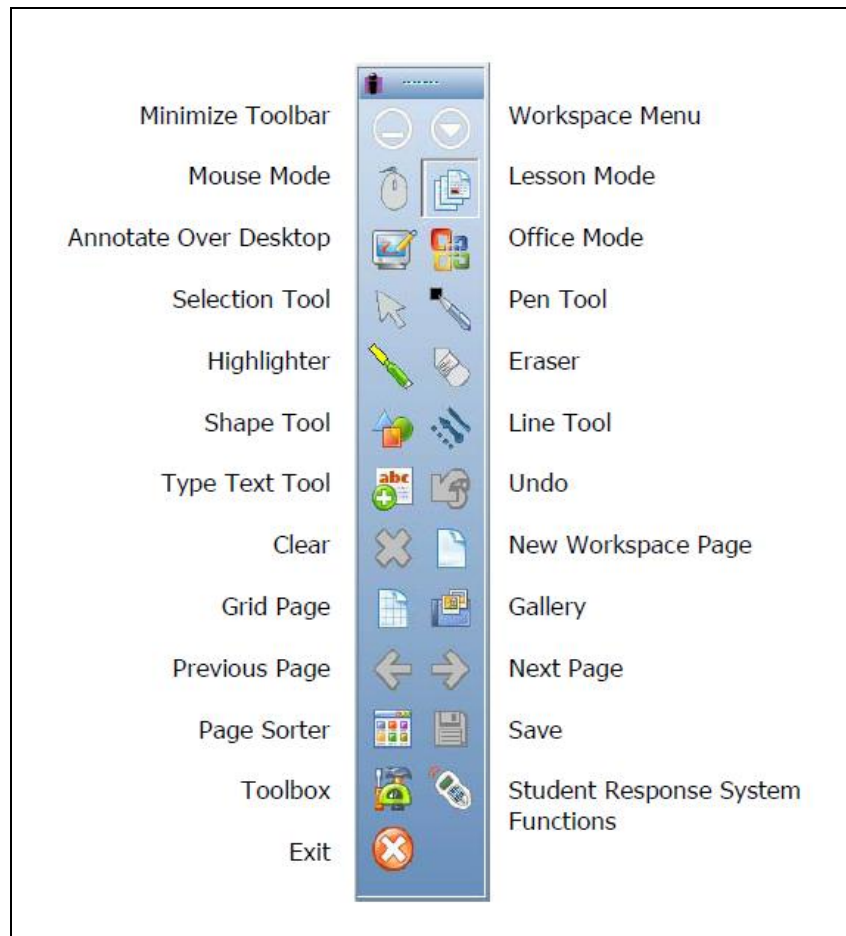


Getting Started with Workspace

This document is a walkthrough of some basic features of Interwrite Workspace, including ways to customize the toolbar to better suit your needs. For ways to use Workspace to teach a math lesson, please see the document “Interwrite Workspace Math Tools Tutorial”.


The Intermediate Toolbar

The Workspace Toolbar defaults to the “Intermediate” setting, shown below. There are also the “Basic” and “Advanced” toolbars.

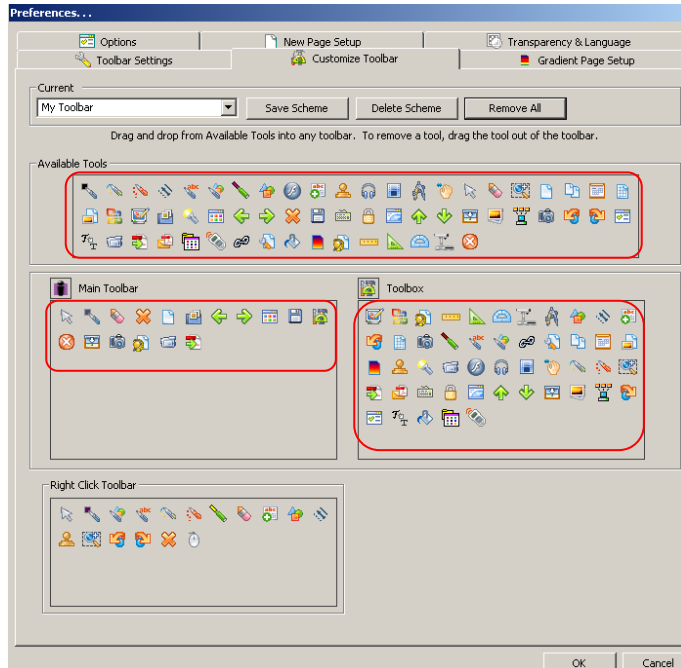



These toolbars show tools commonly paired together by users of different levels of ability. However, the toolbar can be customized.

Customizing Your Toolbar

1. Click on the **Workspace Menu** button 
2. Click **Preferences**
3. Click on the **Customize Toolbar** tab
4. **Drag and drop** icons to and from the “Available Tools” list to the “Main Tools” list.
5. **Rearrange** tools by **dragging** them to a new location.
6. Click **Save Scheme** and enter a descriptive name.

NOTE: To see each tool name, hover over the tool with your mouse. For a more detailed description, see the Workspace Training Manual.



The “Toolbox” is the  icon. Clicking on this lists another subset of all available tools. This subset is also customizable. Follow the same steps as when customizing your toolbar, dragging tools into the “Toolbox” list instead of the “Main Tools” list.

Resize the Buttons on the Toolbar

1. Click on the **Workspace Menu** button.
2. Click on **Preferences**
3. Click on **Toolbar Settings**
4. Select the radial button for one of 22X22 or 40X40 (pixels)
5. Click **OK**

Resize the Workspace Window

The Workspace window appears full size by default. You can set it to be resizable like most of the other applications you use.

1. Go to **Menu>Preferences**.
2. Select the **Options** tab.
3. Check the **Allow Window Sizing** box.

Customize Your Gallery

There are many ways to add and organize content in the Gallery. This is especially helpful if you have a bank of images that you have collected or acquired through resources like a companion CD to your textbook.

Add a New Category to My Gallery



1. Open the Gallery by clicking on the Gallery icon from the toolbar.
2. Click on the Menu button, and then choose Add New Category.
3. Type a name for your new category. Click Add.

Add Files to the Gallery

1. Open the Gallery by clicking on the **Gallery icon** from the toolbar.
2. Click on the **Menu** button.
 - If you want to **add a single image**, choose **Add File to Gallery**. Browse to the image you want to add and then fill in the other required information. When done click one of the Save options.
 - If you have a **folder** that contains many images choose **Add Multiple Files to the Gallery**. Browse to the folder you want to add. Click Add.

Collaboration with the Mobi




The Multi User feature allows for two or more people to interact with the Interwrite Workspace Software. You can set up multiple Interwrite Mobis to display on the board at the same time.

Setting Up Multi User

Functionality in Workspace

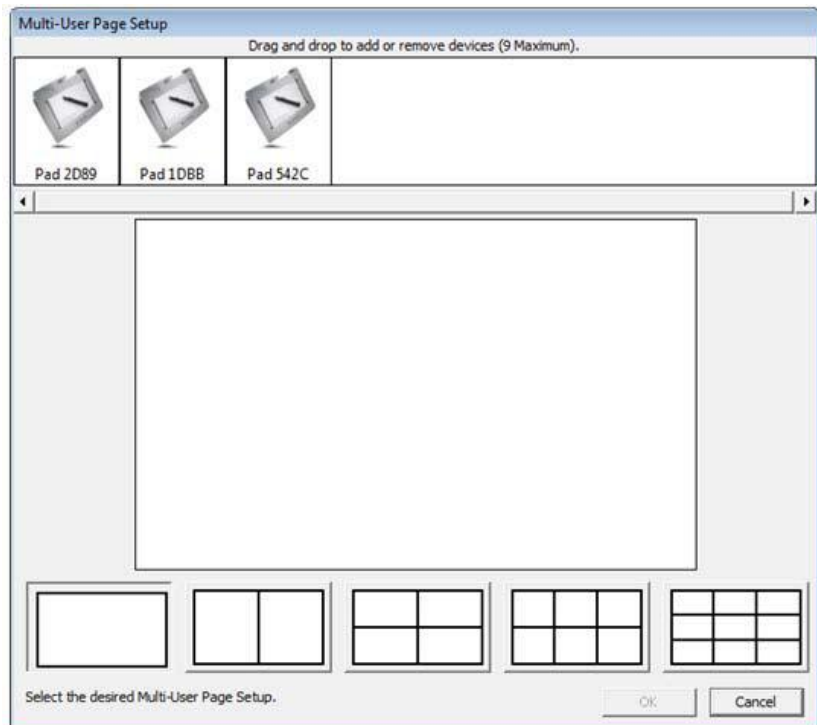
1. With Workspace open, click the Multi User icon in the

bottom right corner .

The Multi User Page Setup window opens.

2. If you have not already done so, connect the devices you need to use in Workspace. You can add up to 9 devices. The connected devices display in the Available Devices Area.

3. Select the Multi User **Page Setup** you want to use.



Determine if you want to use **Collaborative** or **Defined** areas.

The selected grid displays in the Multi User Area.

4. Select the device and drag it to the area needed.

The Device will be able to be viewed within the area displayed within the Multi User Page Setup window.

