

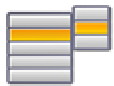
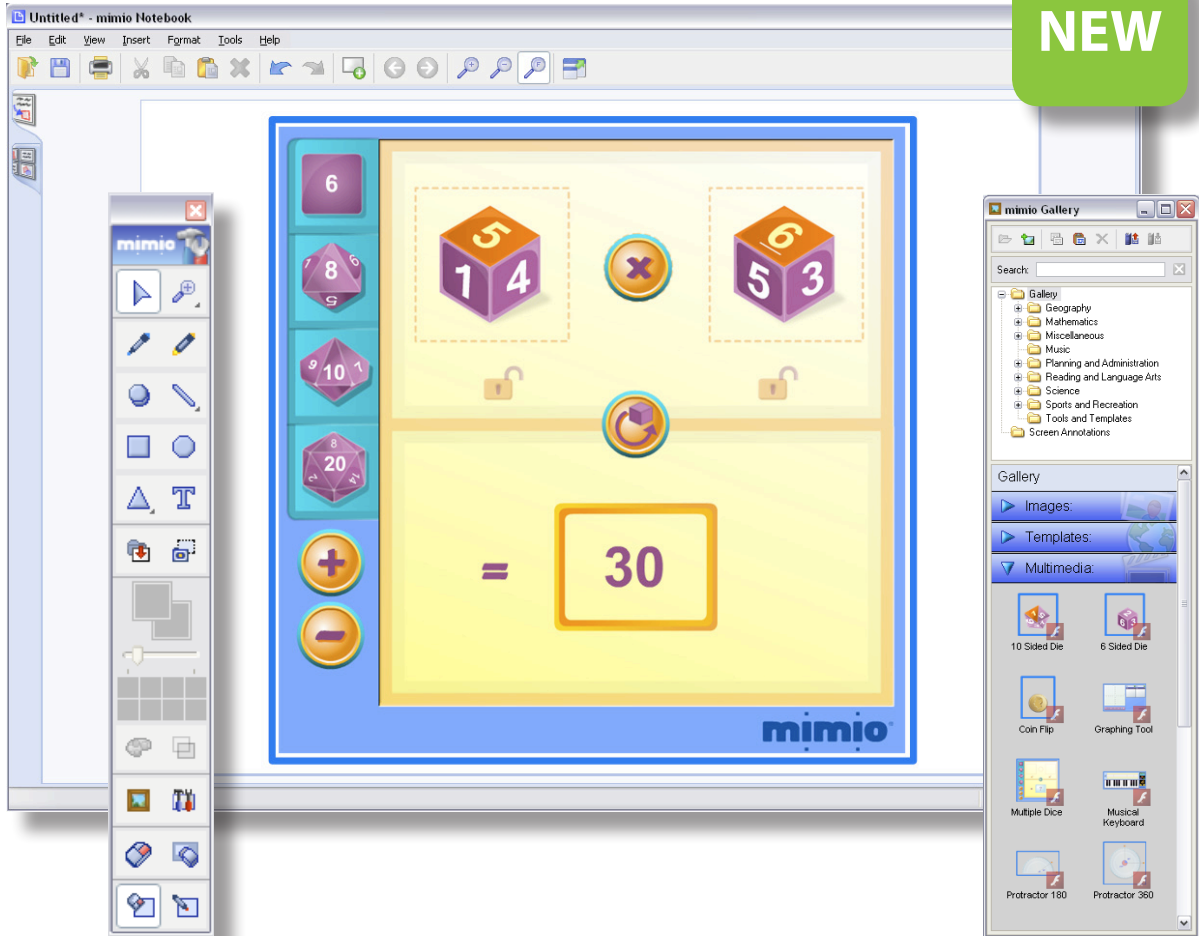
Touchboards

205 Westwood Ave, Long Branch NJ 07740
Phone: 866-94 BOARDS (26273) (732)-222-1511
Fax: (732)-222-7088
E-Mail: sales@touchboards.com
Site: www.touchboards.com

Overview Guide



NEW



Improved
Toolbar



Lockable
Objects



Transparent
Objects



Improved
Gallery



Multimedia
Support



Import
Documents




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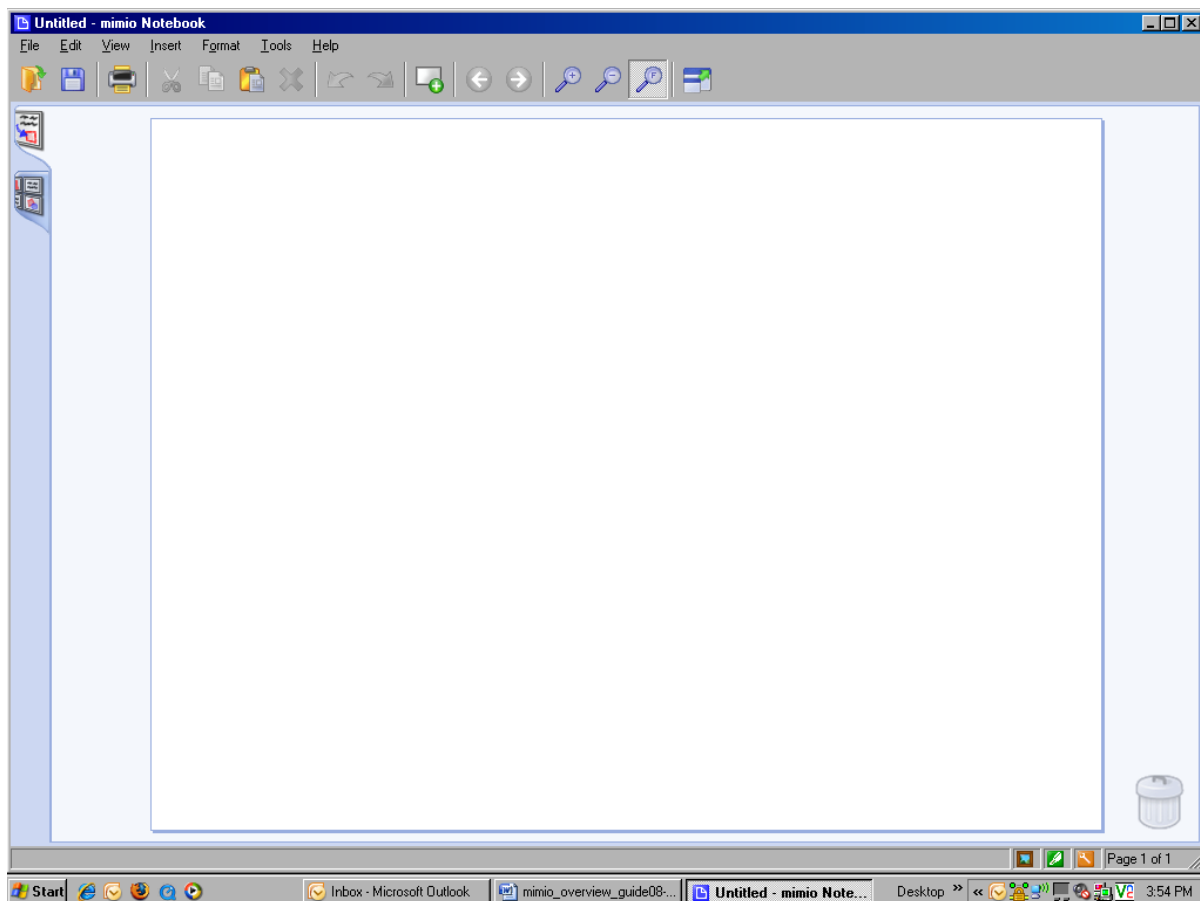
Overview

There are three main parts to working with mimio Studio 6:

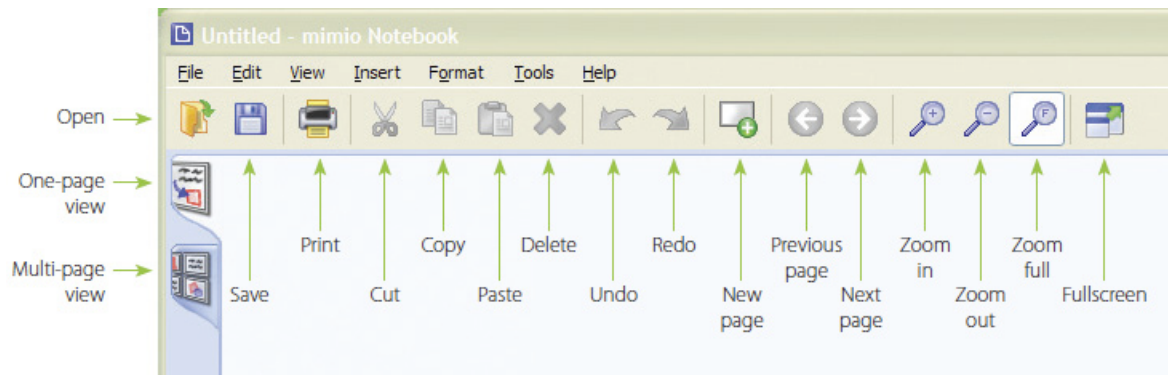
- **mimio Notebook**
- **mimio Tools**
- **mimio Gallery**

mimio Notebook:

- To open mimio Notebook, double click on the **mimio Notebook**  icon on your desktop (**Windows**), click on the icon permanently affixed on your dock (**Macintosh**), or select your application menu > mimio Studio > mimio Notebook (**Linux**).
- mimio Notebook will automatically open to a New Page.
- The picture below shows the mimio Notebook. You can create and present information within mimio Notebook. Content created in mimio Notebook can be saved as mimio .ink files or a variety of other file formats that are discussed below.



- Below is a quick reference to the icons located in mimio Notebook.



- **Single Page View/Multi Page view:**

- To view one page at a time Click on **Single Page View**



- To view all pages click on **Multi Page View**



- **Saving in Mimio Notebook:**

To save your mimio Notebook presentation, go to the top menu and click on **File > Save As**. Choose the name, location, and file format (ink, html, jpg, bmp, png, tif, pdf) for **Windows, Macintosh** will include the Windows formats, as well as: .jp2, .pict, psd, and sgi. **Linux** will only allow you to save as .ink, html, jpeg, png, bmp, tif, and cur. Once you have selected your file format, click **Save**.

- **Opening saved files in Mimio Notebook:**


Go to top menu and click on **File > Open**. Locate and select the file. Click **Open**.

- **Deleting Pages in Mimio Notebook:**

- Click on the **Multi Page View**



- Select the page(s) you want to delete.

- Go to top menu and click on Edit/Delete or use the Delete icon () from the mimio Notebook menu.

- **Importing Word (.doc), PowerPoint (.ppt) and PDF (.pdf) Files into mimio Notebook**

- .doc, .ppt, and .pdf files can be directly imported into mimio Notebook, each page imported as an image on a separate mimio Notebook page.

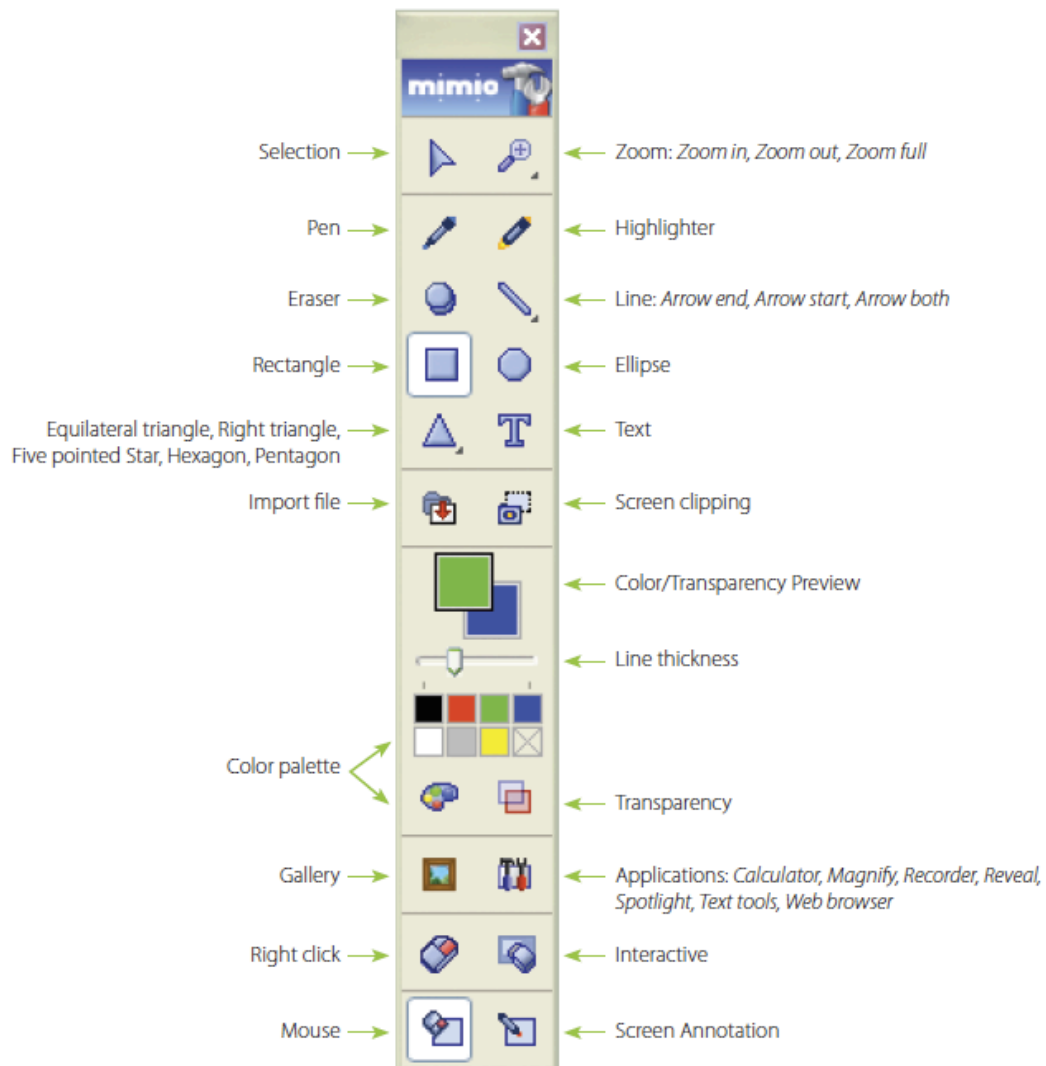
Note: Macintosh will allow you to import Excel files

Note: Linux will not support the importing of these file types.

- To import, you can do one of following:
 - Click on **File > Import**
 - Click on your desired file and press Open.
 - On the bottom left corner of mimio Notebook, the words "Loading Document" will appear until the file is imported into mimio Notebook.
 - OR
 - Click and drag the file icon into mimio Notebook.
 - On the bottom left corner of mimio Notebook, the words "Loading Document" will appear until the file is imported into mimio Notebook.

mimio Tools:

- The mimio Toolbar should open along with mimio Notebook. If it doesn't open or you close it by mistake, click on **Tools > mimio Tools**. You can also double-click on the green tools icon in the bottom right-hand corner of mimio Notebook.
Note: Single click for Macintosh and Linux.
- The screen below shows the mimio Toolbar. Remember, mimio Tools can be used while working both in and out of mimio Notebook



• **Selection** 


- Use the Selection icon to choose an object. Once chosen, you can move, resize, and rotate objects.


• **Zoom: Zoom In** , **Zoom Out** , **Zoom Full** 

- The Zoom icons allow you to zoom in and out on a selected area of the page.
- Select the **Zoom In** icon and click on the area you wish to zoom in on.
- Select **Zoom Out** icon and click on an area you wish to zoom out on.
- Select **Zoom Full** icon to return to the default magnification.

• **Pen**  and **Highlighter** 


- Use the **Color/Transparency Preview**  section to preview the color of the pen (top box).

- Use the **Color**  section choose from the 8 quick colors. Use the


Color Palette  icon to choose from a wider selection of color choices.

- Use the **Line Thickness**  section to determine width of your pen or highlighter.


• **Eraser** 


- The **Eraser** icon is used to erase the pen and highlighter.
- Use the **Line Thickness**  section to determine width of your eraser.

• **Line** 













- The **Line Tool** will vary depending upon which tool was used last 
- Hold the mimio mouse pen down on the tool or right click on the line icon to open new line options.


- Use the **Color/Transparency Preview**  section to preview the color of the line (top box)


- Use the **Color**  section choose from the 8 quick colors. Use the


Color Palette  icon to choose from a wider selection of color choices.

- Use the **Line Thickness**  section to determine width of your line.

- **Shapes: Rectangle** , **Ellipse** , **Equilateral Triangle** 
 - The Equilateral Triangle icon will also vary depending on which shape was used last (i.e.      (**Equilateral Triangle, Right Triangle, Five Pointed Star, Hexagon, Pentagon**).
 - Hold the mimio mouse pen down on the tool or right click on the line icon to open new line options.
 - Use the **Color/Transparency Preview**  section to preview the color of the shape (top box represents the border color and the bottom box represents the fill color)
 - Use the **Color**  section choose from the 8 quick colors. Use the **Color Palette**  icon to choose from a wider selection of color choices.
 - Use the **Line Thickness**  section to determine width of your shape's border.


- **Text** 
 - The text editing toolbox only appears when opening and editing a textbox.
 - The text editing toolbox appears near the textbox for ease of use.
 - The text editing toolbox is shown below. You are able to edit font, font size, bold, italics, underline, alignment, and text color.

- **Import File** 
 - The Import File icon is used for importing picture, audio, video, and flash files located on your computer.




- **Screen Clipping** 
 - The **Screen Clipping** icon is used to clip in outside resources into mimio Notebook.
 - Open the resource that you wish to import into mimio Notebook.
 - Click on **Screen Clipping**.
 - The screen will turn transparent.



- Click and drag over the area you wish to insert as an image in your mimio Notebook presentation.
- The image will automatically be sent into mimio Notebook.
- You also have the option of screen clipping the whole desktop as a new page by clicking on the caption at the top of the screen.

- Transparency 
 - Click on an object.
 - Click on the Transparency icon.
 - Choose the level of transparency (0%, 10%, 25%, 50%, 75%, or 90%)







- Gallery
 - Opens the mimio Gallery in a separate window.
 - Section C describes all topics related to the mimio Gallery.

- Applications 
 - Calculator
 - The default Calculator Application is open. (**Available for Windows, Macintosh, and Linux**)
 - Magnify
 - The default Windows Magnify Application will open. (**Not available on Macintosh and Linux**)
 - Recorder
 - mimio Recorder allows you to record your mimio interactions as an AVI movie file with the option to record audio as well.
 - The mimio Recorder can be used to easily record presentations using the standard record, pause, stop, and play features. (**Not available on Linux**)
 - Reveal 
 - The Reveal tool creates a shade that you can raise and lower over the screen image, as if you are moving a shade up or down from the bottom of the screen. You can then expose bullet points or other information progressively.
 - To adjust the revealed area, click inside the shaded area and drag down or up to reveal more or less of the displayed area.
 - To adjust the transparency of the Reveal screen, click on the blue menu and then click on Transparency. From the Transparency list, choose your desired choice.
 - To exit the Reveal tool, click the Close button denoted by a red X.
 - Spotlight 
 - The Spotlight tool masks the entire screen except for a small area, the spotlight. You can then focus audience attention on a specific area of the screen.
 - The spotlight area can be reshaped, resized, and moved around the screen.
 - To move the spotlight, click the shaded area outside of the spotlight border and drag the spotlight to the desired location.
 - To adjust the shape of the spotlight, Click on the blue menu and then click on Shape. From the Shape list, choose your desired choice.
 - To resize the spotlight, click on the blue menu and then click on Size. From the Size list, choose your desired choice. You can also resize the spotlight by dragging the colored border of the spotlight until the spotlight is the desired size.

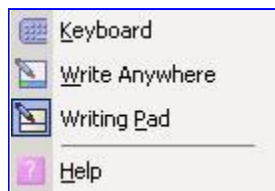
- To adjust the transparency of the spotlight, click on the blue menu and then click on Transparency. From the Transparency list, choose your desired choice.
- To exit the Spotlight tool, click the Close button denoted by a red X.

■ Text Tools

- When you click on the Text Tools icon, the feature that was last used (Keyboard, Write Anywhere or Writing Pad) will open.
- To change the Text Tool feature, look in the Systems Tray at the bottom right of your desktop. The Text Tool can be represented by six different icons, depending on what you have used last:

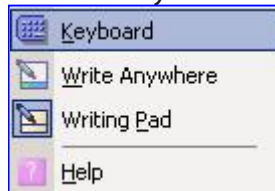
 Open Keyboard	 Open Write Anywhere	 Open Writing Pad
 Closed Keyboard	 Closed Write Anywhere	 Closed Writing Pad

- Right click on the Text Tool Icon (see above) in the systems tray of your computer. The following pop-up box will appear:

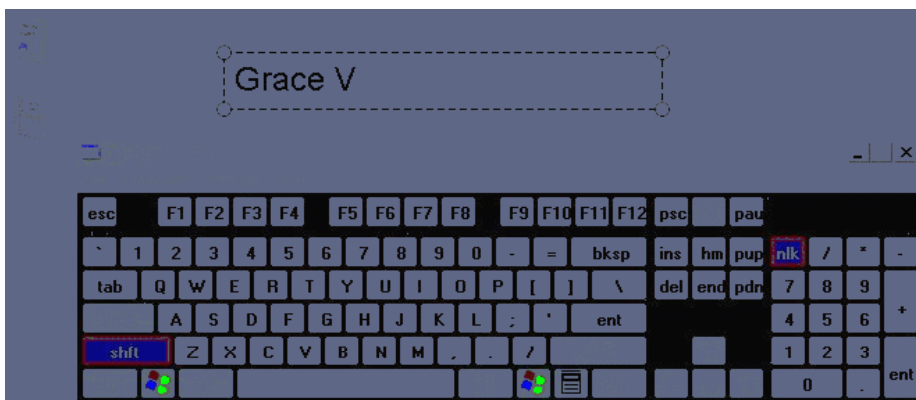


• Keyboard

Click on Keyboard to open (see below).



- Choose and open mimio Notebook, a Word Document, a Web Page, etc.
- Place cursor in an active textbox where you want to input text.
- Click on the keyboard buttons.
- Text is automatically inputted into the active textbox (see below).

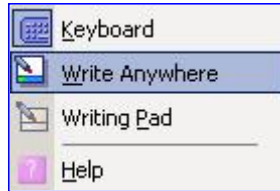


Note: This application is not installed by default on Linux, but we support the following (and use the first one found), xvkbd, onboard, gok.

- **Write Anywhere** 

- Click on **Write Anywhere**  to open (see below).

Note: Not available on Macintosh or Linux

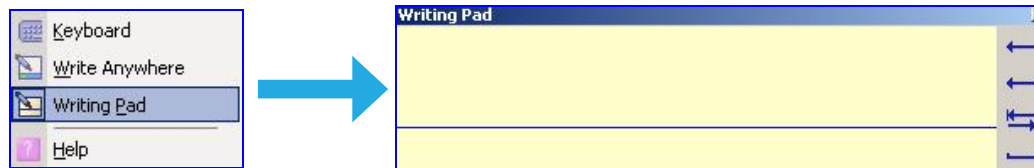


- Choose and open mimio Notebook, a Word Document, a Web Page, etc.
- Place cursor in an active textbox where you want to input text.
- Use the mimio Mouse to write anywhere on the screen.
- Your handwriting is automatically converted into text (see below).
- Remember, you can turn Write Anywhere off by clicking on the X in the icon on your bottom right of the screen. You will not be able to click on anything until this feature is turned off.

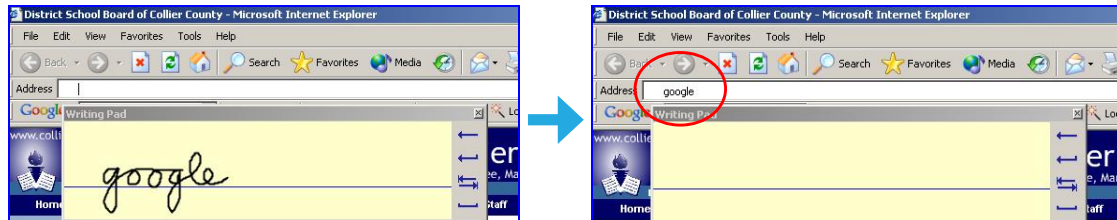


- **Writing Pad** 

- Click on **Writing Pad**  to open (see below).



- Choose and open mimio Notebook, a Word Document, a Web Page, etc.
- Place cursor in an active textbox where you want to input text.
- Use the mimio Mouse to write on the writing line in the Writing Pad (see below).
- Your handwriting is automatically converted into text.



- **Right Click**

- When you click on the Right Click icon, the next time you click on the board with your mimio Mouse, it will distinguish the specific click as a right click rather than a left click.

- **Interactive**

- Used to enter and exit Interactive mode in mimio Notebook.

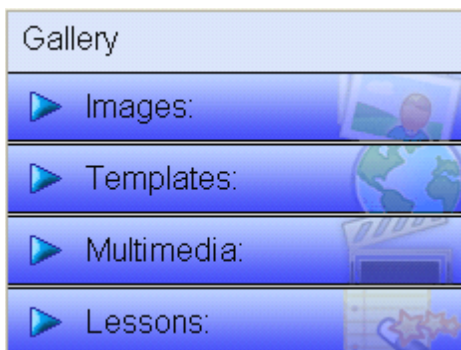
- **Mouse and Screen Annotation:**

- The **Screen Annotation** icon is used when you want to use the mimio Toolbar outside of mimio Notebook. When you are in **Screen Annotation** mode, you are able to freeze the screen on any file, document, webpage, etc. and use the mimio Tools to Annotate (highlight, draw, add notes, etc.). Note: Make sure to open the file that you wish to annotate before clicking on the Screen Annotation icon, as the screen freezes once the icon is selected.
- To enter Screen Annotation mode, click on the **Screen Annotation** icon . The screen will freeze and you are now able to use any of the mimio Tools on this frozen image.
- You will be reminded that you are in Screen Annotation Mode by a camera flash noise and a green border around your screen.
- When you are finished annotating your screen, click on the **Mouse** icon.
- You do not need to save in Screen Annotation Mode. Your Screen Annotations are automatically archived by date and time in the Screen Annotations folder (located in the mimio Gallery).

mimio Gallery:

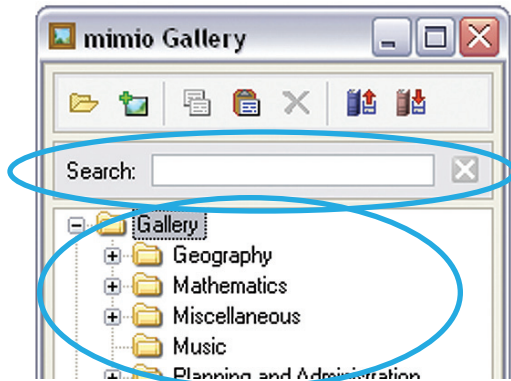
- **Organization**

- Gallery content is sorted into 4 different categories:
- Images - includes pictures
- Templates - includes entire .ink pages
- Multimedia - includes movies, animations, and audio objects.
- Lessons - includes mimio .ink lessons.



- **Searching the mimio Gallery**

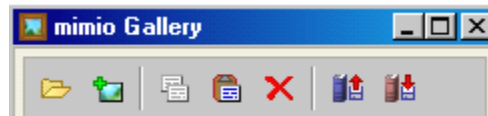
- You can search the Gallery by:
 - Using the keyword search at the top of the Gallery window.
 - Click to highlight the folder in which you choose to search.
 - Using the expandable folders. Expand main Gallery folders to view subfolders. Content will automatically be sorted as you view subfolders.



- **Adding Content to a Gallery**

- There are numerous methods to add content into your personal Gallery. You are able to:
 - Copy and paste content into the Gallery
 - Import Content into the Gallery
 - Click and drag content into the Gallery. Any item that you add to the gallery will automatically be placed in its proper category (image, template, multimedia, lesson)
 - Remember: To customize content in your Gallery, you can right click on the folder, image, template, multimedia, or lesson to access:
 - Properties: edit Name and Keywords.
 - Export: save content as a .mcf file.

- **Gallery Icons**



- **New Folder**



- Click on the Gallery folder in which you want to add a subfolder.
- Click on **New Folder** to create a new Gallery folder.
- Type in the Name and desired Keywords for the new folder.

■ **Insert File**



- Click on **Insert File** to add one of the following to a gallery folder from your computer:
 - .ink lesson file
 - Picture file
 - Video file
 - Audio file
 - Flash file

■ **Copy**



- Click on any gallery item(s) and/or folder(s) which you want to copy.

■ **Paste**



- Click on any gallery item(s) and/or folder(s) which you want to paste.

■ **Delete**



- Click on any gallery item(s) and/or folder(s) which you want to delete.

■ **Import Content**



- Click on **Import Content** to add a .mcf file located on your computer into your Gallery.
- The imported gallery will automatically be placed a subfolder to the main Gallery folder.

■ **Export Content**



- Highlight the gallery folder which you choose to Save.
- Click on **Export Content** to save a gallery file to your computer as a .mcf file.
- Choose the location and name of the .mcf file.