired resource to be removed in the lower Gallery window.
- Select **Remove from Gallery**.
- **Note**: if **Delete Permanently** is selected, this action cannot be undone and the resource will be removed completely from the Gallery database.

Multi-User

- With the DualBoard interactive whiteboard two people can write on the board at the same time.
- With multiple Pads or Mobis more than one can write on the screen at a time.
- Using a *Bluetooth* dongle up to seven devices may be connected to the computer at once.
- Using the *Multi-User* option in the software and *RF* receivers with the Mobi or DualBoard up to 9 devices can be writing on the screen at once.

Setting Up Multi-User

- First **connect** all devices to be used in the Device Manager window.
- Open Interactive Mode and create a **blank page**.
- Click on the **Multi-User** icon in the bottom right corner of the screen. **Note**: The connected devices will be displayed.
- Select **Multi-User Page Setup**.
- Select the **page layout** desired.

- **Select** each device and **drag** it to the area desired.
- Click **Ok**.
- Each device in the page layout will have its own simplified toolbar.

Set Presenter
- Open the Device Manager window.
- **Select** the device desired to be the master pad.
- Click on the **Options** menu.
- Select **Set Presenter**.
- Click **Ok**.

Locking Pads
- Open the Device Manager window.
- **Select** the device to be locked.
- Click on the **Lock Pad** icon.
- To unlock, select the device and click on the **Unlock Pad** icon.
- A **lock all/unlock all pads** button Lock Pads is also located in the Toolbox on the Workspace Toolbar.

Creating New Lessons

- Click on the Workspace Menu icon.
- Select File → New. **Note**: Launching Workspace software if closed will also begin a new file.
- Add a new blank page or a new grid page from the toolbar.

  Lesson text goes here.

- Add text to a page using the Text tool.
    - Type text into text box.
    - Copy and paste text from existing documents.
    - Resize text box to desired size.
- Add images and sound files from the Gallery.
- Add basic shapes to a page using the Shapes tool.
- Use the Selection tool and click on any item on the page to move, resize or rotate.
- To make copies of shapes, text, etc.:
    - Select the item.
    - Select the Copier tool.
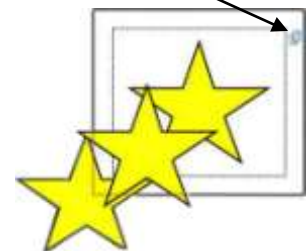
- Navigate lesson pages by using the Previous Page and Next Page tools.
- Find pages, reorganize or delete pages using the Page Sorter tool.
- Click on Workspace Menu → File → Save.

The Toolbox

- Click on the Toolbox tool on the toolbar.
- A sub-menu will appear displaying additional tools available in Workspace.
- Below are some of the additional tools with descriptions of the tools that appear in the Toolbox.

Tool	Name	Description
	Annotate over Desktop	Click to use like Mouse Mode, however the desktop is underneath and can be accessed for use without annotations disappearing. Use the **selection tool** for mouse function. Once another tool is selected, a prompt will ask to save or discard the annotations as a page.
	Office Mode	Click to integrate tool use with Microsoft Office Programs.
	Exam View	Opens the exam view file.
	Ruler	Use to show measurement between two points interactively.
	Triangle	Use to demonstrate how to measure interactively. Select from left or right facing triangles.
	Protractor	Use to demonstrate how to use angle measurement interactively. Select from 180° or 360° protractors.
	Compass	Use to draw circles, arcs, and measure distances interactively. Use the selection tool to exit.
	Curtain	Toggles virtual curtain to partially cover screen in Workspace. The curtain properties bar has resize handles, gives maximize and transparency options, and closes the tool.
	Capture	Captures items, windows, or screens from computer screen.
	Record and Playback	Opens control to record and display a Workspace lesson.
	New Page Setup	Changes default page settings for new blank and grid pages.
	Stamper	Adds quick shape or image with each mouse click.
	Fill Tool	Adds quick fill color to image or page with each mouse click.
	Freehand Text	Converts text written with the interactive pen into text format.
	Freehand Shape	Converts shape drawn with interactive pen into basic shape.
	Multicolor Pen	Draws two-color lines.

Tool	Name	Description
	Picture Pen	Draws quick shapes or images in a line or pattern as drawn.
	Create Image Page	Adds page with background image, such as music staffs and graphs.
	Spotlight	Masks workspace and only displays area inside "spotlight" shape. - Click on the **Spotlight** icon. - Use the **cursor to drag** the Spotlight. - When done, click on the **Close Spotlight button** at the bottom of the screen. The spotlight properties bar has resize handles, gives a menu option for shapes, transparency and window color, and closes the tool.
	Link History	Link History is an account of the GWB links. It maintains a record of *back links*, allowing a click to follow the history of the links and go back to any one of the links during the current session. This tool is available only when a presentation file is open in the Annotation Window and a GWB link has been executed.
	Zoom	Enlarges a portion of a Workspace page for viewing details.
	Create Duplicate Page	Duplicates current page into new page.
	Create Calendar Page	Selects date and layout for new calendar page.
	Create Gradient Page	Adds a gradient page to the presentation file.
	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.
	Export PDF File	Exports Workspace lesson to Portable Document Format.
	Email PDF File	Exports Workspace lesson to PDF and opens default email client.
	Pan Page	Moves a page up, down, left and right when larger than viewable screen.
	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.
	Page Up	Moves to page above.
	Page Down	Moves to page below.
	Insert Media	Imports audio, video, or image files into Workspace.

Tool	Name	Description
	Device Manager	Opens window to connect or disconnect whiteboard, panel or wireless pads.
	Redo	Reapplies a change that was recently "undone."
	Preferences	Opens Workspace preferences window.
	Text Recognition	Opens window for freehand text recognition.
	Timer	Puts a timer on the screen for timed activities. • Click on the **Timer** icon • Set the timer to **timer or stopwatch.** • Click on the **Set Timer** drop-down arrow to select the length of time. • Click on **Start** to begin.