

## Workspace Best Practices

### General Use

#### *Getting used to the Mobi surface*

The Mobi screen is an electromagnetic surface, meaning that it is only active when another electromagnetic device (namely, the pen) is in proximity to the screen. The screen on the Mobi also maps directly to the screen on your computer, meaning that **to click the Start Menu** you simply move the pen to the bottom left hand corner of the Mobi Screen; **to close a program**, move the pen to the top right hand corner of the Mobi Screen where the “x” button is, etc. Here are some other tips:


1. While writing, place your palm directly on the screen to anchor it and feel when your hand touches the edges.
2. Tap the screen to activate the mouse on the computer screen, then “hover” to find where your cursor is and move your hand around the screen accordingly.
3. The pen has a long “Rocker” button on it, which effectively gives you two buttons divided by a fulcrum in the middle. While in Mouse Mode (i.e. while using the Mobi while not working in Workspace), the button closest to the tip of the pen becomes the equivalent to Double Clicking, while the button closest to the top of the pen becomes the equivalent to Right Clicking. To single click, tap the surface of the Mobi Screen.

### Workspace Software – General Tips While Within Workspace


**The Mini Page Sorter** – By clicking on the Page Indicator at the bottom right hand corner of the screen (“1/1” or “4/5” etc), you will reveal a mini page sorter that allows you to preview the pages in your Workspace document.

**Handwriting recognition** – When using Handwriting Recognition tools, don’t correct yourself! The computer will be more likely to correct you if you don’t add extra dots and dashes.

**The Rocker Button** - When working within Workspace, the Rocker Button on the pen has different functions than using it in Mouse Mode (outside of Workspace). When using any pen tool (Highlighter, line tool, freehand pen tool, etc.), pressing the Double Click Button (the button on the Rocker closest to the tip) as you write turns the pen into an eraser.

**Record and Playback**  - Record a video of what you are doing on screen. If you have a microphone connected (webcam microphone works too), then it will also record your voice as you navigate around the screen.

**Applications:** Record math lessons, or to help students navigate a new piece of software or website.

1. Click the Toolbox 
2. Locate the Record and Playback tool. The window below will appear.




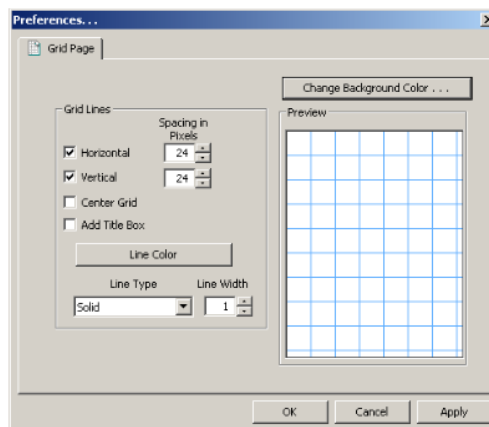
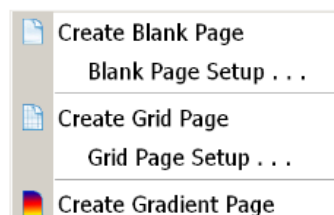
3. Click Record, then select the area of the screen that you would like to record. (To hide the Start Menu, for example, click Partial and select the entire area of the screen minus the Start Menu.)
4. When you are finished recording, click Stop. You will be prompted to save the file. The default format is a .avi video file.
5. The audio and video options are located in **File > Preferences**.


**Snap Objects to Grid** - Have objects snap to the lines of a grid page.

**Applications:** Tessellations, graphing and translation of linear equations, counting with virtual tiles, geometry, area, perimeter


Set up a grid page and check the grid size.


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 but in either case, make note of the size.
4. Click **Apply**.



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

Next, set up the page to snap to the grid.



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

The Snap to Grid button turns “snapping” on and off. This is located at the bottom of the screen when the Selection Tool  is depressed.



**Duplicating and Locking Images** - Both the “Copier” and “Lock Object” buttons fix images in place. The “Copier” button makes duplicate objects from the fixed object. (See the “Best Practices Tutorial” Workspace file available at [www.einstructioncanada.com/training.html](http://www.einstructioncanada.com/training.html))



**Applications:** Tessellations, sorting, counting, graphic organization,

1. Select an object with the selection tool .
2. Locate the Copier and Lock Object buttons  at the bottom of the screen immediately below the double-arrow button. Depending on which object you have selected, it may be located further along to the right.



**Saving pages as background images** - Turn any workspace page into a static background image.

**Applications:** Graphic organizers, labeled XY-coordinate planes

To Create:

1. With the selection tool  depressed, click the Add Files to Gallery button  located along the bottom of the screen, at the end of the group of buttons on the left.
2. Click **Add Current Page to Gallery**. The page will be saved in the Gallery under “New Category”.

To use:


1. Create a Blank Page .
3. Click the Gallery Button  and click the “New Category” folder.
4. Click and drag the image to the blank page.

**Using the pen to doctor images** - After importing an image into Workspace, you can use the pen to draw on top of them.

**Applications:** Import an image of a paragraph or diagram and “white-out” parts so that students can use a coloured pen to fill in the blanks.

## **MULTI-USER MODE**

Drop An Image Into Multiple Quadrants at the same time by dragging them onto the point in the middle of the screen where the quadrants intersect.

Classroom Manage by setting your Mobi as the Presenter  in the Device Manager and by using the

Lock tool  to lock out all connected Mobis that are not the Presenter.

Show/Hide student work by clicking the green check mark on the mini-toolbar provided in each section of the screen.