



# IPEVO Annotator User Guide

Welcome to the User Guide for IPEVO Annotator. In this User Guide, you will learn more about the different features available for IPEVO Annotator.

For a quick start, we had all the common features of IPEVO Annotator summed up in the following table.

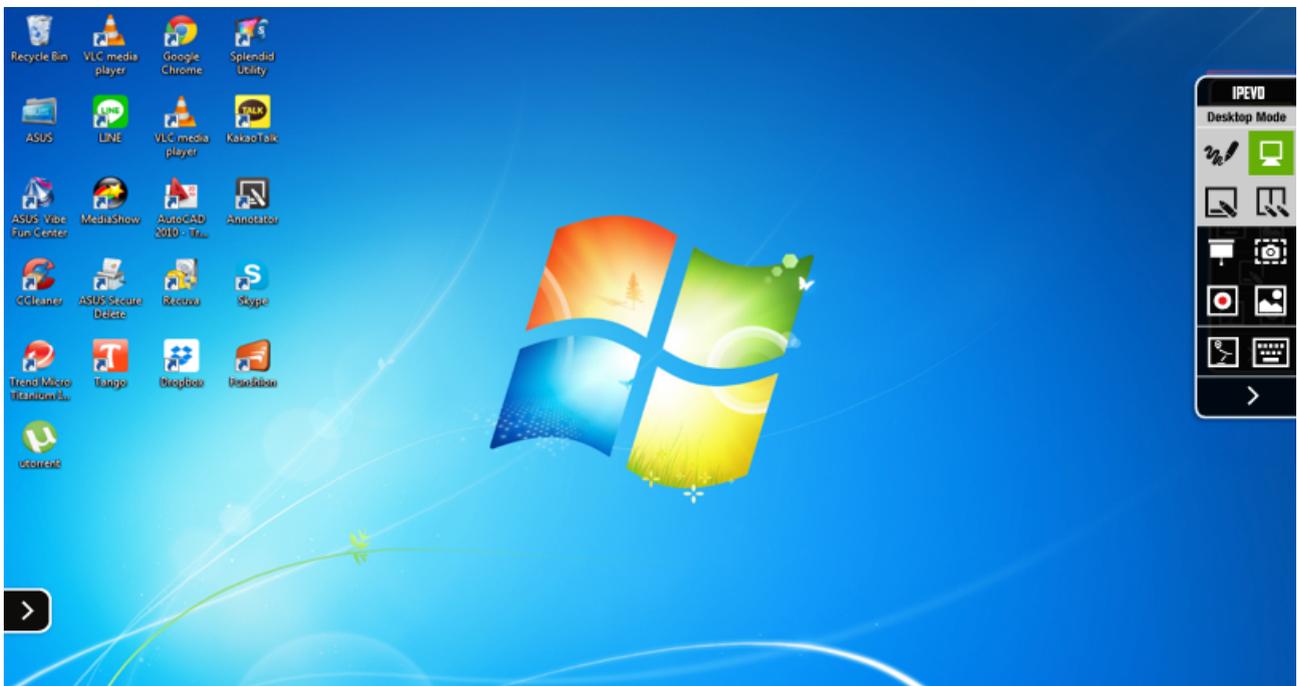
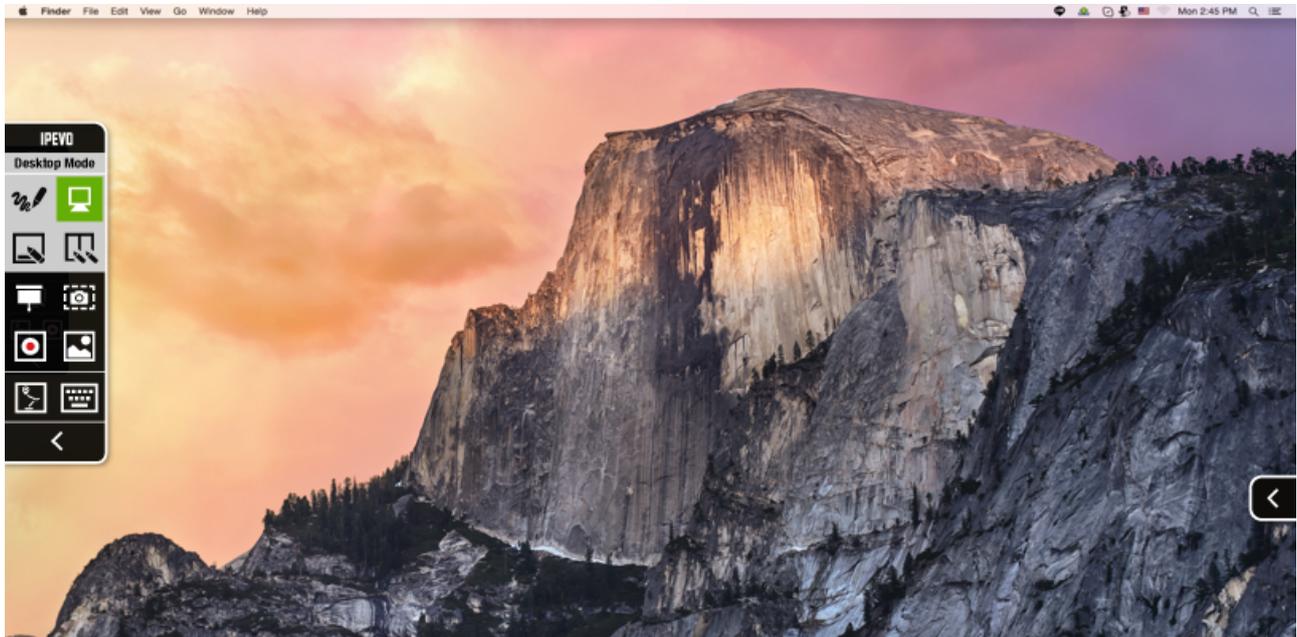
| Function Groups               | Icons                 | What They Do  |
|-------------------------------|-----------------------|---|
| <b>Settings Changing</b>      | Rounded Corner Arrow  | Rounded Corner Arrow icon changes the default view of Annotator   |
|                               | Hide Toolbar          | Hide Toolbar icon hides Annotator's toolbar   |
|                               | Computer              | Computer icon changes Annotator to Desktop Mode which hides the annotation features   |
|                               | Pen                   | Pen icon changes Annotator to Drawing Mode which allows drawing and annotating  |
|                               | Whiteboard            | Whiteboard icon allows toggling between your screen and "whiteboards"<br>New! Annotator file format available. Allows you to save and to continue work on uncompleted "whiteboards" |
|                               | Multi-Pen             | New! Enables up to four users to work simultaneously<br>(Only available with the latest version of IPEVO Annotator)   |
| <b>Drawing and Annotating</b> | Brush Pen             | Brush Pen icons allow drawing or annotating<br>New! Choose a Fountain Pen or Disappearing Ink for more fun  |
|                               | Basic Shapes          | Basic Shapes icon lets you draw basic shapes such as rectangles or ovals<br>New! Compass tool available. Enables you to draw circles of specific radius                             |
|                               | Measurement Tools     | New! Ruler and Protractor tools available for measuring lines and angles  |
| <b>Editing</b>                | Eraser                | Eraser icon allows selective erasing of drawings or annotations   |
|                               | Trash                 | Trash icon clears all drawings and annotations at once  |
|                               | Scissors              | Scissors icon duplicates selected drawings and/or annotations for use on your screen or "whiteboard"  |
|                               | Undo                  | Undo icon steps one step backward in your annotation changes  |
|                               | Redo                  | Redo icon steps one step forward in your annotation changes   |
| <b>Image Capturing</b>        | <b>Screen Capture</b> |   |
|                               | Fullscreen            | Takes a snapshot of your entire screen  |
|                               | Select Area           | Saves part of your current screen as an image   |
|                               | IPEVO doc cam         | IPEVO doc cam icon lets you use your connected IPEVO doc cam's live feed as the background for drawings and annotations   |
| <b>Screen Recording</b>       | Screen Recording      | Screen Recording icon can record all onscreen activities  |
| <b>Screen Shade</b>           | Screen Shade          | Screen Shade icon allows highlighting of important sections on the screen while darkening the rest to focus the attention of your audience  |
| <b>Image Reviewing</b>        | Review                | Review icon lets you view and manage images captured using Annotator  |
| <b>Mouse / Keyboard</b>       | Mouse                 | Mouse icon allows normal control of other applications while your drawings/annotations still appear on screen   |
|                               | Keyboard              | Keyboard icon brings up a full keyboard to allow the inputting of text using the Interactive Pen  |

In the pages that follow, you can learn about the features of IPEVO Annotator in more detail.

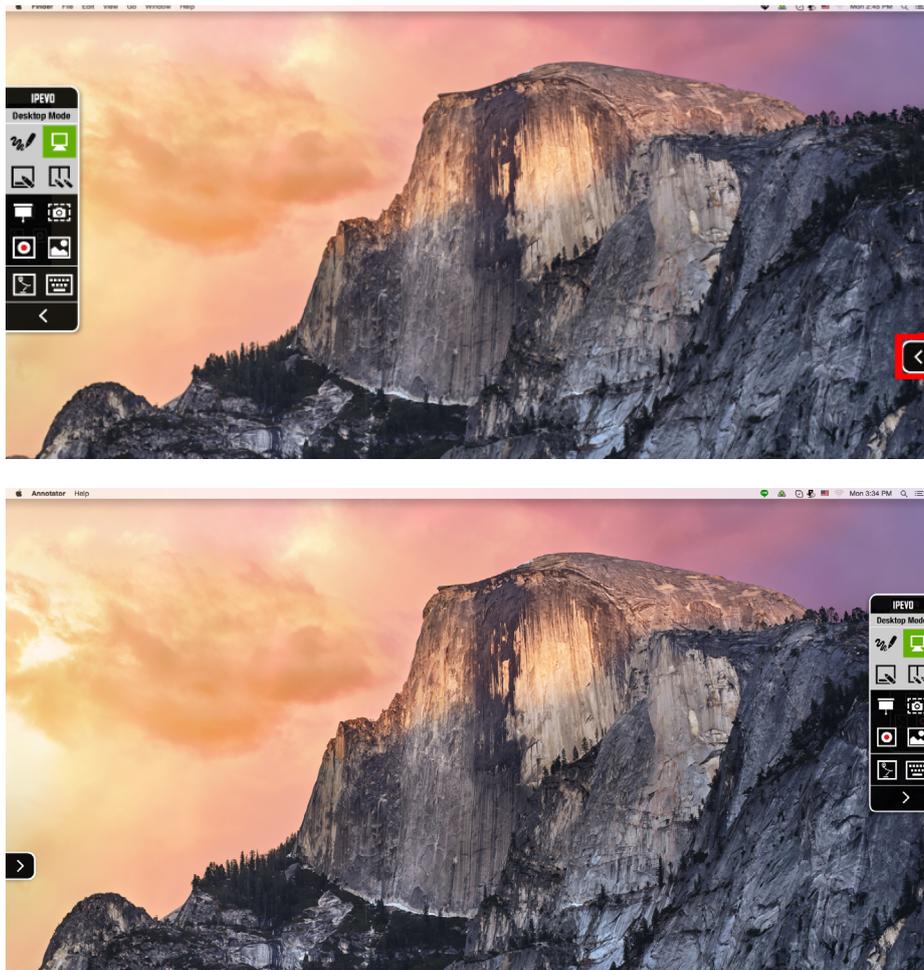
# A. Settings Changing

## Changing Toolbar Placement & Hiding Toolbar

Depending on your operating system (Mac or PC), the toolbar for IPEVO Annotator will be docked either at the left or right side of your computer screen by default.



You can change the placement of the toolbar by selecting the **Rounded Corner Arrow** icon located on the side of the screen opposite your toolbar.



Changing the default view (for Mac).

To return to the default view, select the Rounded Corner Arrow icon again.

Again, by default, the toolbar for IPEVO Annotator is docked on your screen. If you need to maximize your screen space, you can select the **Hide Toolbar** icon located at the bottom of the toolbar, and voila! You have a bigger screen space to work with.



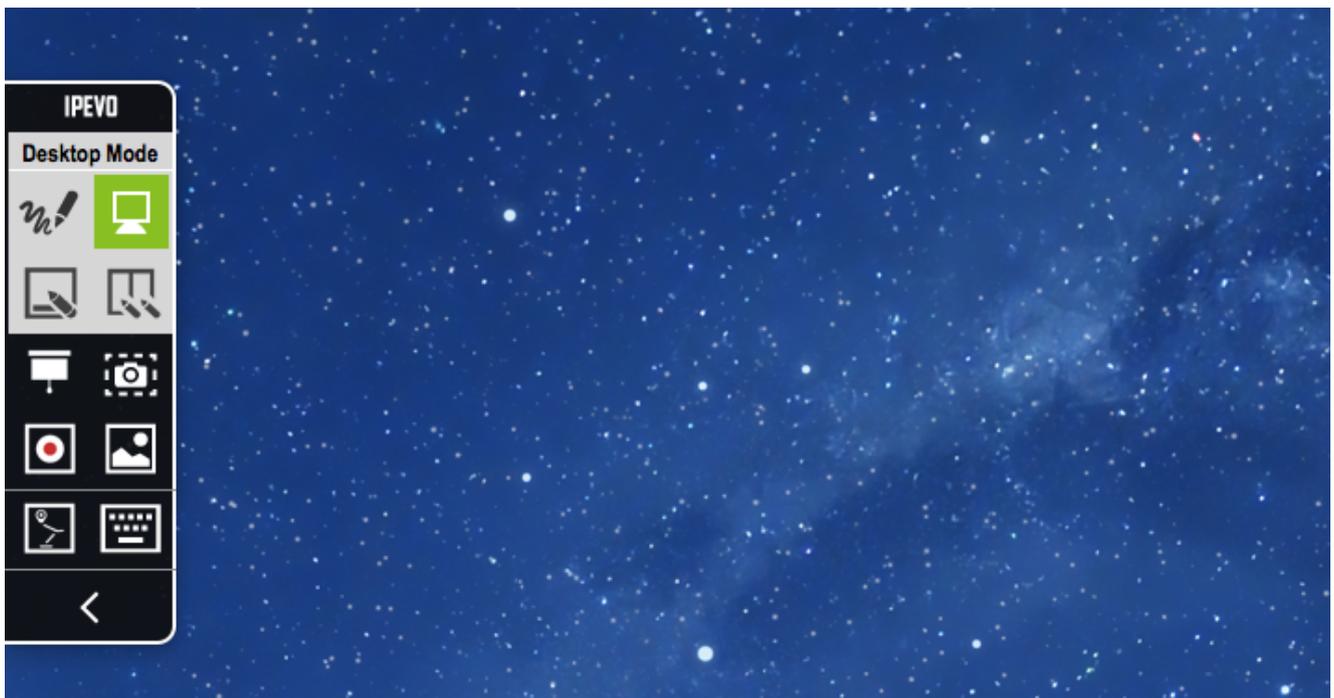
The toolbar does not appear when you select Hide Toolbar.

## **Desktop Mode**

In the default mode of Annotator – **Desktop Mode**, the annotation features of Annotator are set to hidden, allowing you to control your computer and applications as normal. Drawings and/or annotations you've done onscreen in Drawing Mode will not show up in Desktop Mode. Your drawings and/or annotations will appear on your screen again when you switch back to Drawing Mode.

## **Drawing Mode**

Select **Drawing Mode** to start drawing or annotating your onscreen material. The icons for Desktop Mode and Drawing Mode are located in the first row of the toolbar, and you can easily switch between the two with your computer mouse. If you are using Annotator with the IS-01 or IW2 Interactive Whiteboard Systems, you can use the Interactive Pen to tap on the icons to select the respective modes.



Tap (click) to select Desktop Mode.



Tap (click) to select Drawing Mode.

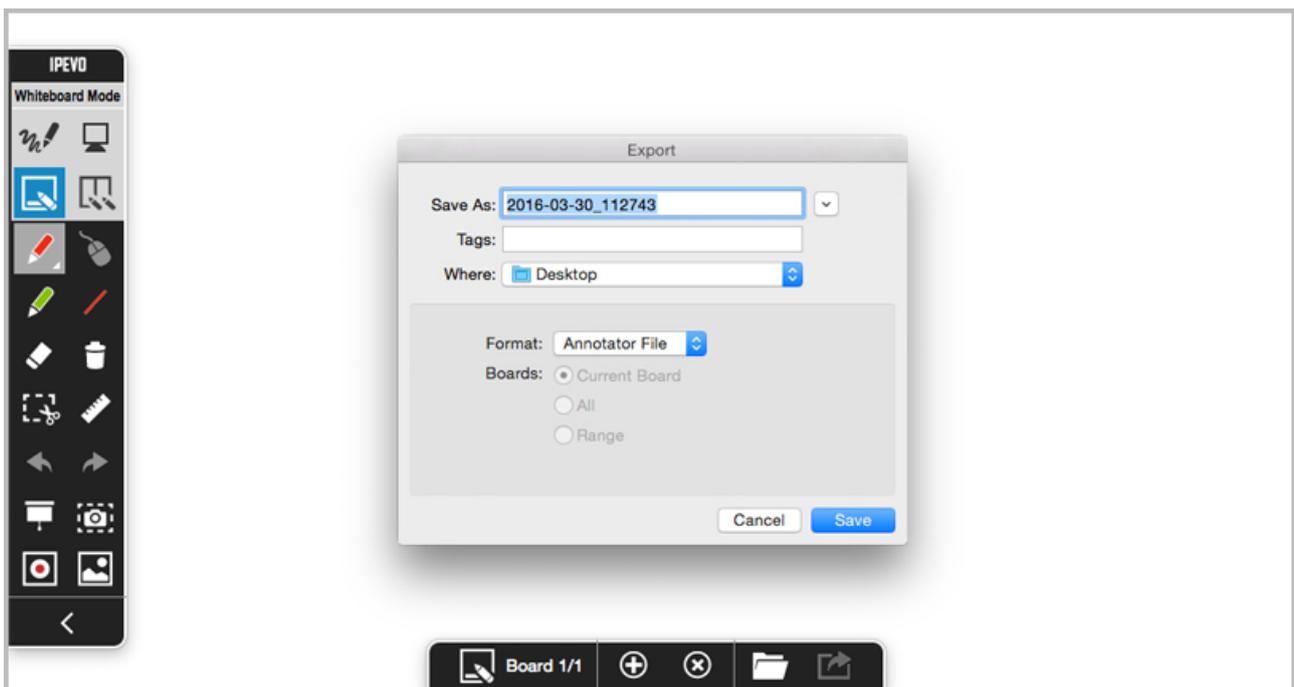
## **Whiteboard Mode**

With the **Whiteboard** icon, you can toggle between your desktop screen and “whiteboards”. This feature is very helpful when you want to show your ideas on a blank screen. You can tap (click) once to create a blank “whiteboard” for drawing or annotating, or double tap (double click) to draw or annotate using your desktop image as the background.



Allows toggling between your desktop screen and “whiteboards”.

After you are done with your “whiteboards”, you can choose to export and save them as JPG or PDF files. Or if you have uncompleted “whiteboards”, you can export and save them as annotator files - .ima (for Mac) and .iwa (for Windows). By saving in this file format, it allows you to continue to work on your uncompleted “whiteboards” the next time you use Annotator.



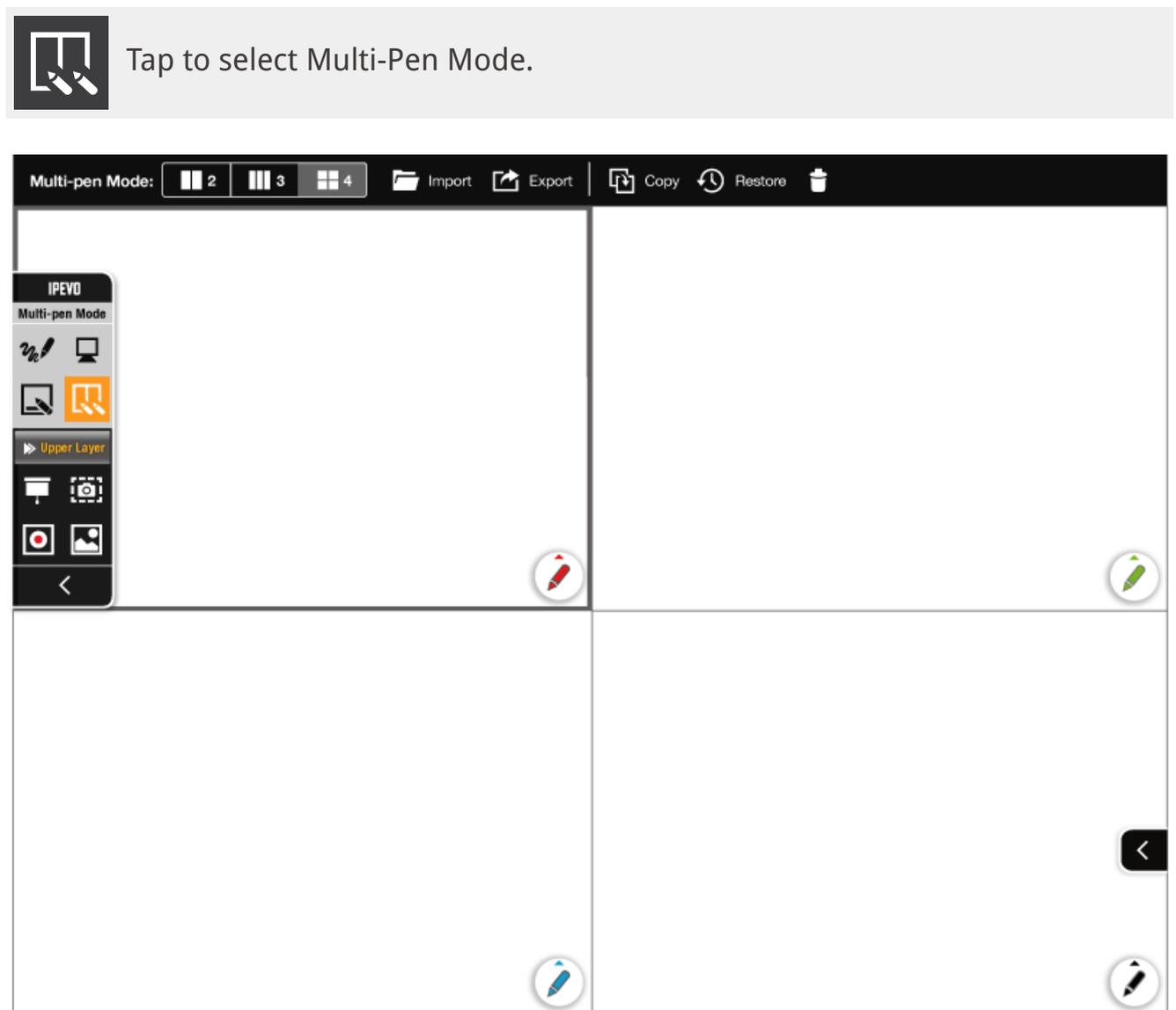
Save your uncompleted “whiteboards” as annotator files and continue to work on them the next time.

## **Multi-Pen Mode**

Multi-pen is now supported by the latest version of Annotator when using with IW2 Wireless Interactive Whiteboard System, enabling up to four users to work together on the projected whiteboard surface. You can write, draw, and annotate on content at the same time for a truly collaborative learning environment, increased engagement, and better interactivity. To use the multi-pen function, you'll need to download and install the latest version of IW Driver and IPEVO Annotator.

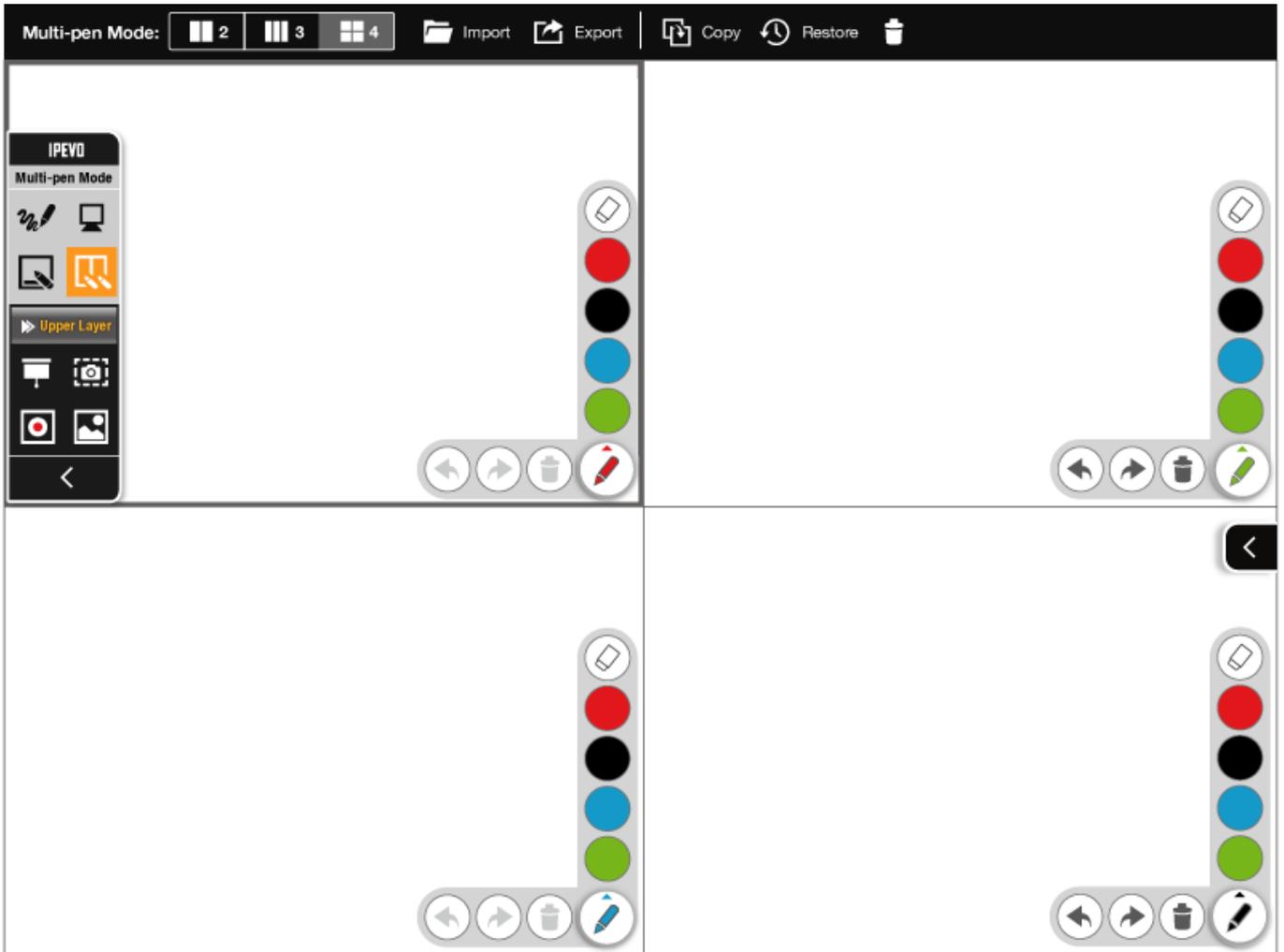
**Note:** Multi-pen functionality is only available for IW2. It is not supported on IS-01.

Tap on the **Multi-Pen** icon to choose from two, three or four whiteboard frames, and invite the corresponding number of users up to the projected whiteboard surface to work on the respective frames simultaneously.

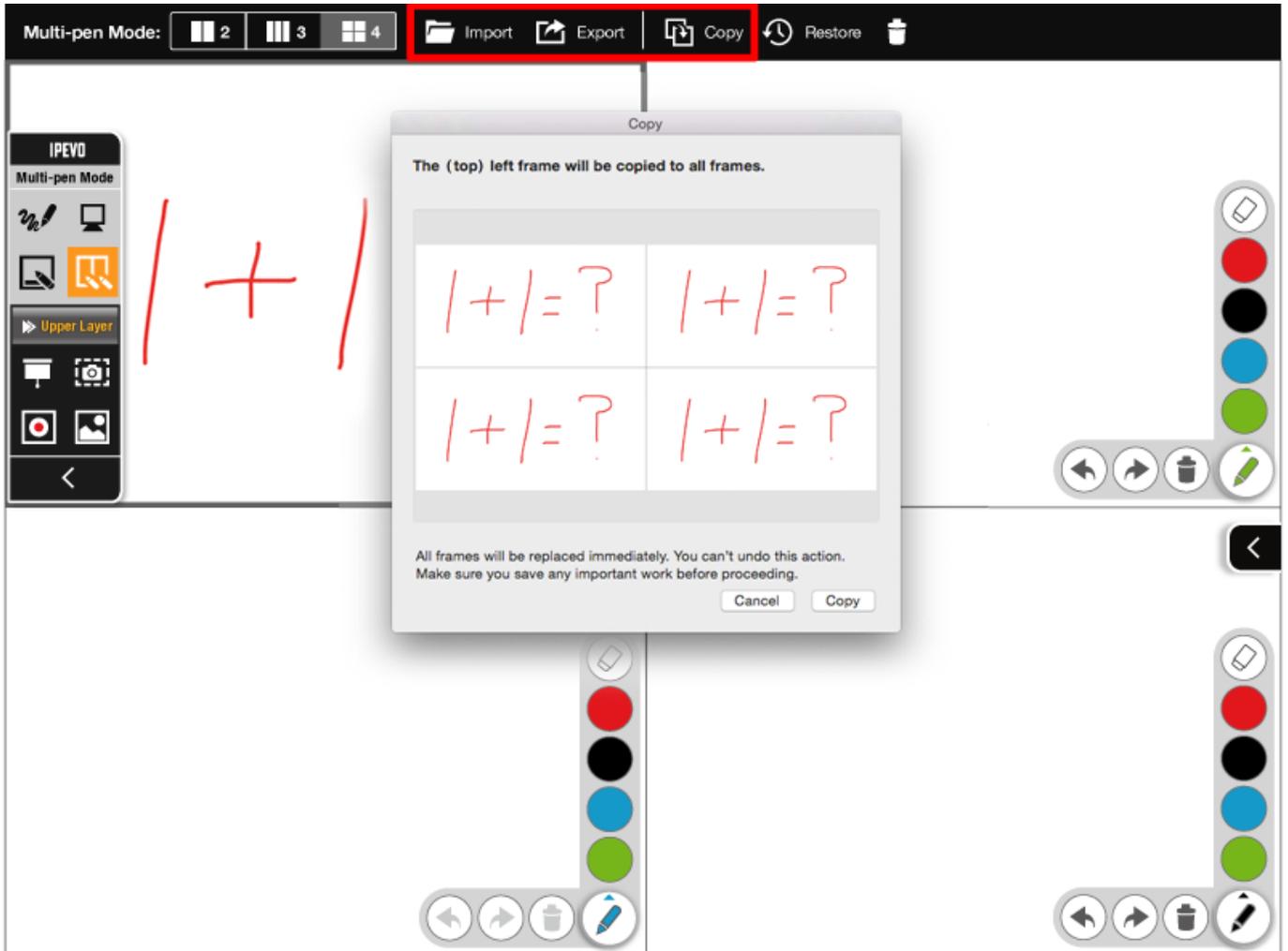


Four whiteboard frames for four users to work simultaneously.

Each of the whiteboard frame comes with an individual tool panel for color selection and more.

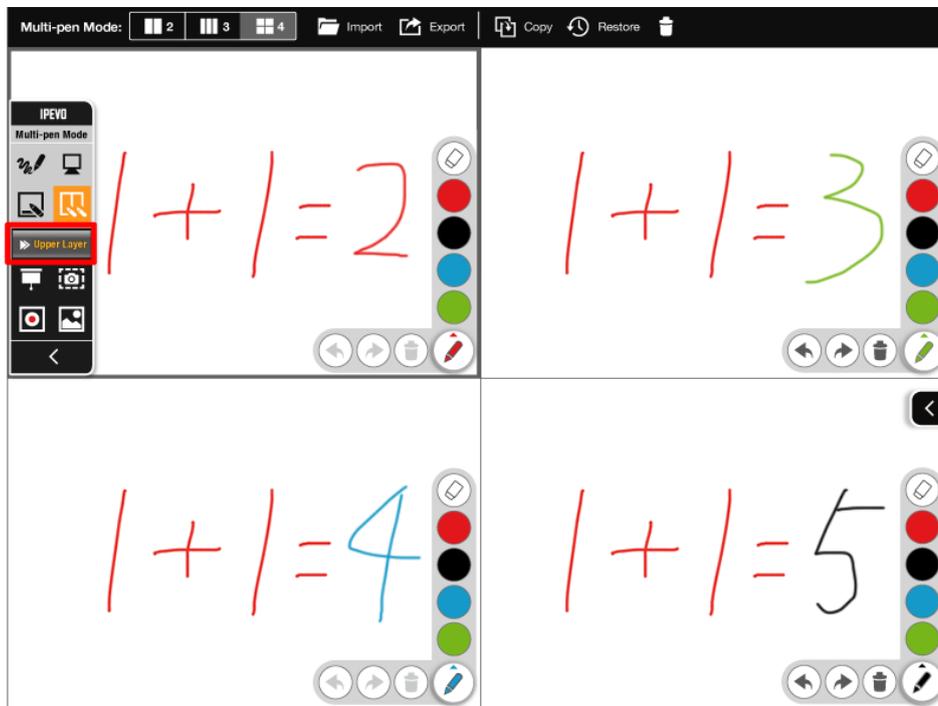


Import and Export function are available for you to import image/annotator file into Annotator to work with, and to export your completed work as JPG or PDF file. If your work is still uncompleted, you can then choose to export it as annotator file. There's also a Copy function that allows you to easily copy the content in the (top) left frame and paste it to all the other available frames.

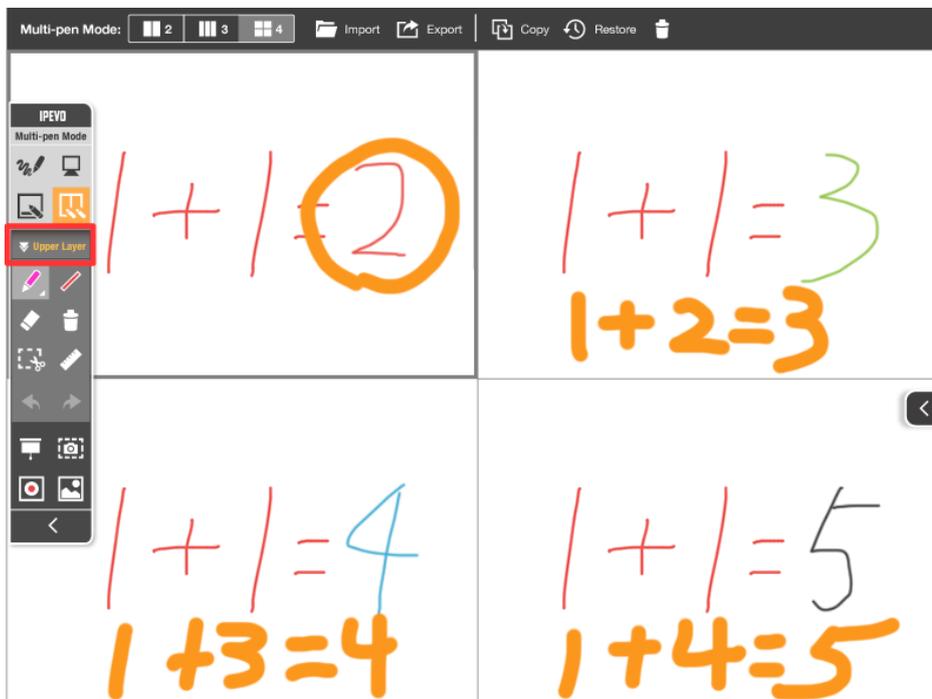


Copy content to other frames easily.

Another feature that is included in Multi-Pen Mode is Upper Layer. Upper Layer comes in handy and pretty magical when you are revealing answers for quizzes and questions posed. Just "pre-write" the answers on the upper layer and watch as the answers "wipe" into place with a single tap.

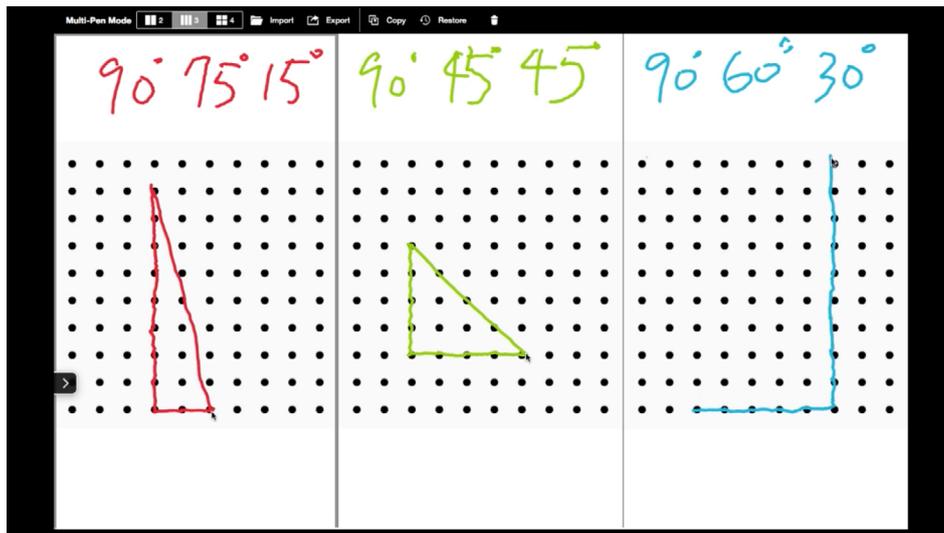


Have your students answer the posed questions.

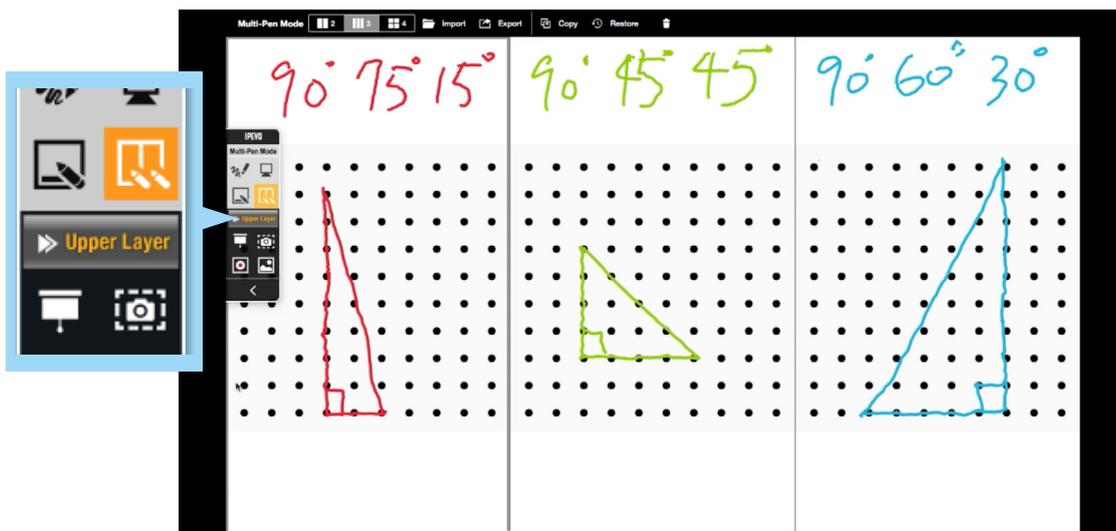


And reveal the correct answers "magically" using Upper Layer.

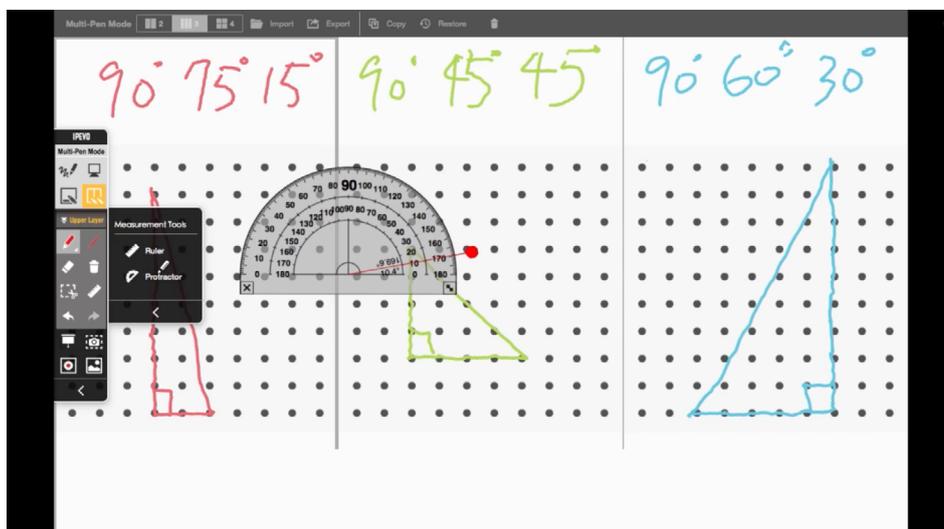
In addition, tools such as Compass, Ruler and Protractor are also available in Upper Layer to assist you with modeling answers for geometry quizzes.



Watch multiple students answering the questions simultaneously.



Call out Upper Layer.



Use the Protractor tool available in Upper Layer to check and model students' answers.

## B. Drawing and Annotating

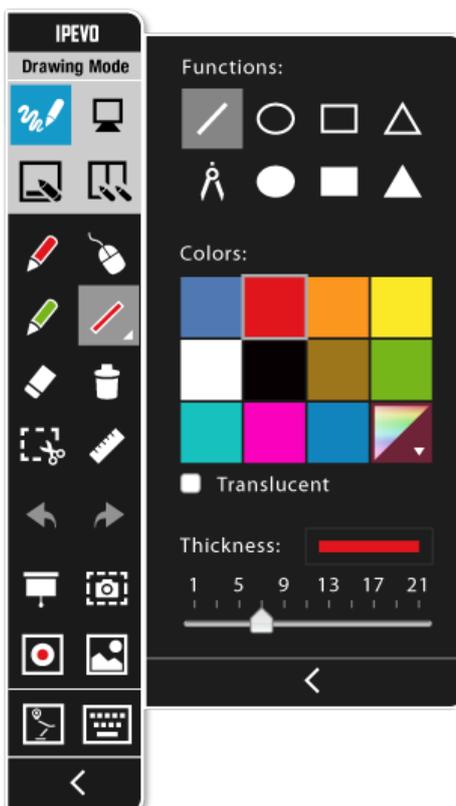
### Brush Pen & Basic Shapes

Drawing and annotating are possible in Drawing Mode using the **Brush Pen** icons and the **Basic Shapes** icon. To start drawing or annotating, simply select the Brush Pen icon. Select the color and thickness you prefer along with any effects. Select the pulldown menu to change colors and thicknesses, or to apply an effect such as translucency. Fountain Pen and Disappearing Ink effects are supported.



Select this tool to draw and annotate.

Select the pulldown menu to change colors and thicknesses, or to apply effect to your brush pen.



Draw basic shapes such as rectangles or ovals.

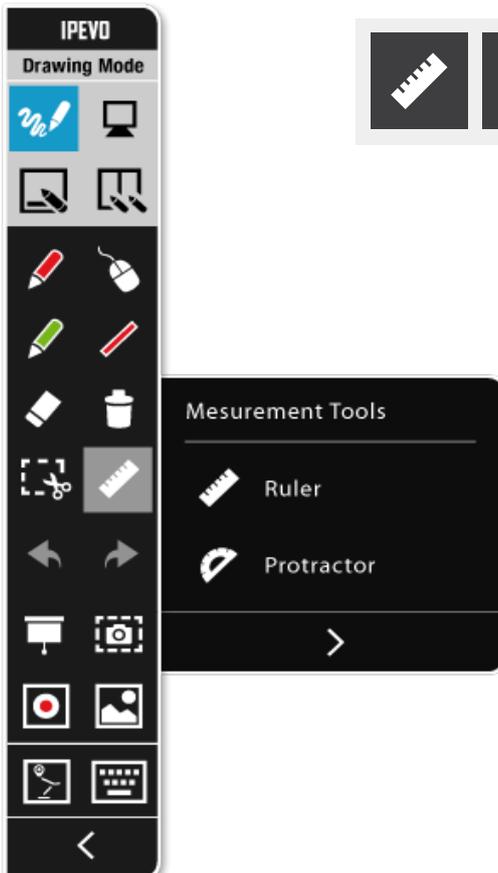


Use the Compass tool to draw circles.

If you need to draw an oval or rectangle quickly for your geometry lesson, there's a range of basic shapes available. You can change colors and thicknesses in the pulldown menu too. A Compass tool can also be found under Basic Shapes. You can use it to draw circles of different radius.

## Measurement Tools

More help is provided for your math class with **Measurement Tools** like Protractor and Ruler. You can help your students to understand the concepts of angles and angle measurement by using the Protractor to measure angles of polygons projected onto the screen. Or simply use the Ruler to measure any lines for teaching line measurements.

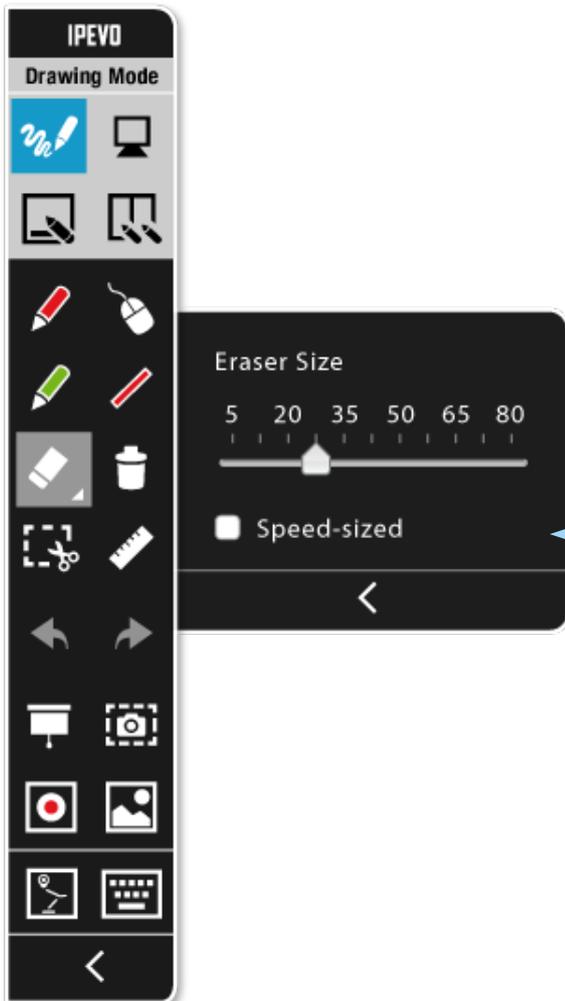


  Measurement Tools. Use the Ruler or Protractor for measuring lines or angles.

## C. Editing

### Eraser, Trash & Scissors

In addition to drawing tools, the following are available for quick fixes and corrections. You can select the **Eraser** icon to erase your drawings or annotations. Choose from the pulldown menu to change its size. To clear all your drawings or annotations at once, you can select the **Trash** icon. To duplicate selected drawings and/or annotations for use on your screen or a “whiteboard”, choose the **Scissors** icon.



Erase your drawings or annotations.



Clear all drawings or annotations at once.



Duplicates selected drawings and/or annotations.

Use the pulldown menu to change the size of the eraser.

### Undo & Redo

If you accidentally erase your drawings and/or annotations, not to worry. You can simply **Undo** or **Redo** your actions.



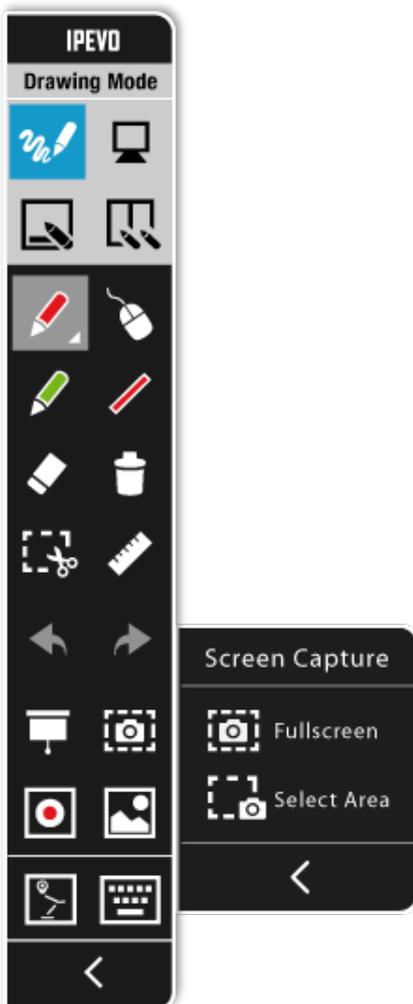
Allows undoing and redoing of actions.

## D. Image Capturing

There are two ways to capture images using Annotator: Screen Capture and the IPEVO doc cam icon.

### Screen Capture

Two options are available under Screen Capture; you can either take a snapshot of the whole screen using Fullscreen capture, or save part of your current screen using Select Area. In either way, you can first draw or annotate on the screen or on a “whiteboard”, and then save the content as an image.



Save all of your current screen as an image.



Save part of your current screen as an image.

### IPEVO doc cam

With an **IPEVO doc cam** connected, you can capture real-time video or take snapshots for documents, textbooks, artwork, 3D objects or anything else. And by selecting the IPEVO doc cam icon, you can use your connected IPEVO doc cam's live feed as the background. You can now draw and annotate on the live feed, or take a snapshot/record a video using the IPEVO doc cam and then use those images or videos for drawing or annotations.



Use your connected IPEVO doc cam's live feed as your background.

**Note:** This feature only works when you connect an IPEVO document camera to your computer.

## E. Screen Recording

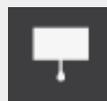
The **Screen Recording** feature enables you to record all your onscreen activities. Audio recording is also supported. You'll never miss a second of the action.



Allows recording of all onscreen activities.

## F. Screen Shade

Want to draw the audience's attention to a specific part of a text or image onscreen? This is the right feature for you. **Screen Shade** allows you to highlight what you want your audience to focus on while darkening the rest. You can choose from two types of shades.



Highlights important sections on the screen while darkening the rest.

### Screen Shade



Full Screen Shade



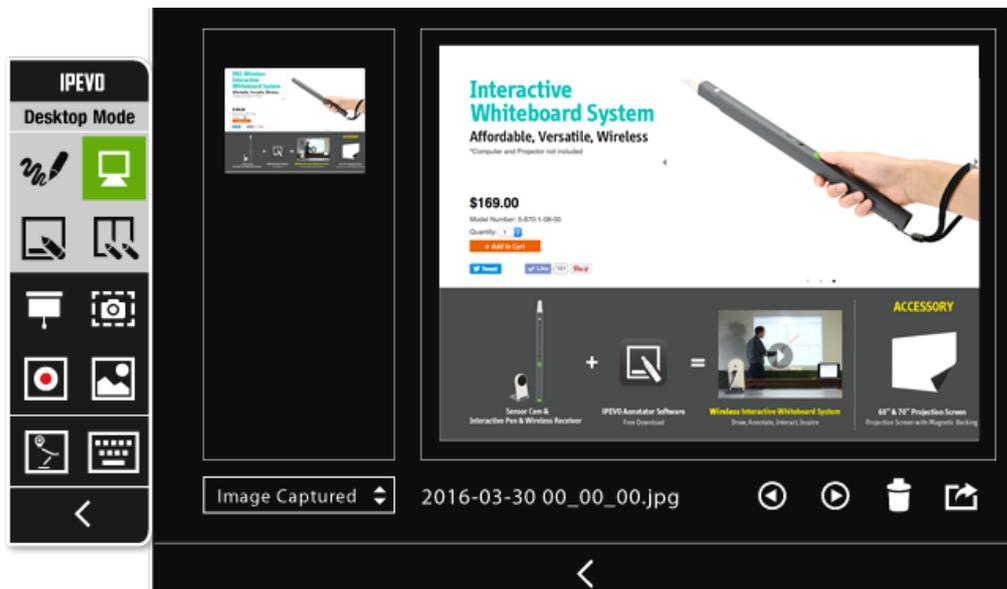
Spotlight



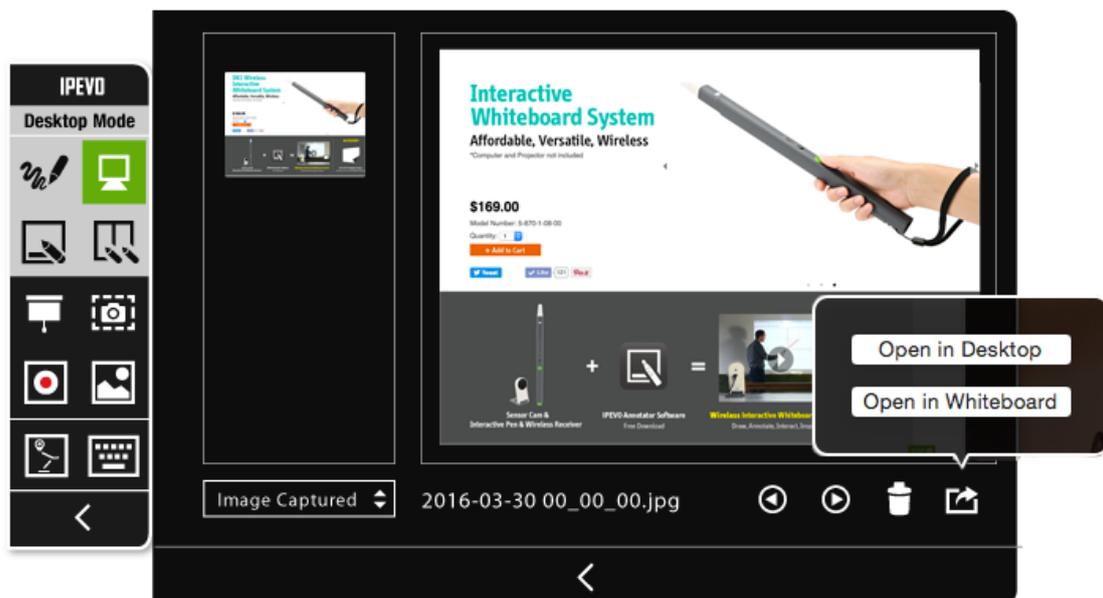
Choose from one of two Screen Shade types.

## G. Image Reviewing

Selecting the **Review** icon allows you to view and manage the images you have taken using Annotator. You can also export these images to your screen or “whiteboard” for annotations.



Viewing and managing images.



Exporting images to screen or “whiteboard” for annotations.

## H. Mouse / Keyboard

Both the Mouse and the Keyboard icons allow you to control your computer and desktop applications as normal even if you are still in Drawing Mode.

When you select the **Mouse** icon, you will be able to click and control other desktop applications while your drawings and/or annotations still appear onscreen.



Allows normal control of other applications while in Drawing Mode.

By selecting the **Keyboard** icon, a virtual touchscreen keyboard will appear. You can then input text using the IS-01 or IW2 Interactive Pen.



Display a virtual touchscreen keyboard for text input.

Do note that this is not an exhaustive guide for IPEVO Annotator. If you happen to discover more ways to use Annotator, we welcome you to share your experiences with us.