




## Interwrite Workspace Math Tools Tutorial

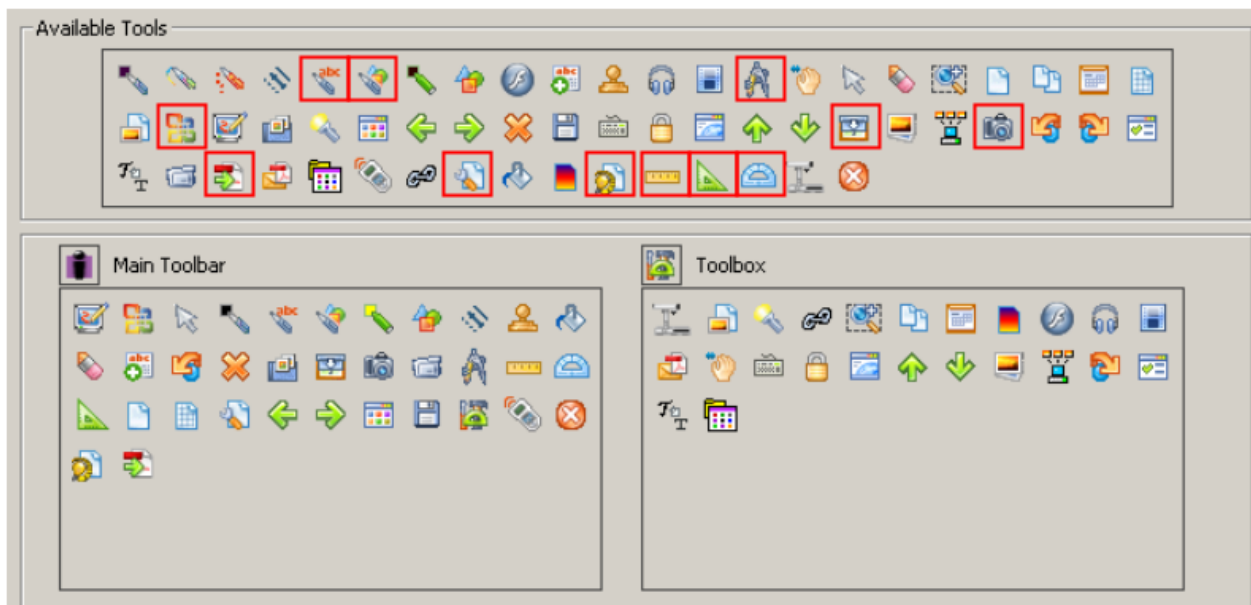
### Introduction

In this tutorial, we will explore Interwrite Workspace as a tool used to teach math lessons. Before we begin, we will customize the toolbar to give you quick access to the tools that will be used in this tutorial.

### Customizing Your Toolbar




1. Open Workspace by clicking on the purple  icon. You can also launch it by clicking the eInstruction  icon located in the system tray at the bottom right corner of your screen (or at the top right for Mac users) and clicking **Workspace**.
2. Click through the dialog boxes and enter the Authorization code if prompted (found on the CD case in the box that the Mobi came in).
3. When the toolbar appears along the right hand side of the screen, click on the **Workspace Menu** button at the top  (second button from the top).
4. Click **Preferences**.
5. Click on the **Customize Toolbar** tab
6. “Drag and drop” the icons highlighted below from the “**Available Tools**” list to the “**Main Toolbar**”.



7. **Rearrange** tools by **dragging** them to a new spot and dropping them between icons.
8. Click **Save Scheme** and enter the name “Math Tools”.

(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, which is located on the Main Toolbar. Clicking on this button 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.)

### Allow Window Sizing and Resize the Buttons on the Toolbar

Next, we will resize the buttons to make them easier to see from anywhere in the classroom. At the same time, we will make the Workspace window resizable, allowing you scroll the page down with scroll bars.

1. Click on the **Workspace Menu** button.
2. Click on **Preferences**
3. In the window that appears, find the “Annotation Window options” box (about halfway down) and check the box beside **Allow Window Sizing**
4. Click on the tab at the top of the window called **Toolbar Settings**
5. In the box called “Toolbar Button Size in Pixels” (on the right hand side) select the radial button beside 40X40
6. Click **OK**

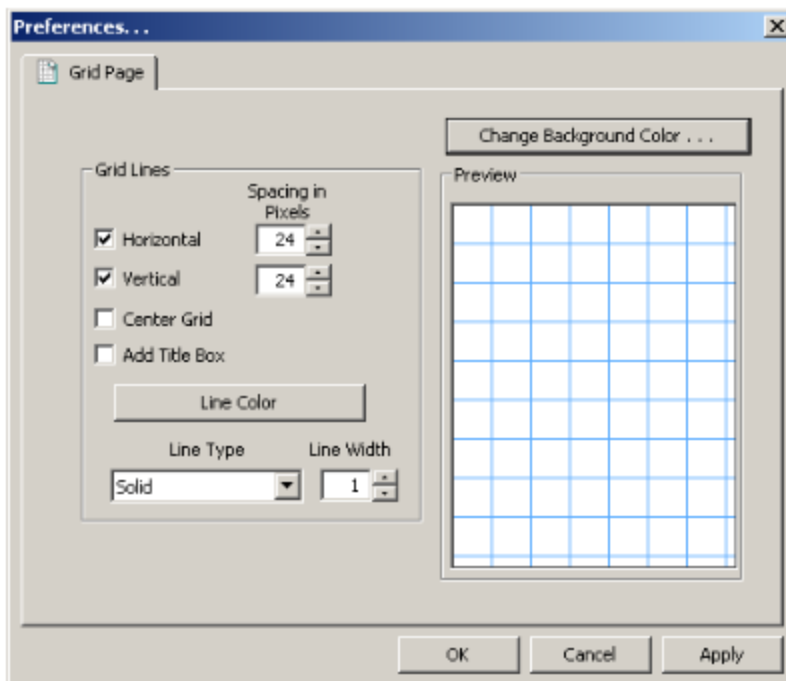
Your toolbar should now look like the one shown. If some of the tools are out of order, you can go back to the **Customize Toolbar** tab in **Preferences** and reorder them. The order is only important for the purposes of this tutorial.


### Creating custom Grid Pages

If you click on the **New Grid Page** button located at B10, a ruled page will appear. This button can be customized using the **Page Setup Tool** (located at C10) so that it creates a grid page, which is what we will do right now.

1. Click on the **Page Setup Tool**. This will open a submenu:
2. Click on **Grid Page Setup...** A window like the one below will appear.
3. Change the settings to match the ones shown, that is:
  - i. Place a check mark beside **Horizontal, Vertical**.
  - ii. Click “Change Background Color...” and change the background to white.
  - iii. Change the line spacing if you wish. The one shown has been changed to 24 pixels to make it easier to draw on and see.
4. Click **Apply**.





Now, when you click on the  tool located at B10, a page with these specifications will be created.

### Snap to Grid

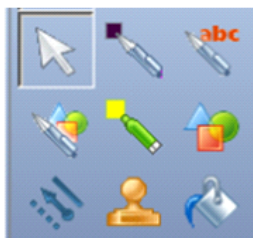
Instructors that teach math or graphic programs tend to use the Snap to Grid feature to align objects. You can adjust the spacing in pixels if you need more accurate alignment. This feature is particularly effective when the spacing is set to the same value as in Grid Page Setup.

1. Go to **Menu>Preferences**.
2. Select the **Options** tab.
3. Check the **Snap Objects to Grid** box and set **Spacing in Pixels**. You can also choose to display the grid on the screen.
4. Click **OK**.

### The Tools

Now that you have set up your toolbar, we can start to explore the tools.

#### Rows 3-5 - Drawing Tools



Selection Tool, Pen Tool, Freehand Text Tool

Freehand Shape Tool, Highlighter Tool, Shape Tool

Line Tool, Stamp Tool, Fill Tool



**Selection Tool** – Select objects by clicking on them. The tools shown are available for all objects and pages. Some can only be accessed when an object is selected.



From left to right:

Undo, Redo, Cut, Copy, Paste, Select All, Reorder, Rotate, Group objects, Ungroup objects, Move to Background, Export Entities, Add to Gallery

(Middle set of tools) New Page, New Grid Page, Page Preview, Page Transparency, Page Name and Notes, Page Transitions, Snap to Grid

**Pen Tool** – For writing and drawing.

**Freehand Text Tool** – Changes handwritten text into typed text

**Freehand Shape Tool** – Cleans up hand-drawn shapes

**Highlighter Tool** – Applies a semi-transparent colour. Either freehand, rectangle, or ellipse.

**Shape Tool** – Creates a shape of specified colour. 13 designated shapes.

**Line Tool** – Draws a straight line; solid, dotted or vector.

**Stamp Tool** – Clicking inserts an image, i.e. check mark or label. Customizable.

**Fill Tool** – Fill in objects bound by closed lines or individual grid squares.

#### Rows 6 and 7



Eraser, Text, Undo

Clear All, Gallery, Curtain

**Eraser** - TIP: With one of the drawing tools selected, you can click and hold the button on the pen closest to the tip while writing and it will turn into an eraser.

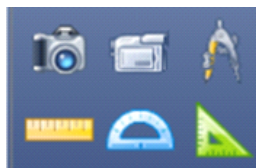
**Text** – Inserts a text box

**Undo** – Also a default soft key on the Mobi.

**Clear All** – Clears the page of all of your annotations except the background.

**Curtain** – Akin to putting a piece of paper on an overhead projector, obscuring parts of the screen. Click the red X on the bottom toolbar to close.

#### Rows 8 and 9 – Capture and Measure



Capture Image, Capture Video/Audio

Ruler, Protractor, Triangle

**Capture Image** – Allows you to capture parts of the screen as an image. Useful when using third-party graphing programs like a TI-Navigator emulator, or SketchUp.

**Capture Video/Audio** – Allows you to capture a video of what is going on on-screen, including audio if a microphone is present. Useful for demonstrating processes i.e. expanding polynomials.

**Compass** – Gives a digital readout of the radius (in Pixels) and the degree of the curve. Select any other tool to remove.

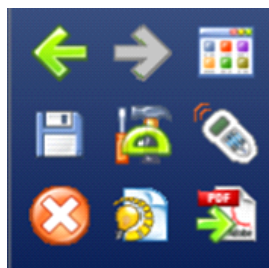
**Ruler** – Available in metric or imperial. Will snap a hand-drawn line to the edge, creating a straight line. Click once and click on the red X in the top right corner to close. Rotate by clicking once and grabbing the blue handle above the tool outline.

**Protractor** – 180° or 360° available. Click and drag the red lines to measure. Click once and click on the red X in the top right corner to close. Rotate by clicking once and grabbing the blue handle above the tool outline.

**Triangle** – Measures length and degrees from the horizontal. Rotate by clicking once and grabbing the blue handle above the tool outline.

**Row 10** – (See above)

### Row 11-13



**Previous Page, Next Page, Page Sorter**

**Save, Toolbox, CPS**

**Close Program, Insert ExamView File, Export as PDF**

**Previous Page, Next Page** – Advances to other pages in your Workspace file

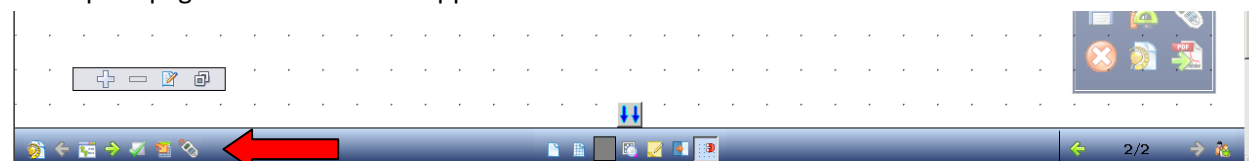
**Page Sorter** – Displays all pages in your Workspace. Delete pages by clicking on them once and clicking the Delete Page button at the top.

**Save** – Saves the Workspace file (.gwb extension)

**Toolbox** – Customizable list of other tools available (see above for how to customize)

**CPS** – Insert a CPS question onto a page. Must have clicker receiver plugged in.

**Insert ExamView File** – Insert a test or bank of questions created in ExamView software onto a Workspace page. ExamView tools appear in bottom left toolbar:



**Export as PDF** – Saves all pages as pages in a .pdf file. Pages are uneditable.