KidzFlow! Software

User Manual
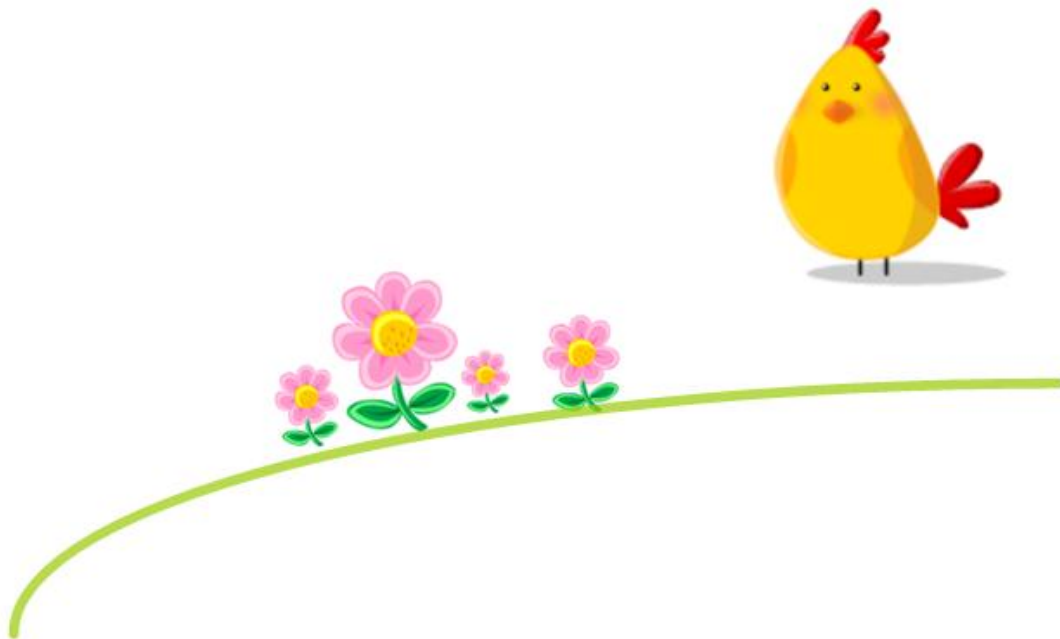
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Part 1 Software Overview

The KidzFlow! software is created so the interactive whiteboard will engage the students and assist the teacher in making lessons more fun and interactive. It is filled with multimedia resources, along with the basic tools needed for teaching and demonstrating content. Such features include writing, drawing, erasing, animating, and handwriting recognition tools.

Teachers can make each lesson more exciting while developing the basic skills that young minds need to learn and grow. Students will be engaged through lessons promoting observations, asking questions, problem solving, organizing, and doing hands-on activities. This software is kid-friendly in appearance and is very easy to operate—it's so simple that formal training isn't necessary.

1. System Requirements

The following system configurations are required in order to install KidzFlow! onto your computer.

➢ Hardware Requirements: Processor inter(R) Core i3 2.27 GHz or above, 2G memory, and 1G independent video display card.

➢ Software Requirement: Windows 2000/XP/2003/Vista/Windows 7 operating system

➢ Resolution: 1024×768 (16 bit high color or more) screen resolution.

2. Software Installation

Run the program autorun.exe in the CD installation directory as shown in Figure 1- 1 Initial Interface for Software Installation. The system provides three installation options, the KidzFlow! interactive whiteboard software, the teaching resources, and the full

installation, which simply bundles the whiteboard software and the teaching resources together. Users can customize the installation during the setup process.

Figure 1- 1 Initial Interface for Software Installation

Note:

You cannot install the teaching resource without installing the KidzFlow! software first. If you select the full installation, both parts will install automatically.

1. To begin installation of the whiteboard software, select the button from the dialog box in Figure 1- 1 Initial Interface for Software Installation. The installation wizard, shown in Figure 1- 2 Whiteboard Installation Page, will pop up.

Figure 1- 2 Whiteboard Installation Page

2. Click the Next button to display the License Agreement interface as shown in Figure 1- 3 License Agreement Interface. To continue the installation, go into the License Agreement interface and select the "I accept to the agreement" option. Click Next to continue with the installation setup.

Figure 1- 3 License Agreement Interface

3. The program will automatically install in the C: drive. You can change the installation location from the Installation Destination dialog box, as shown in Figure 1- 4 Type of Installation Dialog Box. Click the Next button to continue with the installation setup.

Figure 1- 4 Type of Installation Dialog Box

4. A Select Component Interface box, as shown in Figure 1- 5 Select Component Interface gives you the option to select which drivers you will need for your white board. All three drivers are selected by default, but for example, if you are only going to use an EM board, you can uncheck the boxes for the IR and AR drivers.   Click the Next button to continue the installation.
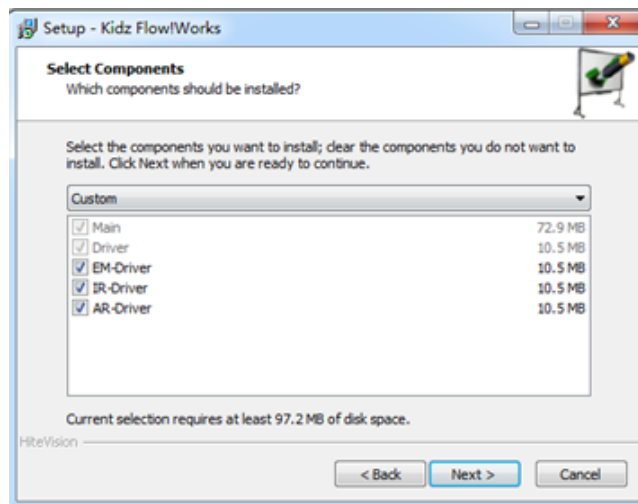

Figure 1- 5 Select Component Interface

5. The Prepare for Installation screen summarizes the settings that you selected for installation, as shown in Figure 1- 6 Prepare for Installation.   Click the Install button to launch the installation process.
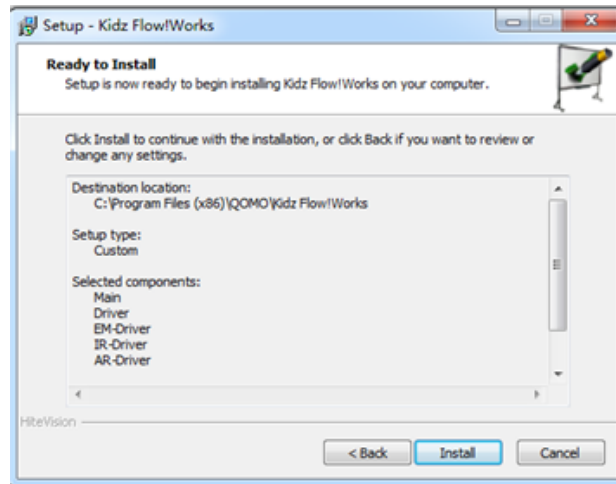
Figure 1- 6 Prepare for Installation

6. The installation progress bar as shown in Figure 1- 7 Installation Progress .
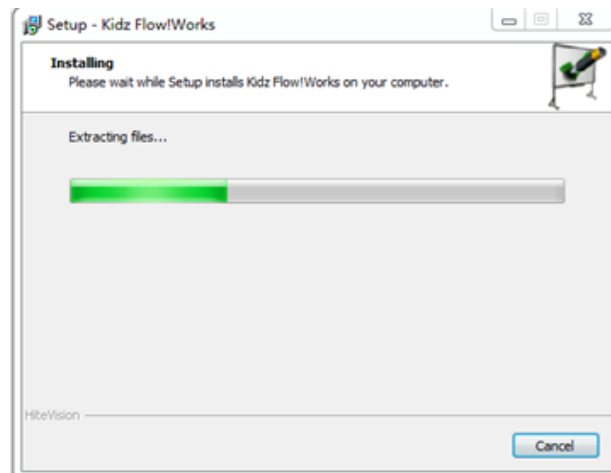

Figure 1- 7 Installation Progress

7. Upon completion of the software installation, you will need to restart the computer for the new program to take effect.

Figure 1- 8 Completion of Software Installation

2.2 Installation of Teaching Resource

1. Select the `Teaching Resources` button from Figure 1- 1 Initial Interface for Software Installation.   The Teaching resources setup wizard window will appear as shown in Figure 1-9.

Figure 1- 9 Installation of Teaching Resource

2. Click the Next button to display the License Agreement interface as shown in Figure 1- 3 License Agreement Interface. To continue the installation, go into the License Agreement interface and select the "I accept to the agreement" option.   Click the Next button to continue with the installation setup.

Figure 1- 10 License Agreement Interface

3. Click the Install button to display the dialog box as shown in Figure 1- 11 Installation of Teaching Resource to continue the installation setup.
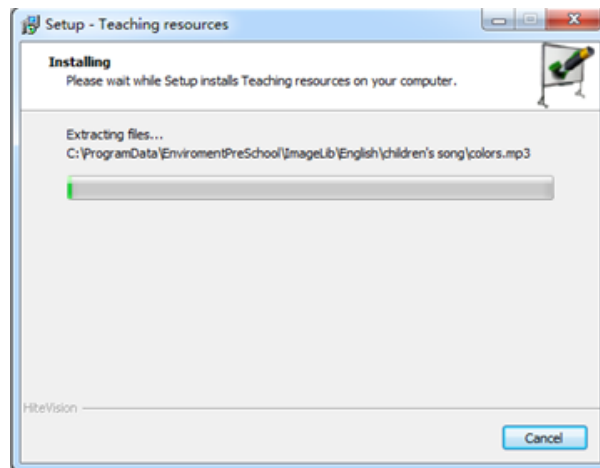
Figure 1- 11 Installation of Teaching Resource

4. When the Completion of Installation box appears, click the Finish button to complete the installation. It is not necessary to restart the computer to complete the installation of the teaching resources.
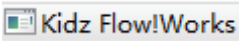
Figure 1- 12 Completion of Installation of Teaching Resource

2.3 Full Installation

Select Full Installation from the initial installation interface of the software and the system will install the whiteboard software and the teaching resources automatically. The operation is the same as mentioned above, so refer to the previous instructions for details.

3. Uninstallation of Software

There are two methods to uninstall the kid education whiteboard software respectively:

➢   Select the Start menu and select Uninstall KidzBoard from the HiteVision folder in the Program menu.

➢   Go to the Control Panel and select Programs and Features.   Select Kidz Flow!Works from the list and click the Uninstall button.

Before you uninstall the software, be sure that you are logged out of the program. Otherwise, an error box will appear as shown in Figure 1-15.
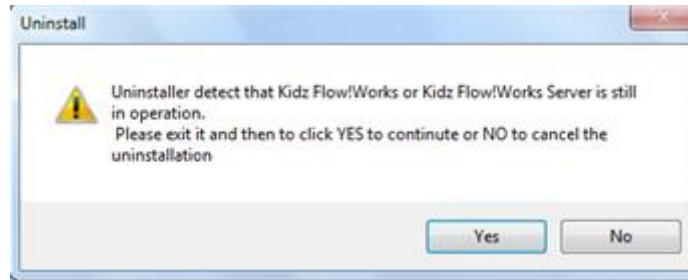
Figure 1- 13 Prompt for Un-installation Dialog Box

1. When users uninstall the software, it will display the Software Uninstall dialog box as shown in Figure 1- 14 Software Un-installation Dialog Box, to prompt whether you want to delete the software.
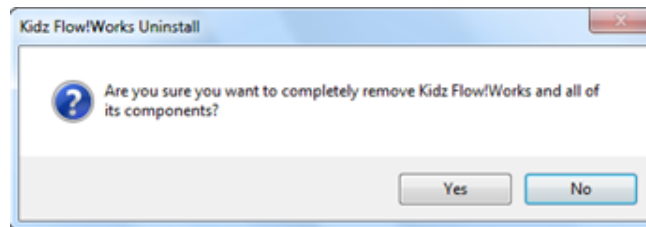
Figure 1- 14 Software Un-installation Dialog Box

2. Click Yes to launch the uninstall process. A status box as shown in Figure 1- 15 Un-install Software Dialog Box will show.
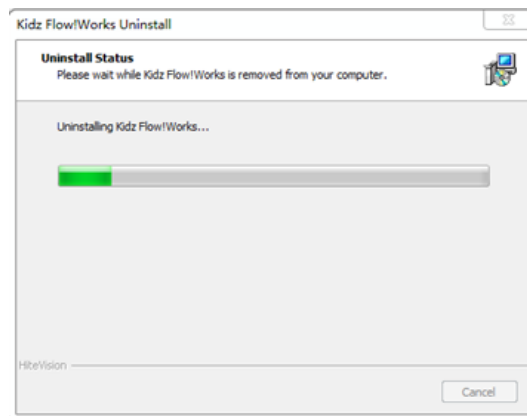
Figure 1- 15 Un-install Software Dialog Box

1. The uninstall process removes the whiteboard software, the teaching resources, and the underlying driver. A dialog box will appear when the uninstall process is complete as seen in Figure 1- 16 Completion of Uninstallation Dialog Box. Click the OK button to finalize the uninstallation.
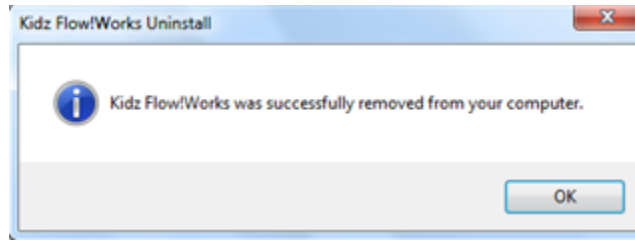
Figure 1- 16 Completion of Uninstallation Dialog Box

4. Software Startup

There are three ways to start the white board software:

➢ Go to the Start menu and select KidBoard from the HiteVision folder in the Program menu.

➢ Double click the shortcut icon of the program on the desktop.

➢ Click any one of the shortcut keys that are printed on either sides of the whiteboard.

5. Offline Application

The KidzFlow! software can be opened and used without being connected to a whiteboard. This allows the teacher to prepare lessons within the software before the lesson is administered in the class.

When the program is used without being connected to a whiteboard, the QOMO HiteVision watermark will appear on the background of the screen, as shown in Figure 1- 17 Offline Lesson Preparation Watermark Page. The watermark will have no effect on the functional application in the program. The watermark will disappear after the computer is connected to the whiteboard and the program is restarted.

Figure 1- 17 Offline Lesson Preparation Watermark Page

6. Software Modes

The kid education whiteboard software provides two application modes, such as the writing mode and desktop mode. Users can select different modes to prepare or teach the lesson on demand. The following will describe these two modes in detail and how the user can switch between them easily.

6.1 Writing Mode

The software is designed to have commonly used writing tools on the main interface. There is a general toolbar, pen toolbar, and writing area as shown in Figure 1- 18 Writing Mode.

Figure 1- 18 Writing Mode

> **Note:**
>
> After you start the kid education whiteboard software, it will enter the writing mode by default. The toolbar will disappear if it is connected with the whiteboard in the writing mode.   However, it will display the toolbar if it is not connected with the whiteboard.

6.2 Desktop Mode

Teachers can switch to their Windows desktop, open documents, or use other programs, and annotate over any of it.   Click the switch button in the General Toolbar to switch to the desktop.   The whiteboard software is still running in the background and can be accessed by clicking on the Hide/Display button .   Any of the writing tools can be used at this time and the annotations can be saved as a whiteboard presentation.**Error! Reference source not found.**.

Part 2 Overview of the Software Interface

The KidzFlow! whiteboard software provides common functions and a lot of resources to assist teachers with their everyday activities.

1. Functions of the Buttons on the Main Interface

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Figure 2- 1 Writing Mode Main Interface

The main interface provides two toolbars: the general toolbar and the pen toolbar. The general toolbar has the Start, New Page, Page Properties, Previous Page, Next Page, Teacher Resources, Select Tool, Eraser, Switch Mode, Undo, and Pen Properties icons. The pen toolbar contains a Pen Container, Eraser, Color Palette, Hard Pen, Soft Pen, Highlighter, Laser Pen, and Texture Pen. Users can switch to various functions by tapping the different icons.

Trash

 The trash function is designed to clear the current page or a part of the objects. You can restore the cleared pages or objects by the Undo function.

> The trash can be moved to anywhere on the screen by simply clicking it and dragging it with the mouse; or by holding down on it with your finger and dragging it.

> Clicking on the Trash icon will clear the entire screen.

> You can erase objects by selecting them and dragging them to the Trash icon .

> You can erase object by selecting them and clicking on the Trash icon .

Figure 2- 2 Writing Mode Main Interface

Start

Start: The Start icon provides the common functions of the software as shown in Figure 2- 3 Start Tab. This provides the open, save, close, export, print page, and exit software functions.
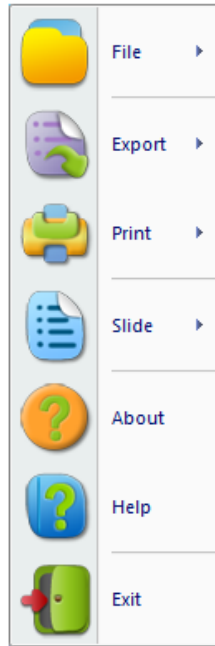
Figure 2- 3 Start Tab

File: The File tab provides the open, save, save as, and close functions of the files generated in the whiteboard software. Detailed descriptions of each function is shown in Table2- 1 File Menu.

Option Name	Functional Description
Open	Open an existing file in the .hht format.
Save	Save writing and editing files in the .hht format. The default file name is composed of the current time or saves the modified .hht file.
Save As	Save writing and editing file in the .hht format. You can select different places and names to save it.
Close	Close the currently opened .hht file.

Table2- 1 File Menu

Export: This allows you to save your presentation in a different format. The software will provide the file in five export formats on default by default, such as the picture, PowerPoint, PDF, HTML and DOC. The detailed functional description is shown in Table2- 2 Export Menu.
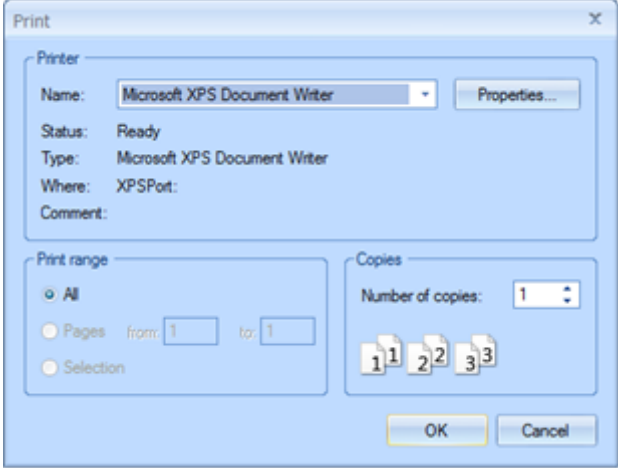
Option Name	Functional Description
Export Picture File	Export the content in a picture format. The supported picture format includes .bmp, .jpg, .jpeg, .png, .tif, .tiff and .gif. Several page files will be saved as several picture files.
Export PPT File	Export content as a file in the PowerPoint format.
Export PDF File	Export content as a file in the Portable Document Format.
Export HTML File	Export content as the file for a website.
Export DOC File	Export content as the file in the Word Document format.

Table2- 2 Export Menu

Print: The Print tab includes the print, print preview, and print part of pages functions. The detailed descriptions of these functions are shown in Table2- 3 Print Menu.

Option Name	Functional Description
Print	Print the content directly. Set the Page Range and Numbers as desired.
Print Preview	Preview the content before it prints. You can select the corresponding preview size, zoom in, or zoom out. Upon completion of the preview, click the Close button to return to the Writing and Editing state.Figure 2- 4 Print Preview State

Option Name	Functional Description
Print Part of Pages	After you click on this function, you will need to select the printing area by clicking and dragging the mouse over this area. Upon completion of the print, select Finish as shown in Figure 2- 5 Part of Print Area. Figure 2- 5 Part of Print Area

Table2- 3 Print Menu

Slide: The Slide tab includes the Delete Page, Copy Page, and Paste Page

functions. The detailed descriptions of these functions are shown in Table2- 4 Page Menu.

Option Name	Functional Description
Delete Page	Deletes the currently opened page.
Copy Page	Copies the currently opened pages and the objects into the page.
Paste Page	Pastes the currently copied page or pages into the presentation.

Table2- 4 Page Menu

Figure 2- 6 Kid Education Page

About: Provides all the information about the current software version and

copyright as shown in Figure 2- 7 About Dialog Box.
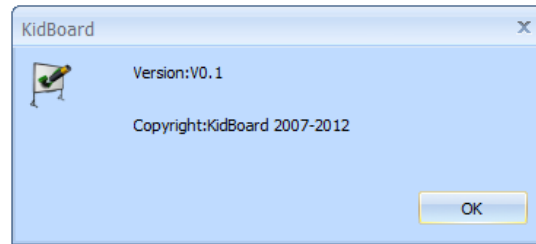
Figure 2- 7 About Dialog Box

Help: Click this button to open the user's manual for the KidzFlow! software in the PDF format.

Exit: Exit the program.

New Page

New Page: Click the New Page button to create a new writing page. Users can create the page with any color. Refer to the Page Properties section to find out how to change the background settings.

Page Properties

Page Properties: The Page Properties menu allows you to set include the page color, page background file, and page background Flash file. Only that page in the presentation will have those set properties.

Figure 2- 8 Page Properties Dialog Box

➢ **Page Color**: The default page color is white. Users can select any one of 16 preset colors and it will display a preview in the area to the right. If you want to customize the color, click the Select [...] button in the Preview area. A window will appear as shown in Figure 2- 9 Select Color Dialog Box. After you select you color, it will only change the color of your current page.

Figure 2- 9 Select Color Dialog Box

➢ **Page Background Images**: Users can set the page background image. After you select any one of the images, you can preview it in the preview area to the right. If users want to add a personalized background image, they can click the Select [...]

button in the Preview area to the right and select an image from the computer

➢ **Page Background Flash**:   Animated backgrounds can be added to the presentation. These can be used along with a custom background color and image.   There are twelve different flash backgrounds to choose from.

Previous Page

Previous Page: Click this button to provide the Page up function for users.

Next Page

Next Page: Click this button to provide the Page Down function for users.

Effects

Effects: Click the Effects button to pop up the effect panel as shown in Figure 2-10 Effects Panel. The software has ten effects that can be assigned to an object, such as a bouncing ball, a balloon floating, a seesaw, and a star twinkling.

Figure 2- 10 Effects Panel

The effect can be added to text, inserted images, flash objects, or drawings. Select the object that you wish to add the effect to and click on the desired effect.   Up to two effects can be assigned to the object.

: This button stops the effect of the currently selected object.

: This button stops the effect of all objects.

: Click this button to close the Effects Panel.

Resources

Resources: The resource menu includes different types of media that can be inserted into the presentation.   This includes text, media, material, graphics, and flash games as shown in Figure 2-11 Resource Tab. The following will describe these resources in detail.
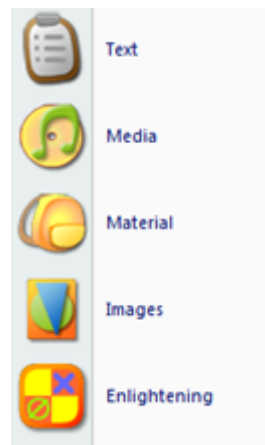
Figure 2-11 Resource Tab

1)   **Text**: Users can insert a text box in the page and modify the text. Click the Text button, and drag it in the page to determine the location and size of the text as shown in Figure 2- 12 Input Text.

The letter A
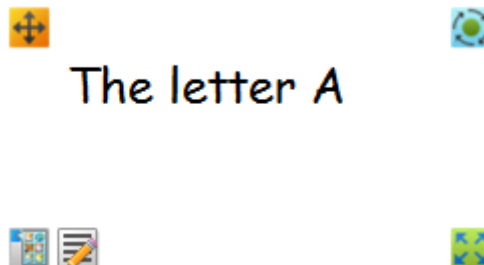
Figure 2- 12 Input Text

Users can set the color, size, and font of the text by opening the Text Box toolbar.

Select the text object and click on the Property Setting   button in the lower left

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side. The Property Setting menu as shown in Figure 2- 13 Property Setting Menu will pop

up. Select the Display Toolbar option as shown in Figure 2- 14 Text Box Toolbar.   If you

want to modify the text, select the Edit option from the Property Setting menu.
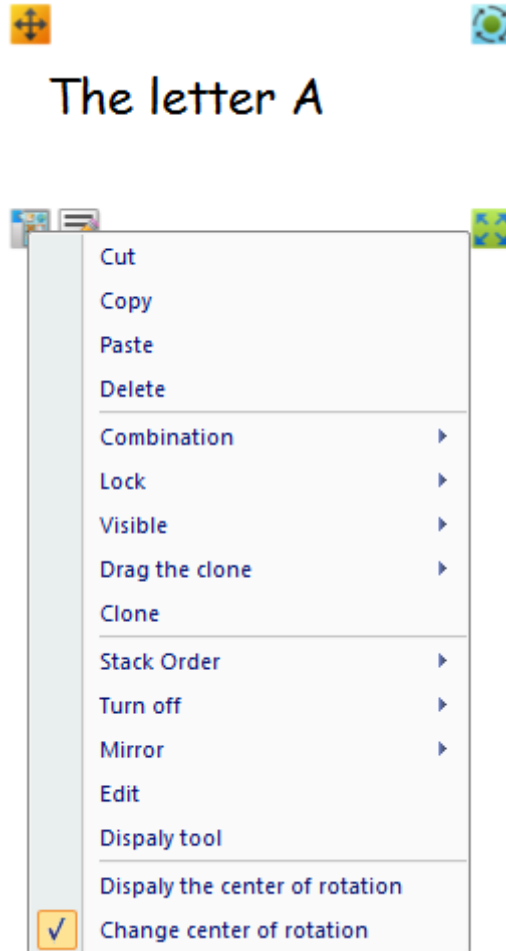
Figure 2- 13 Property Setting Menu
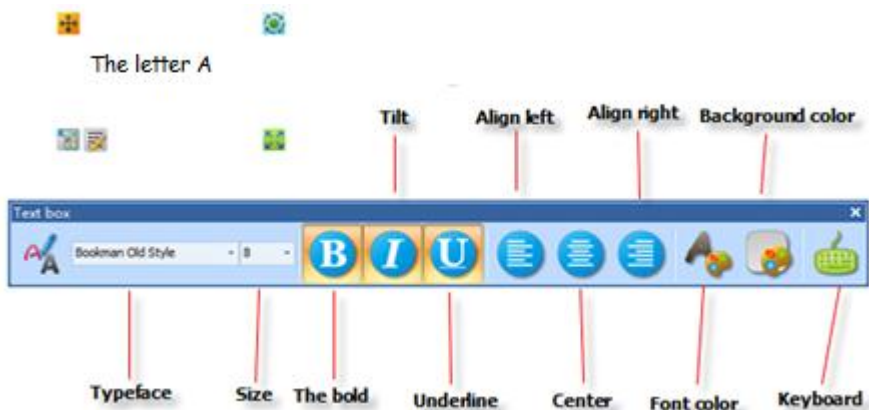
Figure 2- 14 Text Box Toolbar

Click the On-Screen Keyboard button to pop up the On-screen Keyboard as shown in Figure 2- 15 On-screen Keyboard.

Figure 2- 15 On-screen Keyboard

Media: Click the Media menu and the open dialog box will appear as shown in Figure 2- 16 Open Dialog Box. Users can select any multimedia file from the system and insert it into the page. The supported multimedia file includes Media, Audio, Image and Flash files. The supported video formats include *.wmv; *.avi; *.mov; *.mpeg; *.mpg; *.dat; *.rm; *.rmvb; *.asf;*.mp4;*.flv;*.mkv;*.vob;*.swf, and the supported audio formats include *.mp3; *.wav; *.wma; *.mid; and *.ra.
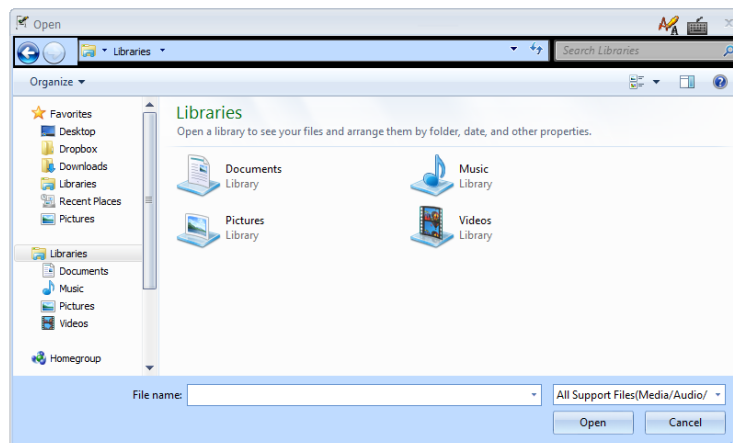
Figure 2- 16 Open Dialog Box

After the user selects the object and clicks open, they will drag it in the page and determine the location and size of the play window.

Audio: If users want to play the audio, they can select the audio file by selecting Material in the Resource tab. Click the properties ![] button, and then click [Dispaly tool] in the Property Settings menu to display the Audio toolbar as shown in Figure 2- 17 Audio Toolbar. Audio operations are done with the Play ![] button, Pause ![] button or

Stop ![] button.

Figure 2- 17 Audio Toolbar

The Audio Toolbar has the following buttons: Play ![], Pause ![], Stop ![], Sound ![], Sound Adjustment ![], Play Progress Control ![], Loop Start Location ![], Loop End Location ![] and Setting ![]. Click Setting

![], to display the Custom Audio dialog box as shown in Figure 2- 18 Custom Audio. Users can customize the start point and end point of the cycle.

Figure 2- 18 Custom Audio

➢ **Video**: After you insert a video, click the properties ![] button, and click

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Dispaly tool in the menu. The video toolbar is shown in Figure 2-19 Video Toolbar.
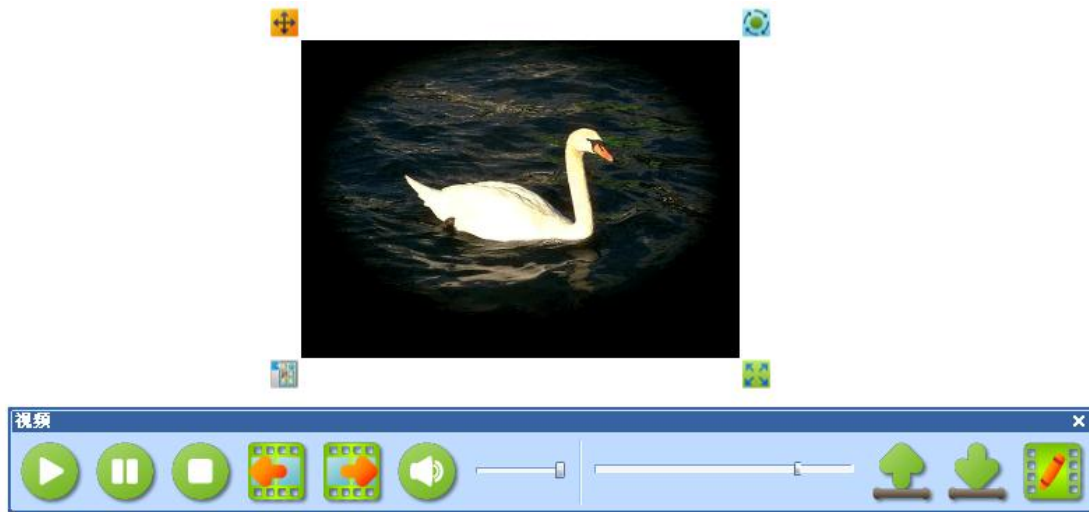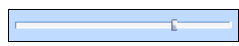
Figure 2-19 Video Toolbar

The Video Toolbar button is the Play , Pause , Stop , Slow , Fast , Sound and Sound Adjustment ,

Play Progress Control , Loop Start Location , Loop End Location and Annotation . Users can select to play the section by clicking

the Loop Start Location button and the Loop End Location button , and capture or annotate over the video or animation screen by clicking the Annotation button .

➢ **Flash**: After you insert the Flash resource, click the properties button, and click **Dispaly tool** . The Flash toolbar is shown in Figure 2- 20 Flash Toolbar.
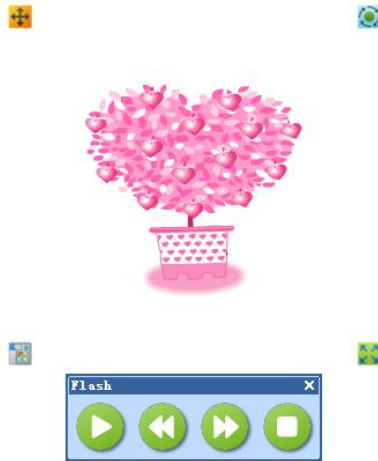
Figure 2- 20 Flash Toolbar

The Flash Toolbar button has the Play , Previous Frame , Next Frame and Stop buttons.

If you want to play Flash, the file needs to be dragged in to the page.

 Material: There are picture files provided in the software and can be selected by clicking on the Material option, as shown in Figure 2-21 Resource Library Dialog Box.   The size of the image can be adjusted by clicking on the Original Size, Small Size, Middle Size, and Large Size buttons at the top of the Resources window.
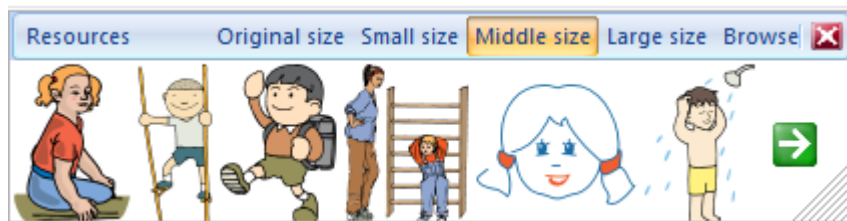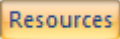

Figure 2-21 Resource Library Dialog Box

Click the Resource button in the Resource Library dialog box, to pop up the list of resources, as shown in Figure 2- 22 List of Resources. The software is preset with fifteen types of resources, such as transportation, characters, sports, animals, seasons, sea, weather, plants, games, cartoons, and many others.
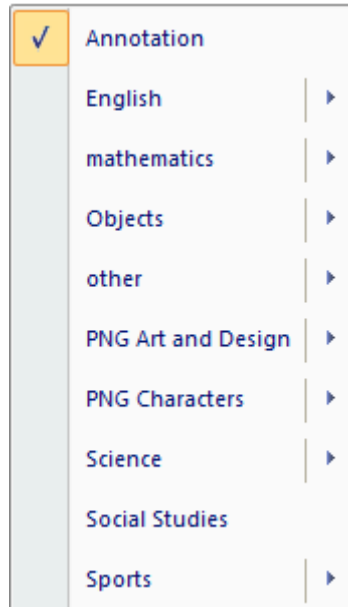
Figure 2- 22 List of Resources

Select the desired resource and drag it into the software page directly or with the use of a mouse.

Click the Browse button in the Resource Library dialog box, to pop up the dialog box as shown in Figure 2- 23 Browser. Users can add images, video, and audio files that are stored directly on the computer.
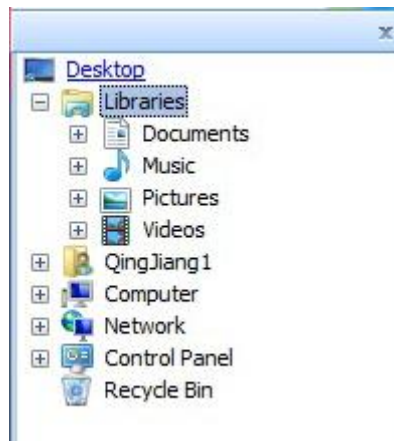

Figure 2- 23 Browser

 Figure: Select the Figure option.   A popup with the Figure toolbar appears as shown in Figure 2-24 Figure Toolbar. The software provides the following shapes, such as
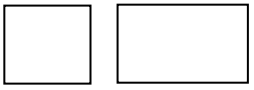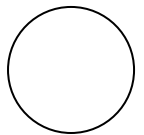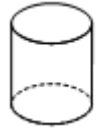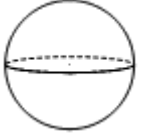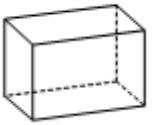
the regular polygon, square, circle, cylinder, sphere, cuboid, cube and cone.

Figure 2-24 Figure Toolbar

Users can use this function to draw the figures. For the detailed function, refer to Table2- 5 List of Figure Tools.

Button Name	Functional Description	Legend
Regular Polygon	Click this button to draw the regular polygon in the software page.	
Square and Rectangle	Click this button to draw the square and rectangle in the software page.	
Circle	Click this button to draw the circle in the software page.	
Cylinder	Click this button to draw the cylinder in the software page.	
Sphere	Click this button to draw the sphere in the software page.	
Cuboid	Click this button to draw the cuboid in the software page.	

Button Name	Functional Description	Legend
Cube	Click this button to draw the cube in the software page.	
Cone	Click this button to draw the cone in the software page.	

Table2- 5 List of Figure Tools

Puzzle: Click the Puzzle option to access the Puzzle Resource Library as shown in Figure 2- 25 Puzzle Resource Library. These are interactive flash activities in Science, Math, Art, Language Arts and Games.

Figure 2- 25 Puzzle Resource Library

Select

Select: Click this button to switch activate the selecting tool in the software. This is used if you need to select an object to move or change its properties.

Eraser

Eraser: Delete the annotation or object.   The deleted object may be restored by clicking on the Undo button.

Tools

Tools: The tools provide some tools frequently used by users during teaching, such as a clock timer, handwriting recognition, screen keyboard, spotlight, screen curtain, writing window, magnifying glass, compass, protractor, and ruler as shown in Figure 2- 26 Tools Tab. The detailed function of these various tools is described as follows.

Figure 2- 26 Tools Tab

1）**Clock/Timer**:   Places a clock/timer in the whiteboard page. This tool provides the clock and the countdown timer function, as well as two display modes, such as the digital clock and an analog clock as shown in Figure 2- 27 Two Display Modes of Clock.

Figure 2- 27 Two Display Modes of Clock

Left click the mouse at any location of the clock to pop up the clock control menu in Figure 2- 28 Clock Control Menu. Users can select the 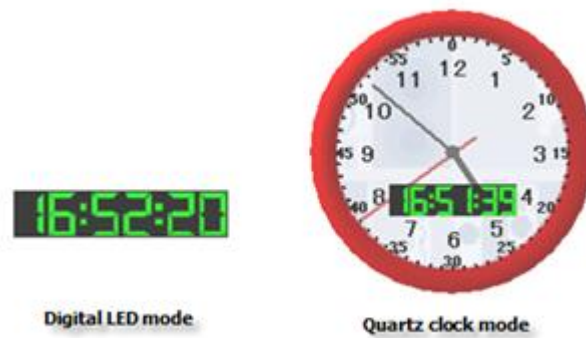timing mode and the clock mode in the menu, and set the countdown time and adjust the clock transparency. Select the Exit option from the control menu to exit the clock timer.
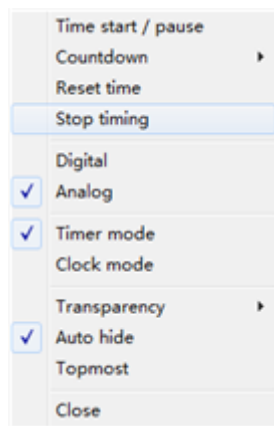

Figure 2- 28 Clock Control Menu

2） **Handwriting Recognition**: Provides users with the handwriting recognition tool which will change a written word into a text format. Click the Handwriting Recognition option to pop up the Handwriting Recognition toolbar as shown in Figure 2- 29 Handwriting Recognition Toolbar.

Figure 2- 29 Handwriting Recognition Toolbar

3） **On-screen Keyboard**: Click this button to pop up the on-screen keyboard, as shown in Figure 2- 30 On-screen Keyboard. This tool simulates the computer keyboard and may be used by clicking on it directly.

Figure 2- 30 On-screen Keyboard

4） **Spotlight**: Provides users with a curtain over the screen, except for a circular window which can be used to focus on just a few objects. Users can change the shape and transparency of the spotlight, move and rotate the spotlight, and adjust its size.
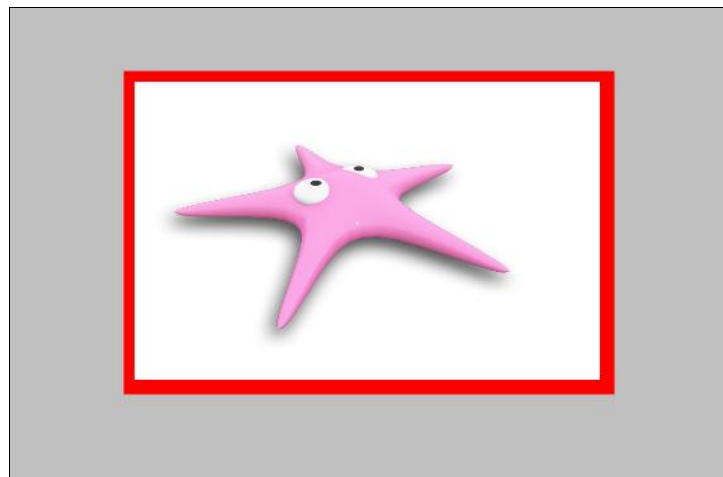
Figure 2- 31 Spotlight Effect

Click the gray area of the curtain to pop up the Spotlight Control menu as shown in Figure 2-32 Highlight Control Menu.   The spotlight can be moved by touching near the red border and sliding it around the screen.   The size of the spotlight can be changed by clicking directly on the red border and moving it inward or outward.   To access the spotlight properties, click on the curtain and the Spotlight Control Menu
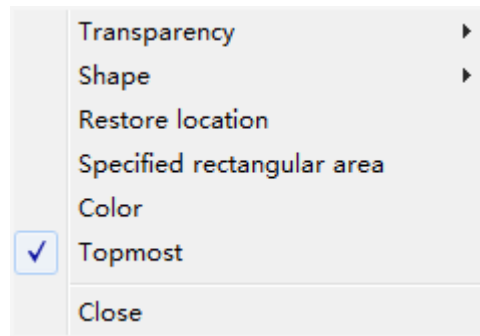
will appear as shown in Figure 2-34.

Figure 2-32 Highlight Control Menu

5) **Curtain**: Click this button to generate a curtain to shade the whole whiteboard so that the audience is focused on only part of the whiteboard. You can drag the shade screen up, down, left, and right to reveal the content underneath.
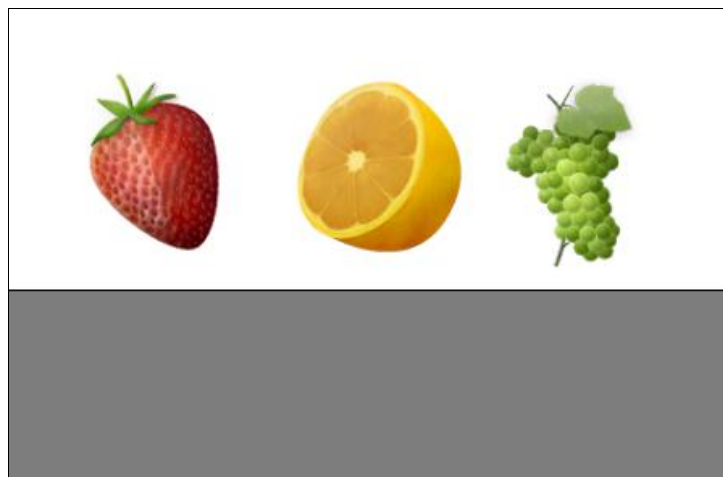

Figure 2- 33 Curtain

Click any location on the Curtain to display the control menu as shown in Figure 2- 34 Curtain Properties Menu. Users can select corresponding function on demand. It can only move the screen horizontally or vertically, to adjust the color and picture of the screen.
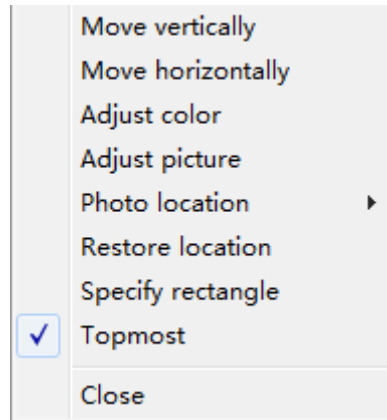
Figure 2- 34 Curtain Properties Menu

5） **Handwriting Window**: Add one new window to write the content in to the original page. Users can write in this window, and adjust the size and location of this window.

Figure 2- 35 Handwriting Window

6） **Magnifying Glass**:   Users can magnify objects, text, and other things that are on the whiteboard. To change the magnifying power, click on the magnifying glass to display the properties window. Two magnifications are provided, such as 2X and 4X as shown in Figure 2- 36 Screen Magnifier.
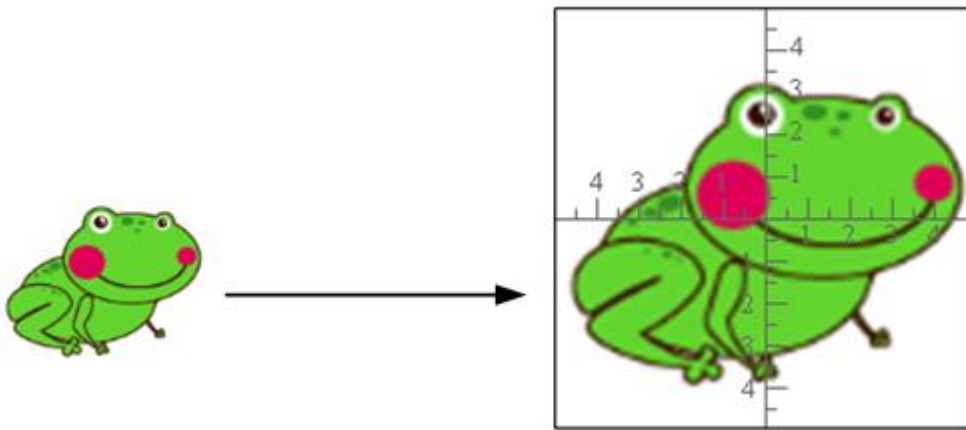
Figure 2- 36 Screen Magnifier

7） **Compass**: The Compass tool is used to draw circles, arcs and sectors with a measured radius.　Click the corresponding location to manipulate the compass, such as adjusting the radius and drawing the circle.
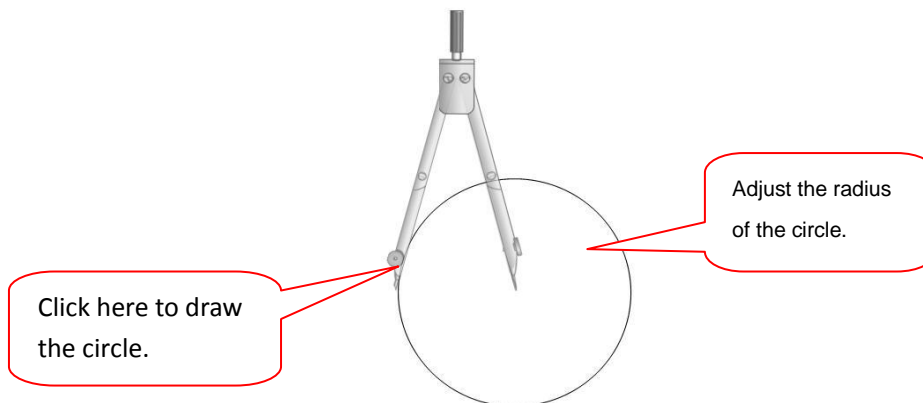

Figure 2- 37 Compass Tool

 Click any location of the compass to display the Compass menu as shown in Figure 2- 38 Compass Tool.
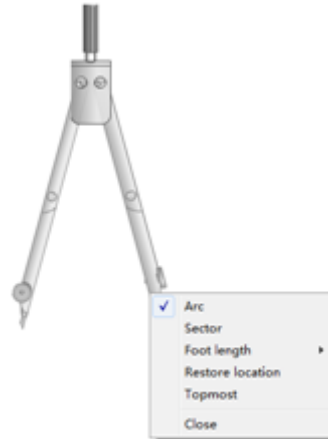
Figure 2- 38 Compass Tool

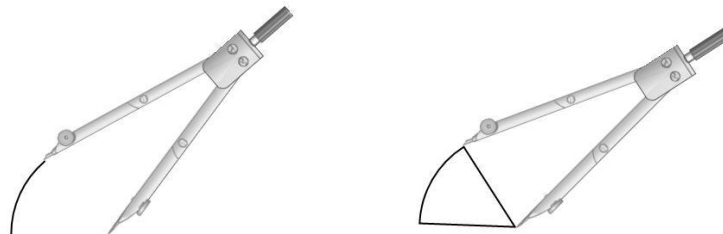The compass can be used to draw arcs and sectors, as shown in Figure 2-41.

Figure 2- 39 Arc and Sector Drawn by Compass

8） **Protractor**: This tool is used to measure angles and can also be used to draw arcs and sectors. To display the Protractor properties menu, as shown in Figure 2- 40 Protractor Menu, click on the protractor itself. Users can select the drawing type (angle, arc or sector), and then drag it at the edge of the protractor scale, to generate the drawing. If users want to draw the circle, draw it around the protractor for 360°. Users can translate, zoom and rotate the protractor on demand.
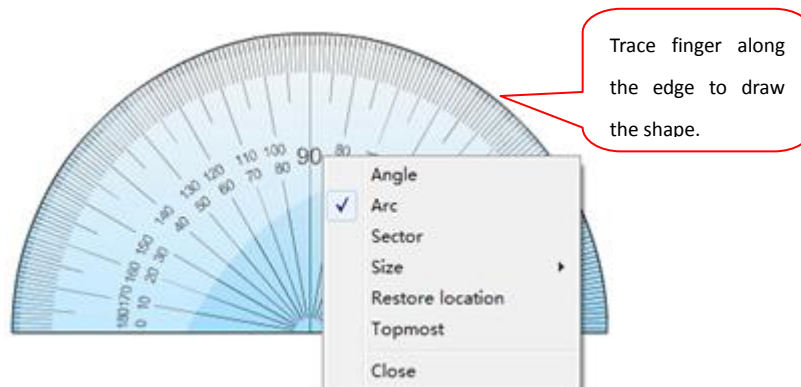

Trace finger along the edge to draw the shape.

Figure 2- 40 Protractor Menu

Figure 2- 41 Sector with Specified Angle, Angle and Circle

9） **Ruler:** This tool allows you to draw a line with a measured distance. Click

Click here to rotate the ruler.

the properties box, as shown in Figure 2-44, configure the size, location, placement of the ruler, or hit close to remove the   ruler from the page.

Figure 2- 42 Ruler Tool

10） **Screen Annotation:** Screen annotation allows you to annotate and embed

the handwriting in any program, document, or media file. Click the screen annotation button to establish one transparent page in the current operating interface. Users can manipulate and annotate over this.

Figure 2- 43 Tools Menu

The software performs a seamless switching function between the mouse and pen in the Screen Annotation state. If users want to write in it, they may click on any pen. If users want to open the file or implement another operation, it is only necessary to double click the file to be opened or click open.

If you annotate over a Word, PowerPoint or Excel file in the Screen Annotation mode, an Office Mode Toolbar will appear in the page as shown in Figure 2- 44 PPT Toolbar.

Figure 2- 44 PPT Toolbar

The Office Mode toolbar provides the following functional buttons:

☆ **Embed Annotation Content** : Click this button to embed the annotation content into the Office file.

☆ **Page Up** : Click this button to page up the PowerPoint file in the Screen Annotation mode, and create a corresponding Screen Annotation page. You can click this

button when you play the PowerPoint file.

☆ **Page Down** : Click this button to page down the PowerPoint file in the Screen Annotation mode, and create a corresponding Screen Annotation page. You can click this button to play the PowerPoint file.

☆ **Stop Playing** : Click this button to stop playing the PowerPoint file in the Screen Annotation mode. Before you stop playing the PowerPoint file, the software will prompt users whether it is necessary to embed all of the annotation content into the PowerPoint file. Furthermore, the corresponding Screen Annotation page of the PowerPoint file will be converted into the common page which takes the PowerPoint content as the background. Click this button to play the PowerPoint file.

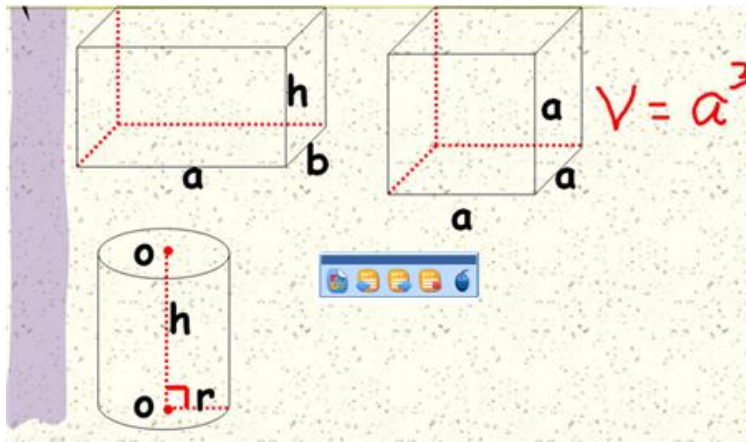☆ **Mouse Mode** : Click this button to switch from the pen mode to mouse mode.

Figure 2- 45 Screen annotation features

If users want to save the written and annotated content, click Embed . Click Stop Playing to stop playing. At this time, it will display the dialog box as shown in Figure 2- 46 Prompt Dialog Box. Click Yes and you will find that it display the embedded writing content in original PowerPoint file as shown in Figure 2- 47 PowerPoint File. These writing contents are saved in the picture format and may be modified.
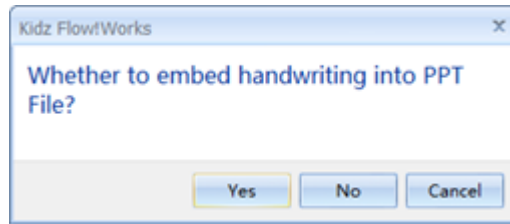
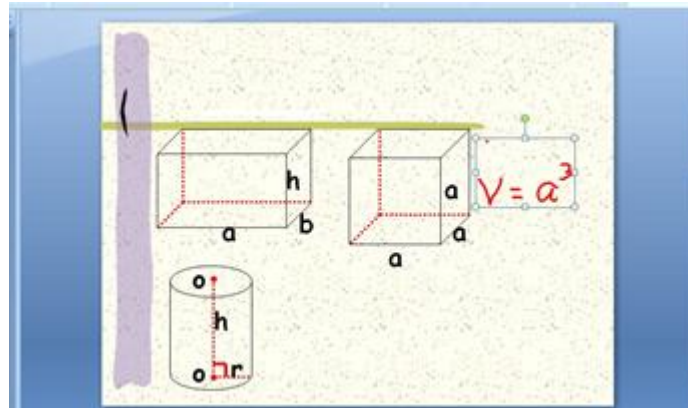Figure 2- 46 Prompt Dialog Box

Figure 2- 47 PowerPoint File

When you close the PowerPoint file and select Yes, it will save the written content into the PowerPoint file. If you select No, the written content will disappear.

Note: You can only close or page up/down the Office software in the Pen mode in the Screen Annotation page.

Return

Return: Return to the desktop.

Undo

Undo: Undo the previous operation.

Pen Properties

Pen Properties: You can set various property values of the pen with the Pen Properties menu, such as setting the pen color, transparency, line width, and line style as shown in Figure 2- 48 Pen Properties Dialog Box. You can view the changes after the setting in the preview area in the right.

Figure 2- 48 Pen Properties Dialog Box

➢ **Pen Color – Transparency**: You can set the color and transparency of the pen in this tab. Click the Select Color dialog box as shown in Figure 2- 49 Color Dialog Box to change the color setting of the pen. Drag the slider to set the amount of transparency.
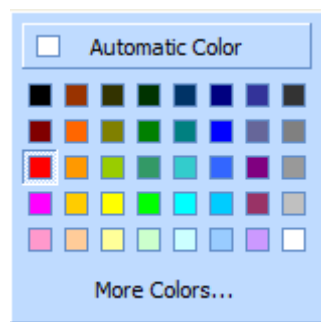

Figure 2- 49 Color Dialog Box

> **Line Width**: You can set the line width of the pen in this tab. Click [thin], [mid],

> or [thick] to select different widths, or drag the slider [＿＿＿], to set

> the width of the pen.

> **Line Style**: You can set the line head, line body and line tail in this tab as shown

> in Table2- 6 Setting of Pen Properties.

Option Name	Functional Description
Line Head	The software provides 7 line head styles by default. Select the line head style of the required segment from the pop-up drop-down box.
Line Body	The software provides 5 line body styles by default. Select the line body of the required segment from the pop-up drop-down box.
Line Tail	The software provides 7 line tail styles by default. Select the line tail of the required segment from the pop-up drop-down box.

Table2- 6 Setting of Pen Properties

2. Common Pen Tools

Pen Container

Pen Container: Click the Pen Container option to pop up the pen container as shown in Figure 2- 50 Pen Container.
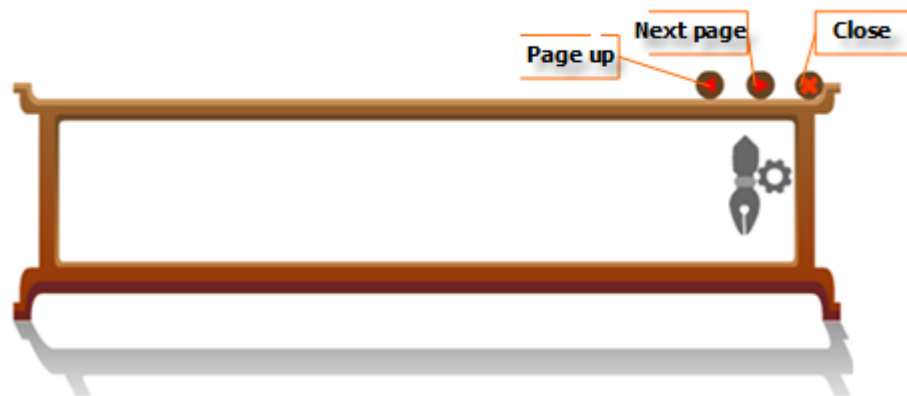

Figure 2- 50 Pen Container

The pen container is empty by default. Click the Pen Setting button , to open the dialog box as shown in Figure 2- 51 Setting of Pen Container Dialog Box. Users can add, delete and modify the pen in the pen container. Click the Add button add in the List of Pens setting to add one pen. It will add one hard pen by default. The pen can be change to a soft pen, highlight pen, laser pen, and texture pen. The color, line width, and line style of this pen can be changed too. Click the Delete button delete to delete the currently selected pens, or adjust the front and rear position of the pen by the button Move Up Up and Move Down Down buttons. Click the Restore button Restore to clear all of the pens in current List of Pens.
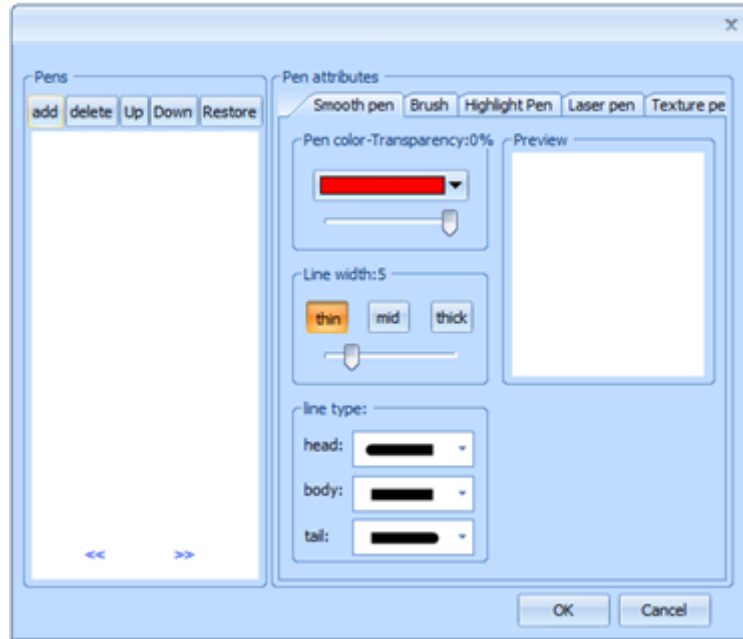
Figure 2- 51 Setting of Pen Container Dialog Box

The pen container provides a shortcut mode for various custom pens. The pens with

the properties setting are stored in the pen container..

Figure 2- 52 Pen Container for Pen

Palette

Palette: The software provides cartoon and practical palette as shown in Figure
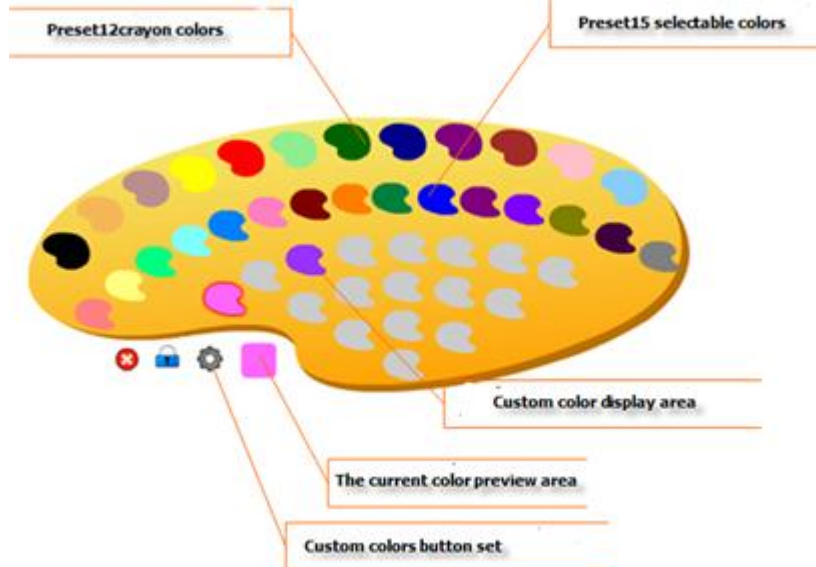
2- 53 Palette.

Figure 2- 53 Palette

For the color setting in the palette, the software presets 12 crayon colors and 15 common optional colors by default, and users can add the common colors in the custom area. Users can add up to 17 custom colors.

Select one palette from the custom color area [ ], and click the Color Setting button [ ], to show the Custom Color dialog box as shown in Figure 2- 54 Custom Color Dialog Box. Select the added color and click the OK button to add this color to the custom color area.

Figure 2- 54 Custom Color Dialog Box

There are two states for the Lock button in the palette.

➢ Lock [ ]: If users select the pen for the operation in the writing state, the palette

---

is always displayed in the specified location.

➢ Unlock ![icon]: If users click any location of the palette before they select the pen for the operation in the writing state, it is same as clicking the Close button of the palette. Click the Close button ![icon] in the palette, to close current palette.

Types of Pens

The software provides five pens by default, such as the hard pen, soft pen, highlight pen, laser pen and texture pen. The function and handwriting effect of these five pens are shown in Table2- 7 Common Pen Functions.
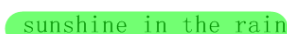
Pen Name	Functional Description	Legend
Hard Pen	Simulate the handwriting of a ballpoint pen or chalk.	
Soft Pen	Simulate the handwriting of a paint brush. The lines are thick when you move slowly and thin when you move quickly.	
Highlight Pen	Simulate the effect of the highlight pen. You can select different colors to highlight.	sunshine in the rain
Laser Pen	This pen stroke draws attention to the board by flashing. The previous mark disappears when you make a new mark.	
Texture Pen	It provides pen strokes with different patterned colors.	

Table2- 7 Common Pen Functions

Part 3 Basic Operation of the Objects in the Software

Select Tool

If you want to operate any object in the software, it is necessary to check this object first by selecting the Select button and selecting the object on the board.   When you select an object, four functional buttons display at the four corners of the selected object.   For example, the following picture shows that it has been selected as shown in Figure 3- 1 Select Picture.

Figure 3- 1 Select Picture

Move button—change the location of the object

 Rotate button—change the orientation of the object

Edit button—Opens up a set of properties that you can change for this object.

Stretch button—change the size of object.

The Edit menu is shown in Figure 3- 2 Edit Menu.   You can cut, copy, paste, delete, combine, lock, hide, clone, mirror, layer, and change the center of rotation with the object.
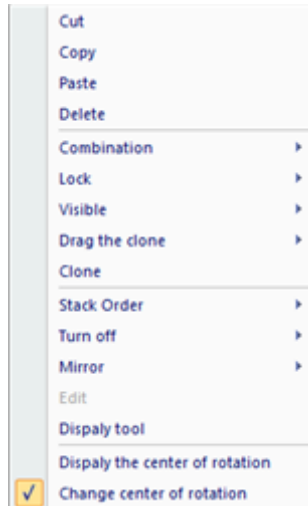
Figure 3- 2 Edit Menu

Combine

Users can combine several objects in the page into one integral object. Check several objects to be combined simultaneously and click the Edit button . Select the Combine option from the menu. At this time, you can combine several objects into one complete object for the operation as shown in Figure 3- 3 Check Several Objects Simultaneously.
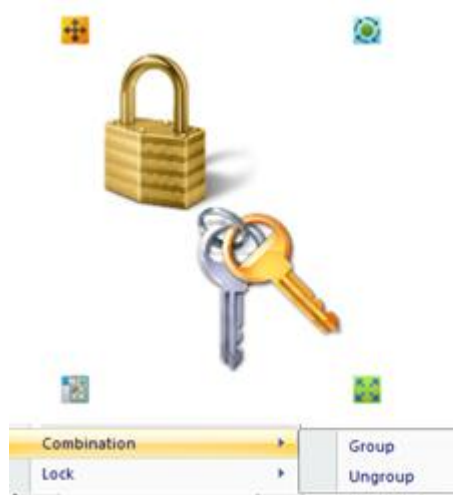

Figure 3- 3 Check Several Objects Simultaneously

The Combine Object allows users to select, move, rotate, and delete the objects simultaneously.   If you click the Cancel Combination option, it will restore the uncombined state, allowing you to operate each object independently.

Lock

Users can lock current object so that it may not be moved. Check the current object and select Lock from the Edit menu as shown in Figure 3- 4 Lock Object.
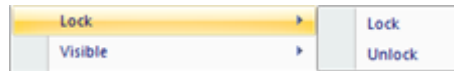
| Lock | ▶ | Lock |
| Visible | ▶ | Unlock |

Figure 3- 4 Lock Object

The locked object may not be moved, cloned, or removed. To restore it to the unlocked state, click the Unlock option.

Setting of Visibility

Users can set the visibility of any object. After the object is selected, select Setting of Visibility in the Edit menu as shown in Figure 3- 5 Setting of Object Visibility. If the object is selected to Hide, it will not be visible.
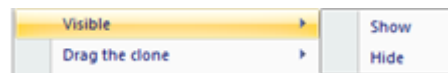
| Visible | ▶ | Show |
| Drag the clone | ▶ | Hide |

Figure 3- 5 Setting of Object Visibility

Clone

Users can clone the object in the software page. It provides the Clone and Drag to Clone mode.

1. Clone: Select the Clone option from the Edit button after the object is checked as shown in Figure 3- 6 Clone Current Object.

Figure 3- 6 Clone Current Object

2. Drag to Clone: Select the Drag to Clone option from the Edit menu of the object as shown in Figure 3- 7 Drag to Clone.
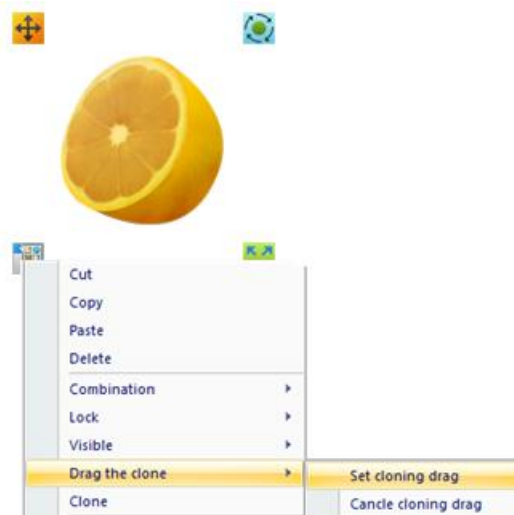

Figure 3- 7 Drag to Clone

Users can click the Move button ⊕ after they select the Setting of Drag to Clone option, to drag the initial object in the page, as shown in Figure 3- 8 Drag to Clone for Several Times. The drag to clone of the initial object may be carried out for unlimited times. Users can terminate current Drag to Clone operation by canceling the drag to clone.

Figure 3- 8 Drag to Clone for Several Times

Display Order

Users can adjust the display order of current object if they are layered on top of one another. Select the Display Order option from the Edit menu, to complete the following operations, such as move to top, move up, move down and move to the bottom as shown in Figure 3- 9 Display Order Effect.

Figure 3- 9 Display Order Effect

Turn

Users can turn the current object. Select the Turn option from the Edit menu as shown in Figure 3- 10 Turn Option. The software provides the Flip Vertical and Flip Horizontal options.
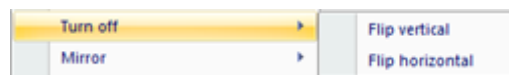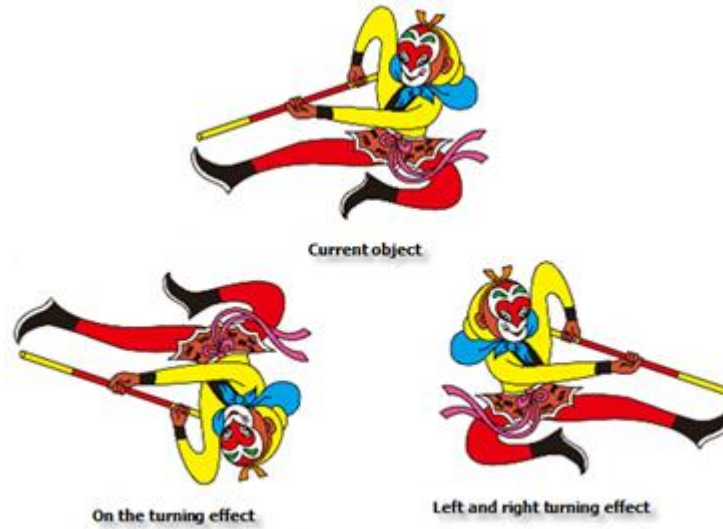

Figure 3- 10 Turn Option

Figure 3- 11 Comparison of Turn Effect

Mirror

Users can carry mirror an object to the left, right, upward, or downward. Select the

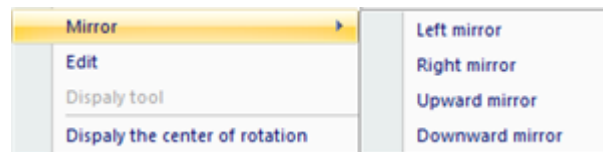Mirror option from the Edit menu as shown in Figure 3- 12 Mirror Option.

Figure 3- 12 Mirror Option

Select the current object to carry out the Mirror operation. Its effect is shown in Figure 3- 13
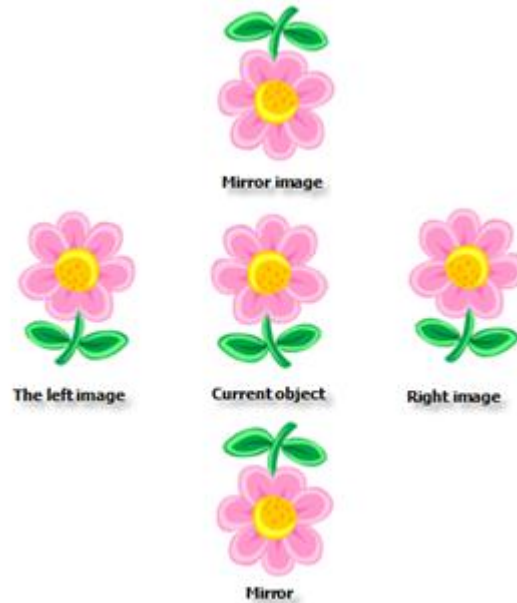
Mirror Effect.

Figure 3- 13 Mirror Effect

Cut, Copy, Paste, and Delete

You can select the Cut, Copy, Paste, and Delete option from the Edit menu of the current object to carry out the selected operation as shown in Figure 3- 14 Copy, Paste, and Delete Option of Current Object
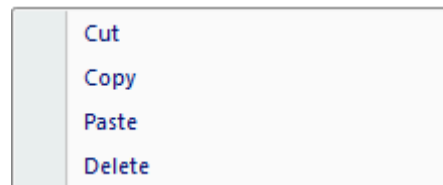

Figure 3- 14 Copy, Paste, and Delete Option of Current Object

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