iMMPad Annotation Suite
Training Resource

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Introduction to iMMPad Annotation Suite

The iMMPad Annotation Suite (AS) software from RecordexUSA is included with every RecordexUSA iMMPad wireless tablet. iMMPad AS is loaded with all the top requested features yet maintains an incredibly simple user interface that is designed to be used with interactive whiteboards and wireless tablets. Controls are button activated and easy to use with touch devices as well as traditional pointers.

▶ Click here for a quick 3-minute introduction video to iMMPad AS.

What this guide will cover.

This guide will cover all the basic features of iMMPad AS as well as some of the more advanced features. You'll not only learn how to use the software but we hope you will also encounter some new ideas and strategies for using your iMMPad in the classroom.

Key sections of this guide:

- **Software installation and activation**

- **Setup and configuration**

- **Interface overview**

- **Key features**

Setup & Configuration

Now that the software is installed and activated you are ready to begin using your wireless pad. The quickstart guide that came with the pad will provide instructions for setting the pad up for the first time. The quickstart guide can be accessed here.

▶ You can also watch a short video on how to setup the pad by clicking [here](#).

Tips for Controlling the Cursor with the Pen

The first couple times you use your iMMPad SE you may find it a little difficult to get used to looking up at the screen while you are moving the pen on the pad. We often want to look down at the pen when we write with it. But if you think about how you use a computer mouse you'll realize that you don't look at your mouse when you want to click on something on your screen. In the same way you won't want to look at your iMMPad when you are trying to write on the screen.

There are a few tips that will help you become proficient more quickly. Here they are:

- Look at the screen not the pad.

- Rest your hand on the pad. Don't try to write with you hand hovering over the pad.

- Learn how to hover the pen over the surface of the pad so you can hover until you see where your cursor is located then start writing, drawing or clicking after you've pre-positioned the cursor by hovering the pen over the pad.

- Click by tapping rather than using the buttons on the pen. Single tap, double tap, tap and hold for right click.
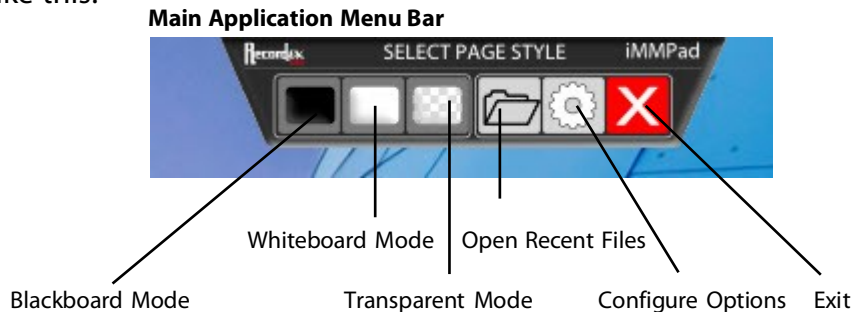
▶ You can also watch a short video on how to setup the pad by clicking [here](#).

The Application Interface

The iMMPad AS application consists of two main application menu bars and two toolbars.

When you first open the application the main application menu bar will open at the top edge of the screen. It looks like this:

Main Application Menu Bar

Whiteboard Mode | Open Recent Files

Blackboard Mode | Transparent Mode | Configure Options | Exit

Clicking on any of the mode buttons will open a blank page in that mode (I.e. A blank whiteboard page) at the same time the two toolbars will open.

Page Navigation Menu Bar

Next Page/Add Page | Save Page(s)

Previous Page | Delete Page | Print Page(s) | Exit

Access Toolbar Options

Exit Toolbar

Move/Drag Toolbar

Expand Toolbar | **Green Dot Indicates Active Tool**

Collapse Toolbar
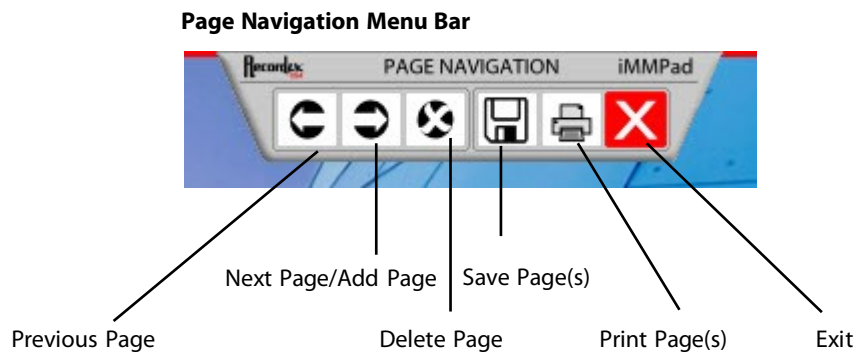
▶ Click here to watch an introduction to the application user interface.

Annotation Toolbar

Draw   Pick Color   Erase   Insert Text   Select Object   Snapshot   Redo

Options   Highlight   Shapes   Insert Image   Doc Cam   Paste   Undo   Exit Toolbar
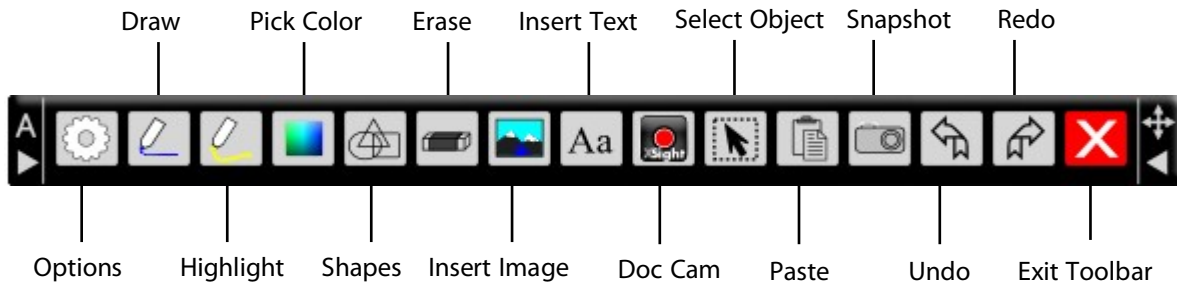
Options (Pen, Highlight, Font, Other Options)

Pen | Highlight | Font | Options
color   size   opacity
7 pt   100%

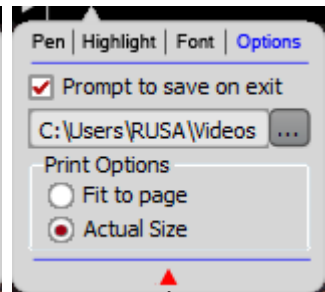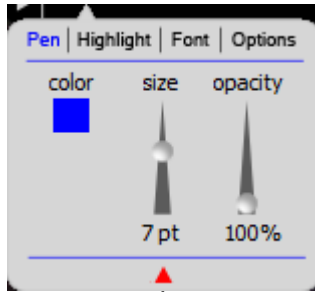Pen | Highlight | Font | Options
color   size   opacity
15 pt   40%

Pen | Highlight | Font | Options
14   **B**   *I*   U
Arial
color

Pen | Highlight | Font | Options
☑ Prompt to save on exit
C:\Users\RUSA\Videos   [...]
Print Options
○ Fit to page
● Actual Size
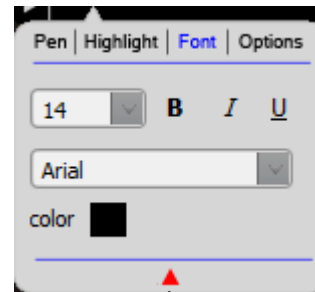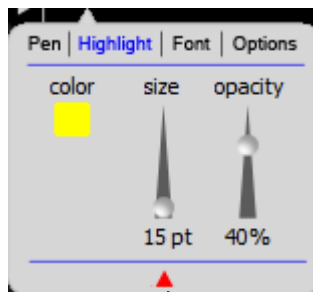
Pen Options. Set default pen color, size and the opacity of the pen.

Highlight Options. Set default pen color, size and the opacity of the pen.

Font Options. Set default text size, typeface options, font selection and color for inserted text.

Options. Choose whether to prompt for saving before toolbar is closed, the default save to location for saving files, and whether or not to print actual size or 'fit to page'. The print setting affects print function for the toolbar Snapshot tool.

NOTE: To close the options windows click the options button again or click on the red arrow at the bottom of the fly-out window. Use the tabs across the top of the fly-out window to access the four options windows.

Click here to watch a quick tutorial video on how to set and adjust the annotation toolbar options.

Pen and Highlight Tools

The pen and highlight tools allow you to draw over the live camera image. By clicking the pen or highlight button the pen or highlight tool is made active. A little green dot will appear under the active tool. Clicking the pen or highlight button will turn on free hand drawing. Use the mouse, interactive whiteboard, or interactive pad to control the cursor and free-hand draw over the image.
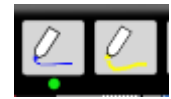
Pick Color

The pick color button will bring up a small fly-out menu with some common colors and a color pallet tool. If you don't want to use one of the common colors simply click the rainbow color block and the color pallet selection window will appear.

Shapes Tool

The shapes tool will allow you to quickly draw perfect shapes. When you click the shapes button it will help you draw shapes using the pen tool. If you'd rather draw shapes with the highlight tool simply click the highlight tool first then click the shapes tool. The shapes tool will open a small fly-out menu with some common shapes: Straight Line, Arrow, Triangle, Ellipse, or Quadrilateral. TIP: holding down the CTRL key when drawing the shape will result in drawing a shape with fixed angles resulting in a perfect isosceles triangle, circle, and square.
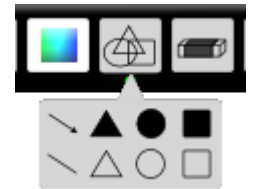
Click here to watch a quick video on how to use the pen, highlight and shapes tools.

Erase Tool

The erase tool when clicked will open a fly-out menu with three erase options: all, object, and point. Erase all will remove all annotation from the screen. You will be asked to confirm this choice when selected. The erase object tool deletes a drawn or placed object (I.e. Line, shape, text box, inserted image). The erase point tool erases only where clicked and dragged.
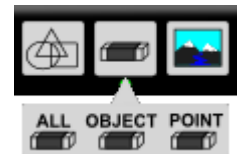
Click here to watch how to use the erase tools.

Insert Image Tool

The insert image tool allows you to insert any saved image (.bmp, .gif, .png, .tiff., .tif, .jpg) onto the preview window. For example you may want to insert a saved image of a previous snapshot and place it in the upper corner of your live preview window. In this way you can look at a saved image next to a live image in a picture-in-picture format. After inserting the image you can change to size, rotation, position and opacity of the image by using the select tool to click on the image, select it and apply changes. See the video for a quick overview on how to do this.

Click here to watch how to use the insert image tool and the select tool to modify the image placement, size, rotation and opacity.

Insert Text Tool

The insert text tool is great for adding labels and marking up a document. To insert text click the text tool and then click and drag a text box in the preview window wherever you want to position the text. Then enter the text you wish to insert by using your keyboard or an onscreen keyboard. By clicking the options button on the context menu you can easily and quickly change the font properties. You can also click and drag on the text box handles to resize, rotate or reposition the box.
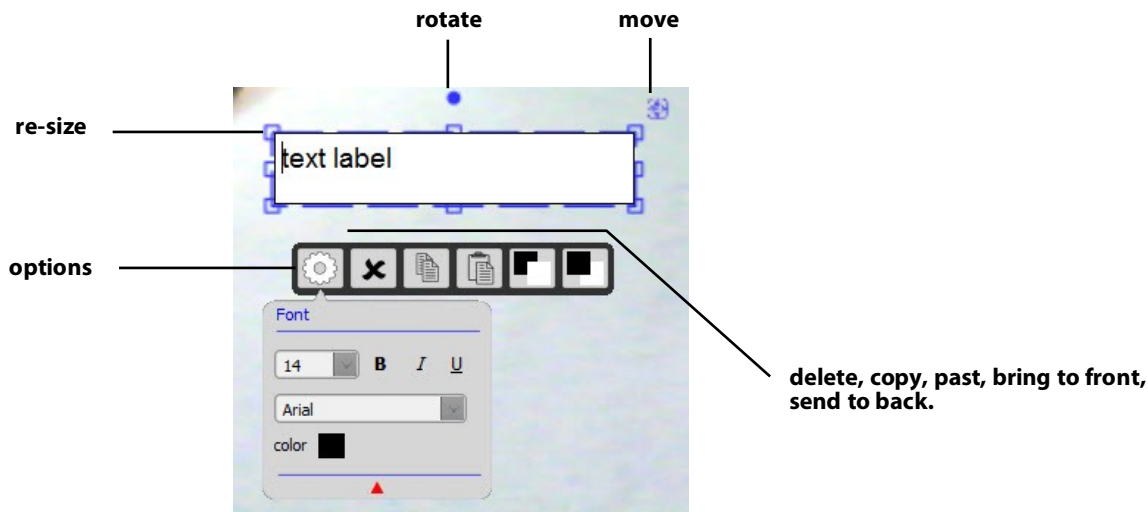
Click here to watch how to use the text entry tool.

Object Select Tool

The object select tool is used to select an object and move it or edit it. For example if you want to reposition a text label you would use the select tool to click the text box to make it active, and then you could drag it to an new location.

Click here to watch a video on how to use the object select tool.

Paste Tool

The paste tool will paste text or an image that has been copied to the system clipboard onto the XSight preview window overtop of the live image.

Snapshot Tool

The snapshot tool will save an image of the live camera view. You have the choice of saving the full image, or a selected part of the image using either a freehand or rectangular selection box. After the selection has been made you have the option to save the selection as an image, a PDF, or to print the selection or copy it to the system clipboard to be pasted into another application.
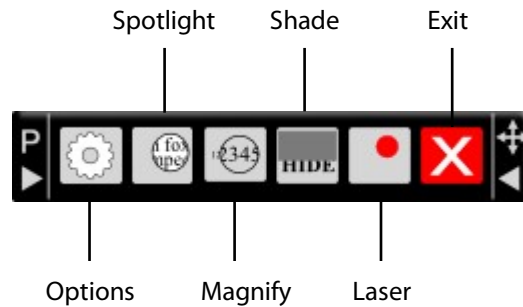

Click here to watch a video on how to use the snapshot tool.

Undo and Redo

The undo and redo buttons will undo/redo the last edit or action.

Presenter Toolbar

Spotlight　　Shade　　Exit

Options　　Magnify　　Laser

Presenter Toolbar Options
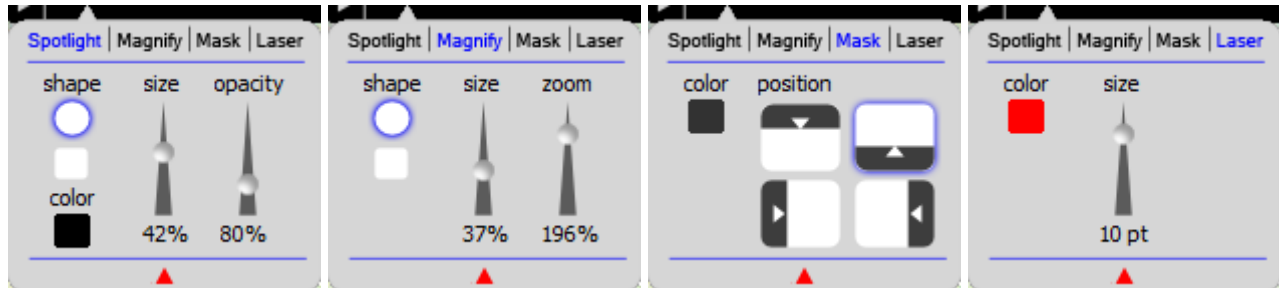
Spotlight Options. Choose spotlight shape, size, opacity, and the color of the background mask. The size is measured as a % of the screen size.

Magnify Options. Choose the magnifying glass shape, size, and zoom level. The size is measured as a % of the screen size.

Shade Options. Choose the default color of the shade and whether the shade is anchored to the top or bottom, or right or left side of the window.

Laser Options. Set the default color and size of the virtual laser pointer.

NOTE: To close the options windows click the options button again or click on the red arrow at the bottom of the fly-out window. Use the tabs across the top of the fly-out window to access the four options windows.

Click here to watch a quick tutorial video on how to set and adjust the presenter toolbar options.

Spotlight
The spotlight tool is excellent for focusing attention on a specific point of reference on the screen. Use the spotlight tool to hide the image except for the area where the spotlight is pointed.

Magnify
The magnify tool is a fun and easy way to zoom in on a focused area of the image.

Mask
The mask is used to hide and then reveal a portion of the page. This is very helpful if you want to hide subsequent questions on a quiz or list. It is useful anytime you want to keep the attention focused to just the active part of the document.

Laser
The laser pointer is just another way to draw attention to an area of the screen.

Click here to watch how to use the presenter tools.

XSight Tool

From within the iMMPad application you can access your USB connected web-cam or document camera. The XSight Tool on the toolbar allows you to draw a window on your whiteboard, blackboard, or transparent page and then select your camera and then the live camera image appears as an object in the page. You can take snapshots and record video from the camera. You can even rotate and zoom the image.

▶   Click <u>here</u> to see how to use the XSight Tool.

▶   Click <u>here</u> to see how to record using the XSight Tool.

Video Recording Tips

1. Lower resolutions will record at better frame rate. Do not record at video sizes larger than needed. For example if you plan to post the video on your blog or web site then consider recording in smaller video size such as 320x240 or 640x480 or 1024x768 or 1280x1024. These sizes will produce a more fluid image (higher frame rate) and will still look good when viewed in a small video window. If you plan to show the video on large screens then you may want to try recording at higher resolutions but you might experience slower frame rates.