

GETTING STARTED



interwrite[™]
S O F T W A R E

for Windows



interwrite™
S O F T W A R E

We at GTCO CalComp are proud of our InterWrite™ family of products. We strive to continue to bring you the best the technology has to offer. We urge you to visit our Web site, where we will post the latest information regarding any updates and changes we have made that would impact the instructions in this *Getting Started* document.

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Install the InterWrite Software on Windows


The InterWrite software must be installed on Windows by a user with *Administrator* privileges. InterWrite is compatible with Windows 95 (serial only), 98, Me, NT (serial only), 2000, and XP.

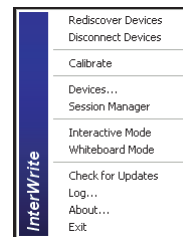
- 1 Log in as *Administrator*. Insert the InterWrite software CD into the CD drive on your PC. The installer will autoload. If it doesn't, click on the **Start** button on the Windows Task Bar and select **Run** from the menu. Type `X:\setup.exe` (**X** represents the CD drive letter).
- 2 Select the *Install InterWrite Software* menu option.
- 3 Follow the onscreen instructions for the software installation. You will know the InterWrite software has installed successfully by the appearance of the pink InterWrite icon in the System Tray on the Windows Task Bar. If the icon does not appear, restart your computer.



InterWrite icon

The appearance of the InterWrite icon  on the Task Bar indicates that the InterWrite **Device Manager** is now running on your PC. You will click on the InterWrite icon to display the options on the Device Manager menu.

Tip: Click the InterWrite icon  in the System Tray of the Windows Task Bar to display **Device Manager's** option menu. Select the **Check for Updates** option. If a new version is available, download it now. You should periodically check for updates.



Introduction to the InterWrite Software

The InterWrite SchoolBoard and MeetingBoard are superior electronic whiteboards that feature GTCO CalComp's patented electromagnetic technology and a rugged, durable surface. Combined with SchoolPads and MeetingPads, the patented pen-input technology of GTCO CalComp's electronic pens, and the InterWrite software, the MeetingBoards and SchoolBoards provide the most effective means of facilitating and stimulating a successful interactive collaborative environment, whether in the classroom, boardroom, or reaching out to participants around the world.

The operation of the whiteboard and pad is controlled by the InterWrite software. The software is installed as part of the process of establishing communication between the whiteboard and the computer and the pad and the computer. The InterWrite software lets you operate in one of two modes: **Whiteboard Mode** and **Interactive Mode**.

Whiteboard Mode makes it possible for you to easily capture notes, drawings and calculations on your whiteboard for print and/or electronic distribution. The only equipment you need to run the Whiteboard Mode is a whiteboard, one or more electronic InterWrite Marker Pens, and your computer.

Interactive Mode allows you to take advantage of the full power and robust features of the InterWrite system. Running Interactive Mode requires the whiteboard, one or more electronic InterWrite Marker Pens or an Interactive Pen, a PC, and a video presentation projector. The video projector is connected to the computer so it can project

the image of the computer desktop onto the whiteboard surface. The whiteboard communicates as an input device to the computer. A projected image can be captured and annotated, using a variety of InterWrite annotation tools. The image is saved as a page in a file that can be distributed to class or conference participants in hard copy format, or electronically in a variety of formats.

Both electronic Marker Pens and electronic Interactive Pens can be used in Interactive Mode. A Marker Pen can apply both real dry-erase ink and virtual ink to the whiteboard, while an Interactive Pen applies only virtual ink. The use of dry-erase ink is usually reserved for Whiteboard Mode, described in the next section.

Pen Selection in Windows

You will note that a **Down Arrow** appears below, or adjacent to, many of the InterWrite tools. Click on the Down Arrow below the tool to display its **Preferences** dialog box. All of the attributes that can be assigned to that particular tool will appear in the dialog. The Pen tool Preferences dialog is displayed here.

When you select a Pen from the Toolbar, InterWrite goes into Annotation Mode and the current screen is captured as an image page. Click on the Down Arrow below the selected Pen tool to display the Pen Preferences. The current selections for the tool are indicated. The Pen tool can be configured for color, line width and pen shape, which allows you to draw or write freehand, draw lines—straight or with angles, with or without arrows, rectangles—filled or outline, rounded or square corners, or circles—filled or outline. The Pen with the **T** over it allows you to write freehand text, which is converted automatically to typed text. When you click on the Push Pin in the corner of the dialog box, the dialog box stays open on the screen, a convenient feature when you need to change the Pen tool attributes frequently. The best way to familiarize yourself with the Pen configuration options is to experiment with them.

The Pen tool selection and configuration processes provide users with a variety of ways to annotate their presentations. Some users prefer to assign a different color and line width to each of the four Pen tools. As they present their material, they can easily switch from one Pen to the other to use the different assigned effects. Other users prefer to keep one Pen selected and change its color and line width on the fly, as the presentation warrants. As you become more familiar with the InterWrite annotation tools, you will find the method that best suits your presentation style.

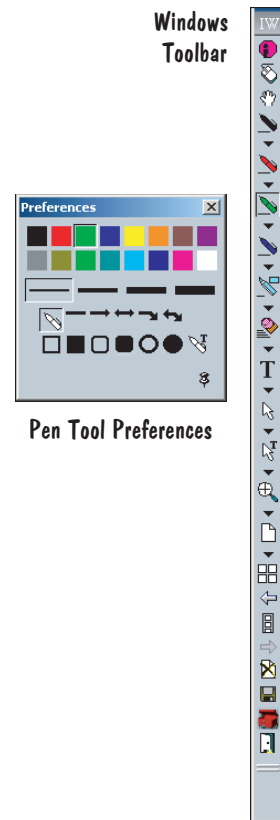
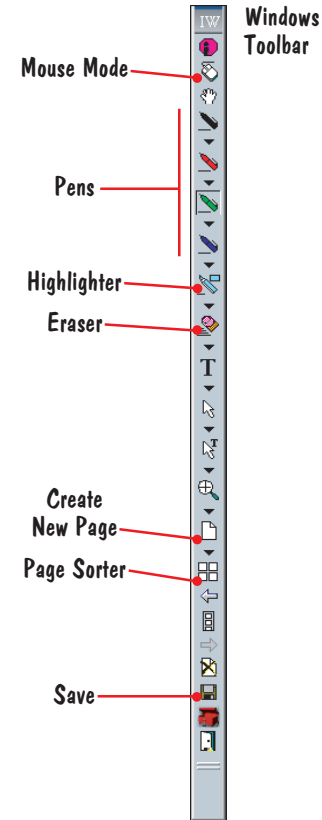


Image Files

Annotated screens are captured as images in a .GWB file. Each image represents a *page* in the presentation image file. As soon as InterWrite goes into Annotation Mode, in **Windows** when an annotation tool is selected, an untitled image file is created. Unless you give the file a name, it is automatically saved using today's date. Multiple files created today have *01, 02, 03, etc.*, appended to the date name.

An existing presentation image file can be opened, its pages can be sorted, annotations can be added to the existing pages, and new pages can be added to the file. Your presentation will determine how each image file evolves. For example, you can prepare a presentation file of blank maps ahead of time for a geography lesson. Or, you can capture and annotate each of the monthly earnings spreadsheets as you review the past fiscal year during a budget meeting. Or, you can run a PowerPoint Slide Show during a presentation and annotations can be added to each slide and saved.

Keep in mind that the page will not be added to the presentation image file until either an annotation tool is used on the page, or the page is saved—by clicking on the **Save** tool on the Toolbar, or by clicking on the **Save** icon on the whiteboard's Features Menu. The new Auto-Save feature automatically saves the file every five minutes (default value). The process is the same, whether you *pre-build* an image file for a presentation, or build the image file *during* the presentation. Click the **Mouse Mode** tool and, using the electronic pen as the mouse, display the image you want to capture. Select an annotation tool, a Pen, for example, and the screen is captured. Annotate the captured screen, add a blank, gridded, or background image page, or click the Mouse Mode tool and select the next image for capture to continue.



Distributing Presentation Image Files

The InterWrite presentation image files you create can be printed for local distribution, or emailed to anyone anywhere.

Review the presentation file in the InterWrite Page Sorter. Pages can be sorted and deleted in the Page Sorter. When the file has been arranged to your satisfaction, you can use the Page Sorter's print option to print it, you can export it to one of several file formats, or, in Windows, you can email it directly from the Page Sorter.

The native file format of saved presentation image files has the .GWB extension and can be viewed in Windows with the GWB Reader. This is an application that is part of the InterWrite software suite and is installed when the InterWrite software is installed. The Windows GWB Reader is also available for download at www.gtocalcomp.com in **Support/InterWrite/Software Downloads**, and can be distributed freely with your presentation files. You can also save your presentation image files in a PDF format, which can be read by Adobe's Acrobat Reader.

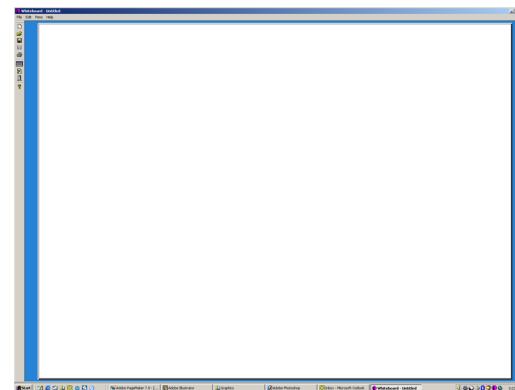
Now, everyone can stay in the information loop, whether they were able to attend the presentation or not.

Whiteboard Mode

Whiteboard Mode allows you to capture notes, drawings, calculations—whatever you write on your whiteboard with an electronic Marker Pen—for distribution. Whiteboard Mode requires only a computer, your whiteboard, and one or more electronic Marker Pens. When you select Whiteboard Mode, a blank white screen, representing the whiteboard surface, appears on your computer monitor. As you write on the whiteboard with one of the uncapped electronic Marker Pens, whatever you write appears on the computer screen in the color of the Marker Pen. Whenever you change pens, the new pen color is displayed on the computer screen.

The process for capturing what you have written on the whiteboard is quite simple. Using a *capped* electronic Marker Pen, click on the **InterWrite Whiteboard** icon on the whiteboard Features Menu. Uncap each Marker Pen as you use it on the whiteboard surface, being sure to re-cap it snugly to keep it from drying out when you switch to another pen. When you have finished one screen's-worth, click the *capped* pen on the **Save** icon. Then, click twice on the **Clear** icon. The electronic image of the whiteboard on your computer will be blank. Use the large Eraser to remove the dry-erase ink from the whiteboard surface, and you are ready to continue on a new page in the image file. Unless you name it, the file is saved under today's date.

Whiteboard Mode also uses the InterWrite Page Sorter, described on the previous page, to prepare image files for distribution.



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