StarBoard Software
Ver 5.13
User Guide

HITACHI
Hitachi Software Engineering

StarBoard Software User Guide

<u>Help Index</u>

Components of StarBoard Software

StarBoard Software consists of the following functions:

- o [**StarBoard Software Launcher**] : This is displayed when you start the StarBoard Software. There is a full-screen format and a toolbar format.
- o [**PC Mode**] : This is mainly used to operate the PC and annotate software screens (write a Memo). You can also make a presentation, play a Movie, and input from an external video machine in this mode.
- o [**Conference Mode**] : You can connect computers to the network and share the same screen. Not only the Memos written on a Template but also PC Screens and presentations can be shared.
- o [**White Board Mode**] : In this mode, it is possible to operate the StarBoard as an electronic white board. White Board Mode uses a Projector and Memos written on a Template, whereas Non-Projection Mode uses an Electronic Pen without a cap as a marker so that whatever is written on the StarBoard will be recorded.
- o [**Object Management Mode**] : In this mode it is possible to select images and create annotations to place on a variety of backgrounds. All items in this mode are created as objects which can be re-sized and moved. Each object has a series of properties such as colour and shape which can be individually adjusted as required.
- o [**View from Remote Computers**] : If StarBoard is installed on the computer connected to the network, you can view saved Memos or register a Favourite from another computer.
- If the StarBoard is not connected to the computer, you cannot write a Memo.
  * Non-Projection Mode within [White Board Mode] can only be used on the front projection StarBoard.

StarBoard Software Launcher

StarBoard Software Launcher is displayed when you start up StarBoard Software.
Details of StarBoard Software Launcher are listed later in this guide.

PC Mode

In PC Mode, the Electronic Pen functions as a mouse to operate the PC or capture a PC screen (and insert it as an image into a Starboard Memo).
From PC Mode, you can move to one of the following Modes:

- o [Slide Mode] : You can open a presentation file (.ppt format) or make a presentation. You can annotate on a Slide using an Electronic Pen.
- o [Movie Mode] : You can open and play a Movie file (.avi, .mpeg, etc.). You can also capture a screen from the Movie and annotate it.

o [Video Input Mode] : You can connect an external video machine to your computer and display the image. You can also capture a screen and annotate it.

For details on the use of PC Mode, please read the following sections:

o How to use a Pen
o How to use a Background Template
o Slide Mode
o Movie Mode
o Video Input Mode
o How to open a file and use it for a Memo
o How to print a page
o How to organise pages
o How to set up the Software

Conference Mode

In Conference Mode, you can share Memos and imported PC screens by linking to other computers.
If you open a presentation file (.ppt format) in Conference Mode, you can make a remote presentation.

For details on Conference Mode, please read the following sections:

o Conference Mode
o How to use a Pen
o How to use a Background Template
o Slide Mode
o How to open a file and use it for a Memo
o How to print a page
o How to organise pages
o How to set up the Software

White Board Mode

In White Board Mode, you can use the StarBoard as an electronic white board.

o [White Board Mode] : You can add a Template or write a Memo, but cannot use any additional functions that are available in PC Mode.
o [Non-Projection Mode] : This Mode is specially made for front projection StarBoards. Remove the cap from the Electronic Pen to use it as a marker. The information written on the StarBoard is recorded in the computer.

For details of White Board Mode, please read the following sections:

- o How to use a Pen
- o How to use a Background Template
- o How to print a page
- o How to organise pages
- o How to set up the Software

For details of Non-Projection Mode, please read the following sections:

- o Non-Projection Mode
- o How to print a page
- o How to organise pages
- o How to set up Software

Object Management Mode

In Object Management Mode, the Electronic Pen functions as a pen or a mouse create, re-size and reposition shapes and images or capture a PC screen and insert it as an object into the current session.

Object management mode features an intelligent pen which creates geometric shapes from freehand sketches.

For details of Object Management Mode please read the following sections:

- o Object Management Mode

How to view from a remote computer

If the StarBoard Software is installed on a computer connected to the network, the saved data can be viewed from another computer.

For more details, please read the following:

- o How to view in the browser through the network

The StarBoard Software Launcher

StarBoard Software Launcher ("Launcher") is the first screen that is displayed when you start up the StarBoard Software.
Launcher incorporates the Launcher screen (shown in full-screen) and the Launcher Toolbar (toolbar format).
Through this screen, you can organise your **Saved Data** and **Favourites**, and check the Starboard connection.

How to use saved Data files

To organise saved Data files
select [Saved Data] on the Launcher screen.

If you are using the Toolbar format, press , to view the Saved Data List.

Select the [Import] button to insert files into the Saved Data list.

Clicking the arrow to the left of the Saved Data item opens a menu with the following selections:

[Open] : You can edit the saved Data
[View] : You can view saved Data in the Viewer or change the name.
[Create Copy] : You can make a copy of any saved Data File.
[Edit Title and Owner] : Allows changing of title and owner information.
[Delete] : You can delete the selected Data File.
[Save As File] : Allows for the saving of the data file in .yar or .html format

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About Favourites

The Favourites information area is provided to allow easy access to files that are frequently used.

To register and organise a file in the Favourites information area,

select [Favourites List] on the Launcher screen, or press on the Launcher Toolbar. The Favourites List will be displayed.

Select the [Add to Favourites] button to insert files into the Favourites list.
Once you have registered it, a copy will be made and placed in the Favourites Folder in StarBoard Software.
This will not affect the original file that was saved before.

You may also select the "Link to File" check box. In this case a link will be automatically created to the file and no copy will be made.

Clicking the arrow to the left of the Favourite Data item opens a menu with the following selections:

[Open] or Double Click: Saved Favourites can be viewed in the application linked to it from within Windows. Some Favourites can be edited and saved at the same time.
[Change] : You can change the displayed name of an item.
[Delete] : Select this option to delete the requested file. A confirmation dialog box is displayed. Select Yes to delete the file from the Favourites list

How to check the StarBoard connection

To check the StarBoard connection,
press the StarBoard icon at the bottom of the Launcher screen.

Or press on the Launcher Toolbar. The software will establish a connection with the StarBoard.

How to change the Launcher screen

You can change the Launcher screen Template or change to a Toolbar format.

To change the Launcher screen Template,
select [Select Background] on the Launcher screen.
The list of available templates will be displayed.

To change Launcher to a Toolbar format,
select [Display Toolbar] on the Launcher screen.
Then, Launcher in a toolbar format will be displayed.

To return to a full-screen, press

How to pause or re-start Launcher and Exit StarBoard Software

To pause Launcher, press [Exit] on the launcher screen.
Or press on the Launcher Toolbar.

To re-start Launcher,
Press the StarBoard icon in the Windows task tray (usually at the bottom right).

To Exit StarBoard software,

Firstly, press [Exit] on the Launcher screen, or ![icon] on the Launcher Toolbar to make it pause.
Then, select the StarBoard icon by clicking on the right mouse button and press [Exit].

How to start Slide Mode

To start playing a PowerPoint file,

press ![icon] and select [PowerPoint] in the Open File dialogue.

Then, either select a file from the displayed Favourite dialogue or use the browse feature to navigate to the desired file.
Once you have selected a PowerPoint file Slide Mode will start.

How to operate Slide Mode

To operate a Slide/Animation
Press ![icon] or ![icon] to show the previous or next Slide/Animation.

To view the list of Slides
Press ![icon] to display the Page List dialogue.
When you select a Slide, it will be shown in full-screen.

To exit Slide Mode,

press ![icon]. Slide Mode will return to the original mode.

How to add a Memo page in Slide Mode

To add a Memo page,
you can add a Template to a Slide as a supplementary page.

Press ![icon] and select the Template you want to add in the Select Template dialogue.

Notes on Slide Mode

About Microsoft PowerPoint:
To play a PowerPoint File in StarBoard Software, you need to install Microsoft PowerPoint 97 or above.

Using Slide Mode in Conference Mode,

When a PowerPoint file is opened during a conference the same file will be distributed to all the other computers within the conference, and will be saved in the Favourites Folder

Please read How to set up Options for the available options when saving a file.

How to start Movie Mode

To start Movie Mode,

press ⬜ and select [Movie] from the Open File dialogue.

Then, in the Favourites List dialogue, select the Movie required.
The Movie will be loaded and will start to play.

How to play a Movie

In Movie Mode, you can use the following buttons to play a Movie:

[Play] : to play a Movie

[Pause] : to pause a Movie

[Stop] : to stop playing a Movie

[Reverse Play] : to play a movie in reverse

[Fast Forward] : to play a Movie quickly

[Slow] : to play a Movie slowly

[Single Frame Advance] : to play the Movie frame by frame

[Single Frame Reverse] : to play the Movie frame by frame in reverse

[Zoom-in] : to zoom in to the picture

[Zoom-out] : to zoom out from the picture

[Seek] : to search the Movie

[Volume] : to adjust the volume

How to annotate a Movie

To annotate a Movie that is playing,

press ✎ in the Toolbar.

The screen will pause and allow annotation while the Movie remains in standby.

To re-start playing, press

Video Input Mode

If you press in the Toolbar or [Video Input], you can insert a video image from an external machine or annotate on the image.

How to insert a video image from an external machine

If your computer has an input interface such as a video capture card, sound card, USB or FireWire (also called IEEE1394), you can use a video camera, digital video machine, digital camera for the web etc., and play the image or sound imported from external sources.

To input a video image,
Please set up the video machine correctly.
For more details, read the instruction book for each machine.

When you are ready, press in the Toolbar.
If your machine is correctly set up, your computer will play the video image.
If it does not play, check the machine setup and retry.

Which machines can be used to input video images

The following is the list of machines that can be used to input video images.
Suitable machines:

(1) DV (digital video) machines
To use DV machines, your computer needs to have a FireWire (IEEE1394) interface.
DV machines include DV cameras and D-VHS.

OS required:
Windows98SE, Windows Me, Windows 2000, or Windows XP.

(2) Capture machines suitable for DirectShow (WDM driver version)
OS required:
Windows98SE, Windows Me, Windows 2000, or Windows XP.

(3) VFW Capture Machines
OS required:
Windows NT

How to start Conference Mode

In Conference Mode, you can connect remote computers to the network. You can share a Memo and make a remote presentation.

To start Conference Mode,

press [Start Conference Mode] in StarBoard Software Launcher, or press

The Start Conference Mode dialogue box is displayed.

If you are the host, to start Conference Mode,

press [Conference Host]. For further details see "How to host Conference Mode".

If you are a user,

press [Conference Client]. For further details see "How to join Conference Mode".

About the connection between the host and the users

StarBoard Software Conference Mode connects the computers using **TCP/IP** direct communication.

In the network conditions listed below, you need to perform the following actions:
- **If there is any kind of firewall,**
  you need to open the port number xx
- **If the network has a function to switch between global IP addresses and private IP addresses,**
  you need to allocate a global IP address to the host computer.

Note : The connection over the firewall via the Internet is not very secure.

It is recommended that you use a special line or **VPN connection**.

For more details, please consult with your network administrator.

To host Conference Mode,
you need to check your computer's IP address and inform the users.
Press and open the Setup dialogue.

When you are ready, start Conference Mode from StarBoard Software Launcher. In the Start Conference Mode dialogue, press [Conference Host] and the "Select Conference Group" dialogue box is displayed. Conference groups are created to allow easy connections to other systems that regularly conference together.

If [None(Only for host)] is selected the software will move immediately to the host annotation screen and wait for individual Clients to manually connect.

If a previously created group conference is required this is selected from the displayed list. Click [Connect] . The members within the group will be contacted over the network and must have the StarBoard software running to create a successful connection.

The Starboard Software on each member's computer will automatically move to conference client mode and the conference can begin.

The host computer will report the various stages of the connection process beginning with the dialogue box below.

Once all connection requests have been delivered a dialogue box is displayed showing the status of all members. If the connection demand was received then that particular member has joined the conference. If the connection demand was not received the computer controller was not found to be running the starboard software and must connect manually in order to join the conference.

Click [Close] and the software will move to conference annotation mode.

How to create a Conference Group
Creating a Conference Group

A group can be created by selecting [New] from the "Select Conference Group" dialogue box.

Enter a name for the group and select the group members. Any required member not displayed can be added by selecting the [New] button.

Enter a name for the member and their IP address, computer name or Fully Qualified Domain Name and press [OK]. The member will then be added to the available list for selection.

Once all group members have been selected a decision can be made regarding TV Conferencing. If Teleconferencing is also required within this group the [Cooperate to TV Conference] box must be selected. This feature requires the TV Conference Add-In software and is explained in the section TV Conference Terminal Add In.

When all selections have been made click [OK] and the group will appear in the Select Conference Group dialogue box and will be available for selection.

How to join Conference Mode
To join Conference Mode,
you need to have the host computer's IP address before you start.
Start Conference Mode from StarBoard Software Launcher.

When you see the Network dialogue, press [Conference Client].

Then, in the Select Remote Host dialogue, make a selection from the displayed list
and press [Connect]. Your details will then be presented to the Host Computer who
will have the option of allowing or denying your connection request.

If the Remote Host is not displayed press [New] to set up a Remote Host to add to the
displayed list.

Add a name for the Remote Host and their IP address, computer name or Fully Qualified Domain Name and press [OK]. The Remote Host will then be added to the available list for selection.

Notes on Conference Mode

Sharing presentation files
When you open a presentation file (.ppt format) in Conference Mode, the file will be distributed to all the computers within the conference.
When the presentation has finished, you can choose whether you want to save the file or not.
If you save it, you don't need to receive it again when the same file is used, which can save time.

Computer and network loading
The host computer is used to connect the network and to organise Memos.
We recommend that the load of the network line should be low and that the host computer should have a higher performance.

About Non-Projection Mode

Non-Projection Mode is a special mode made for the front projection StarBoard.
This enables the user to write information directly on the StarBoard using a dry-erase marker contained within the Electronic Pen. The information will be recorded on the computer connected to StarBoard.

On the computer screen, the information written on the StarBoard will be displayed in real time. This operational mode has the following features:

   o   Add a page.
   o   Delete a page.
   o   Display the list of pages.
   o   Print a page.

To add a page,

press . A new blank page will be added after the existing pages.

You will need to delete the marker's ink written on StarBoard by using the electronic eraser.

To delete a Page,
press
The information written on the computer screen will be deleted.
You need to delete the maker's ink written on StarBoard by using an electronic eraser.

To view the list of pages,
press
You can view the list of existing pages.

To print a Page,
press
The list of pages added will be shown.
Select the page(s) you want to print and press [Print].

How to view in the browser through the network

If the StarBoard Software is installed on a computer connected to the network, you can register Favourites from another computer or view Saved Data.
For use on the network, **Internet Explorer Ver 5.5 or later** is recommended for your browser.

Configuring the StarBoard software for viewing through the network

In order to access the StarBoard Software through the network, the StarBoard Software must be configured correctly.

Press [Start] and select [StarBoard Software] from [Programs]. Choose [StarBoard Software Configuration] from the available options.
If you the StarBoard Software is currently active a dialogue box will be displayed requesting you to exit StarBoard Software.
When the tool to change StarBoard Software starts up, select [Allow] for [Remote Access].
Then, specify the IP addresses of the computers that will be allowed to access the StarBoard Software [Allowed IP Address].
For example, if only two computers with IP addresses 192.168.0.10 and 192.168.0.11 require access authorisation, you must enter 192.168.0.10 and 192.168.0.11 in the [Allowed IP Address].
There should be a space between the two addresses: **192.168.0.10 192.168.0.11**
You can also use an asterisk (*) such as 192.168.0.* instead of a number.
This means that all the computers whose first three numbers are 192.168.0 are permitted access.
After this information has been entered make a note of the [Remote Access URL] of the [Server] and click [OK].

How to view through the network

To view StarBoard software through the Network,

Start up the browser (Internet Explorer 5.5 or above is recommended) and enter the remote access URL of the StarBoard you want to connect with (see "Configuring the StarBoard software for viewing through the network).
The StarBoard Software opening screen will appear in the browser.
If you cannot connect through the network, check that StarBoard Software is running on the host computer, and that you typed the correct remote access URL.

To view Saved Data

press [Saved Data] to view the list of available files.

- o [Name] : This is the title of the saved data file. Clicking the required data file will open a new browser window.
- o [Owner] : This is the owner of the saved data file.
- o [Last Updated] : This the date when the contents of the file were last edited. Click on the column title to arrange the files in ascending or descending order.

Click the beside the required file to access a menu list.

- o [Open] : Open the file for viewing and editing
- o [View] : View the file in the StarBoard Software Viewer
- o [Create Copy] : Make a copy of the file
- o [Edit Title and Owner] : A new title and owner can be designated
- o [Save as File] : The file can be exported as an HTML file or in the proprietary .yar format for use with the StarBoard Software Viewer
- o [Delete] : Delete the file
- o For more details, please read Help on the Viewer.

How to view the Favourites List

Press [Favourites List] to view the list of Favourites registered.
Select [Add to Favourite] and you can register a Favourite with the computer that your StarBoard is connected with. Use the browse window to locate and select the desired file which is then added to the Favourites list.

How to use Help

Press [Help] and you can access the StarBoard Software On-Line Help.

About the Toolbar

When you start StarBoard Software to write a Memo, the **Toolbar** will appear on the Desktop.
The Toolbar is packed with many useful items for writing a Memo.
You can configure the Toolbar to show as many or as few items as required.

To customise the Toolbar,
press in the Toolbar and select [Set up Toolbar] in the Setup dialogue.

Toolbars

In each mode, the Toolbar has a different set of buttons that can be used.

- o Display Mouse Mode Toolbar

- o Display Pen Mode Toolbar

- o Display Slide Mode Toolbar

- o Display Movie Mode Toolbar

- o Display Video Input Mode Toolbar

- o Display White Board Mode Toolbar

Hovering the mouse pointer over a button will display the button function.

Palette Toolbar

To open the Palette Toolbar, press in the Pen Mode Toolbar.
On the Palette Toolbar, you can select the ink colour or shape of the Pen.
For more details on how to customise the Palette Toolbar, please read How to Customise the Palette Toolbar.

StarBoard Software Launcher Toolbar

It is possible to display the StarBoard Software Launcher in the toolbar format.

If you want to use it in the toolbar format, press [Toolbar Mode] on the StarBoard Software Launcher screen.
For more details of the StarBoard Software Launcher Toolbar, please read StarBoard Software Launcher

How to capture a screen with a Pen

You can capture the displayed screen using StarBoard Software and add annotations.

To capture a screen,

press in the Toolbar when the required screen is displayed.

This will then be captured by the software and made available for annotation using the Electronic Pen. This is referred to as "writing a memo"

You also capture a screen by using a mouse in PC Mode and in Conference Mode , or while you are playing a Movie in Movie Mode or a video image in Video Input Mode.

A Memo can also be written in Slide Mode or White Board Mode.

How to change the line width and colour of the Pen

To change the line width of the Pen,

press to display the Select Line Width dialogue.
Select the width required and click [OK].

To change the colour of the Pen,

press to open the Palette Toolbar.
Press the button of the colour required.

There are a variety of colours for the Pen.
Please read How to customise the Palette Toolbar if additional colours are required.

How to customise the Palette Toolbar

This feature allows you to place your choice of colours on the Palette Toolbar.

To customise the Palette,

press to open the Palette Toolbar.

Press and the Customise Palette dialogue will appear.

Select the colour and line width required and press to add the colour to the toolbar.

To delete a colour, drag it to the waste basket.

You can arrange your choice of colours by selecting each colour and dragging to the desired position. Alternatively, pressing the Assert button will automatically arrange colours by grouping similar styles together.

How to delete annotations

There are three ways to delete annotations.

The first method is to select from the toolbar. This will change the pen function to Erase.

Moving the pen over an annotation will erase the electronic ink.

You can change the width of the Eraser by selecting from the toolbar.

The second method is to rotate the pen and use the small felt eraser pad on the opposite end from the pen tip.
Moving the eraser over the annotation will erase the electronic ink. This method is very convenient for erasing small errors during annotation.

The third method way is to select from the toolbar. This will erase all currently displayed annotations after displaying a confirmation dialogue box.

How to use a Background to add a Memo page

When you use a Background, it is very easy to use images, single-colour Backgrounds, tables, etc, to write a Memo.

To add a Background

press and select a Background from the Select Background dialogue.

The Background you have used will be registered in the [Recent Backgrounds]

Category for a while, so you can use the same one quickly.

Please read this section if you want to register or classify Backgrounds.

How to register/delete a new Background

If an image is often used as a Background, it can be made available from

the [icon] button by registering it as a Background for a Memo.

To register a new Background,

press [icon] and select [Add Item]. A sub menu will offer the choice of adding
an image file or a new category.

To add a new Category,
press [Add Item] and select the New Category option. Enter the category name
and a [New Category] will be added to the [Category List].

To change the name of the added Category, you need to use the keyboard.
You can also change the name by clicking the name twice quickly.

To add a new Background Image,
press [Add Item] and select the Import Image option which will then display
the Select Background dialogue. Locate and select the desired image and it
will be added to the selected category. Once the Background is registered, it
can be dragged to any other category.

To make a single-colour Background,
select [Solid Colour] Category, press [Add Item] and select the Import Image
option. In the [Select Colour] dialogue, locate the required colour and click
[OK]. Then, the Background of that colour will be added.

Backgrounds can be registered and classified into different Categories.

To register a Background in a Category,
select a Background(s), move it/them to the Category where you want to
register it/them, and release from your Pen.

To delete a Background,
select a Background and then select [Delete] from the pop-up menu.

When you delete a Background, it will be deleted from the selected category.
**You need to be careful when you move it from [All Categories]. If you
delete it from [All Categories], it will be deleted completely from your
computer and you will not be able to use it again.**

To delete a Category,
double click on your selected Category and choose [Delete] from the pop-up menu. When you use this option, any Backgrounds in the deleted category will not be deleted but remain in [All Backgrounds].

How to open an image and use it in Annotation Mode

You can use an image as a Background Template for Annotation Mode.

To locate and select an image for use, press in the Toolbar to display the Open dialogue box.

Select [Picture] to display the Select Picture dialogue box.
When you select an image and click [OK], you can use it as a Template.

You can register an image as a Template for use at any time.
For details on how to register a Template, please read How to use a Template

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How to open a Slide for a presentation

You can use a Microsoft PowerPoint presentation file (.ppt format) for a presentation.

To use a Slide, press to display the Open dialogue box.

Select [PowerPoint] to display the Select Slide dialogue box.
When you select a PowerPoint file and click [OK], the presentation will begin.

When you open a PowerPoint file, it will Start Slide Mode.
For details of Slide Mode, please read How to use Slide Mode

How to open and play a Movie file

You can play a Movie file that can be opened by Windows Media Player (avi, mpg, etc.) and use it in the annotation software.

To open a Movie file, press to display the Open dialogue box.

Then, press [Movie] to display the Select Movie dialogue box.
When you select a Movie file and click [OK], it will start playing.

When you open a Movie file, it will start Movie Mode.
For details of Movie Mode, please read How to use Movie Mode

How to open a Starboard Data file

You can open a StarBoard Data file in .swm, .sws. .wnr, or .yar formats, and insert it into the current session.

How to open a StarBoard Data file

To insert an existing file, press to display the Open dialogue box.

Then, press [Data File] to display the Insert Saved Data dialogue box.
When you select a StarBoard Data file and click [OK], it will be added to the image browser.

How to open a file without inserting it into the current session

You can open a file using the application linked to it in Windows, without inserting it into the current session.

To open a file without inserting it into the current session, press to display the Open dialogue box.

Then, press [Other] to display the Select Favourites dialogue box.
When you select a file and click [OK], it will be opened in the application linked to it in Windows.

How to move to another page

Adding a Background Template or a capturing a computer screen will increase the number of stored pages.
If you need to view a previously created page this can be achieved as shown below:

To move to a previous page,
press

To move to the next page,

press

How to view the list of saved pages

It can be tedious to move page by page through the saved pages.
In such a case, you can easily view the list of Memo pages in full-screen.

To view the list of pages,

press in the Toolbar.

The Page List dialogue will appear and display smaller images of the saved
pages in groups of 6.

Pressing [Next] or [Previous] buttons shows additional groups of saved pages.
Selecting the required page will display the page in full-screen mode.

How to delete a page

To delete a page,
press

The Page List dialogue will appear.

Locate the page required by pressing [Next] or [Previous] as necessary.
Select the page required and press [Delete].
Note : Deletion is permanent. Once deleted the page cannot be recalled.

How to display the page number

To display the current page number,

press to open the Setup dialogue.

From the Setup dialogue, select [Options] to open the Options dialogue.
In [Display], tick [Display the page number while writing a Memo] and click
[OK].

How to display the date when the page was created/updated

To display the date when the page was created/updated,

press to open the Setup dialogue.

From the Setup dialogue, select [Options] to open the Options dialogue.
In [Display], tick [Display the date when the page was created/updated while
writing a Memo] and click [OK].

How to print an annotated page

There are two ways to print an annotated page.

To print the current active page.

press in the Toolbar to open the Print dialogue.
Select the page(s) you want to print and press [Print].

To print a previously annotated page

Open the Saved Data list from the StarBoard Software Launcher.

Select the required item and click on to display the menu options.

Select [View] to start StarBoard Software Viewer ("Viewer").
In the Viewer, you can print by selecting the required page(s) and pressing the printer button.
For more details of the Viewer, please read Help on the Viewer.

Configuring StarBoard Software

To configure StarBoard software open the Settings dialogue by

pressing in the Toolbar.

You will then be presented with the following options.

Configuring the Toolbar

To configure the Toolbar, press [Toolbar Settings] from the Settings dialogue box to display the Toolbar Settings dialogue box.

In this dialogue, you can:

- Change the icons listed in the Toolbar
- Select a layout for the displayed buttons
- Select the size of the displayed buttons

Configuring the Electronic Pen settings

To configure Electronic Pen settings, press [Pen Settings] from the Settings dialogue box to display the Pen Setting dialogue box.

In this dialogue box, you can:

- Synchronize the colour of the Electronic Pen with the Screen colour
- Configure the action of the pen buttons
- Configure double click speed and accuracy
- Check the condition of the Electronic Pen (rear screen projection units only)

How to adjust the pen position accuracy on the StarBoard

To adjust the accuracy of the Pen position, press [Calibration] from the Settings dialogue box to display the Calibration dialogue box.

How to set up Options

To set up other options, press [Options] from the Settings dialogue box to display the Options dialogue and set up options.

In this dialogue box, you can:

- Change the displays of the page number and date when the file is created
- Change the standard dialogue to select a file
- Ensure a confirmation dialogue box is displayed before deleting current annotations.
- View Network information and adjust Conference Mode settings.
- View and adjust Object Management mode settings (when selected from Object Management mode).

Saving Annotations

If you add a page, the current annotation page will automatically be saved.

When you exit Annotation mode the Save Confirmation dialogue box is displayed. Enter a Title and Owner for the file and select [Save].

You can then view the file or re-open the it from the Saved Data list accessible from the opening screen.
If you select [Do not save], the data will be deleted.

If you re-open a previously saved data file, every time you edit it, it will be saved automatically.

How to exit Annotation Mode

To exit Annotation mode,

press

To exit Slide Mode, Movie Mode or Video Input Mode,

press

About the Accessories

The Accessories function allows rapid access to applications used on a regular basis.

Applications can be added to, or removed from, the Accessories list by following the steps listed below:

To add or remove external applications

Press and select [Add/Delete external applications].

To add an application, press [New] in the Add/Delete External Application dialogue box.
In the Add dialogue box, type a name for the application and then the file path and filename of the executable file (.exe format) for the application required.
You can also select a file by using the [Browse] button.
When complete, press [Add]. Check that the application has been added to the Application list and press [OK].

In order to delete an application from the list, select the application in the Add/Delete External Application dialogue box and press [Delete]. Check that the application has been removed from the list and press [OK].

How to start an external application

You can start an external application from Accessories as follows:

To start an external application,

Press and select the application required.

How to check the StarBoard connection

When the StarBoard Software opens, the connection to the StarBoard will automatically be checked.

To perform a manual connection test click on the [Check connection] icon at the bottom of the opening screen

When the connection is not confirmed:

Even if you check the connection, the StarBoard might not be recognized. In this situation please check the following:

- o Ensure the StarBoard is switched on.
- o Ensure the StarBoard is correctly connected to the computer.
- o When the StarBoard software is installed the Starboard model must be identified in order to select the correct software driver. If the computer is then connected to a different StarBoard model the correct driver will need to be installed .

For details about each Board model, please read the StarBoard instruction book.

How to start Object Management Mode:

In Object Management Mode all annotations, images and shapes are created as objects. All objects can be resized and repositioned and have properties which can be altered. Object properties differ slightly depending on the type of object but generally the colour, fill area and line thickness can be altered. When the object is selected it's property dialogue box can be opened and the various changes required can be implemented. Objects can also be rotated, flipped, ordered and layered by clicking the object and selecting

To start Object Management Mode select "Advanced" from the opening screen and then choose "Object Management". Alternatively you may press [Object] in toolbar mode.

Intelli-Pen:

Intelli-Pen – allows creation of squares, circles, diamonds, triangles, lines and arrows by simply drawing the object. Draw a freehand rectangle and Intelli-pen changes this into a geometric object as a rectangle. Intellipen will recognize all of the objects that can currently be created directly from the toolbar. That is: Square, Circle, Isosceles Triangle, Right Angled Triangle, Diamond, Straight Line and Arrow. A single headed arrow is drawn like this:

Or to draw a double headed arrow:

Intelli-pen can also be used for editing. To remove an object or group of objects draw an X through them.

To edit the text in a text box draw a straight horizontal line through the text and the text box will open for editing.

Pen:

The Pen tool is used for freehand drawing or writing. Changing the Properties of the pen allows selection of a variety of line widths, styles and colours. The pen can be also be used as a highlighter with the appropriate property selection.

Eraser for Pen:

Selecting the "Eraser" icon from the toolbar will change the pen function to Erase. Moving the pen over annotations made with the standard pen will erase the electronic ink.

Select Object:

Selecting the "Select Object" icon from the toolbar will allow individual objects to be selected, resized, moved, deleted or to change individual properties. Multiple objects can be selected by dragging an outline to include all required objects.

Additional Select:

Selecting the "Additional Select" icon from the toolbar will allow multiple objects to be selected which can then be resized, moved, deleted or allow property changes to be made as a group.

Text Box:

Selecting the text box icon from the toolbar will allow a text box object to be created by placing the pen tip on the board and dragging to create a box. The text box will be open for data entry from the keyboard.

By setting the "Process Character Recognition icon" to "Auto" before drawing the text box, data can be entered through the character recognition software.

By pre-selecting the "On Screen Keyboard" before drawing the text box, data can be entered through the On Screen Keyboard software.

Once created, the text box can be moved or resized. As with all objects, the properties can also be altered by selecting the property window.

Rectangle:

Selecting the Square icon from the toolbar will allow a geometric square object to be created by placing the pen tip on the board and dragging an area of the required size. This can then be moved, resized, coloured or filled by adjusting the properties of the object.

Ellipse:

Selecting the Ellipse icon from the toolbar will allow a geometric circle or ellipse object to be created by placing the pen tip on the board and dragging an area of the required size. This can then be moved, resized, coloured or filled by adjusting the properties of the object.

Diamond:

Selecting the Diamond icon from the toolbar will allow a geometric diamond object to be created by placing the pen tip on the board and dragging an area of the required size. This can then be moved, resized, coloured or filled by adjusting the properties of the object.

Triangle:

Selecting the Triangle icon from the toolbar will allow a geometric triangle object to be created by placing the pen tip on the board and dragging an area of the required size. This can then be moved, resized, coloured or filled by adjusting the properties of the object. The type of triangle can also be selected through the properties dialogue box. Click on the object and select menu to allow access to the rotation and flip options.

Line:

Selecting the Line icon from the toolbar will allow a straight line object to be created by placing the pen tip on the board and moving it between two points. This can then be moved, resized or coloured by adjusting the properties of the object.

Arrow:

Selecting the Arrow icon from the toolbar will allow an arrow object to be created by placing the pen tip on the board and moving it between two points. This can then be moved, resized or coloured by adjusting the properties of the object.

Undo Action:

Selecting the "Undo Action" icon from the toolbar will reverse the last action. Multiple clicks on the "Undo Action" icon will allow several actions to be reversed.

Redo Action:

Selecting the "Redo Action" icon from the toolbar will restore the last reversed action. Multiple clicks on the "Redo Action" icon will allow several reversed actions to be restored.

Select Layer:

The Object management software is organised in two layers. The bae layer is opaque and the top layer is transparent. By default, objects are drawn on the

top layer and backgrounds are added to the base layer. By selecting the "Select

Layer" icon the layers can be effectively reversed, hiding the top layer behind

the base layer. Objects and annotations can be added to the base layer, effectively creating a "Question and Answer" scenario where, for example, questions can be shown on the base layer and the answers written on the top layer. Answers can then be hidden and revealed as required.

Erase All:

Selecting the "Erase All" icon from the toolbar will delete all annotations and objects created in the current session.

Cut Object:

Selecting the "Cut Object" icon from the toolbar will remove the selected object(s) from the session and place them on the clipboard where they can be pasted into supported applications.

Copy Object:

Selecting the "Copy Object" icon from the toolbar will copy the selected object(s) from the session and place them on the clipboard where they can be pasted into supported applications.

Paste Object:

Selecting the "Paste Object" icon from the toolbar will place item(s) currently on the clipboard into the application.

Trash Bin:

> Selecting the "Trash Bin" icon from the toolbar will delete selected object(s) from the session.

Navigate:

> Selecting the "Navigate" icon from the toolbar will open the navigation window to show an overall representation of the current session. A rectangle outlines the current display area and this can be dragged to display the required area on the screen. The user can also move to a different area of the session by clicking the required area in the navigate window.

Properties:

> Selecting the "Properties" icon from the toolbar will display the property window for the currently selected tool. Changes made to the properties at this point will affect all future objects created with the selected tool.

Process character recognition:

> Selecting the "Process Character Recognition" icon from the toolbar will allow the user to set this feature to "Auto", "On" or "Off" modes of operation.
>
> In "Auto", character recognition software will be activated when text boxes are created, allowing the user to write character information in freehand which will be converted to text and placed in the text box data area.
>
> Setting the tool to "On" will force Character recognition to be on continuously. Be aware that a program requiring data entry must be active in order to use character recognition.

Insert Background:

Selecting the "Add Background" icon from the toolbar will open the Select Background dialogue. Choose a category and click on the background required. Select "Insert Item" to include the background in the current session. See also "How to register / delete a new Background".

Insert Clip Art:

Selecting the "Insert Clip Art" icon from the toolbar will open the Select Clip Art dialogue. Choose a category and click on the image required. Select "Insert Item" to include the image in the current session. This dialog box can be used to add or delete categories and images using the same functionality as Backgrounds. See "How to register / delete a new Background".

Screen Capture:

Selecting the "Screen Capture" icon from the toolbar will allow the user to select between "Local Capture" and "Global Capture". Local capture allows screen capture within the current session whereas Global Capture will minimise the Object Management screen and allow the user to navigate to other areas within the computer to capture screens. The capture tool is shown below.

Selected Area Capture
Active Window Capture
Full Screen Capture

Show / Hide Settings
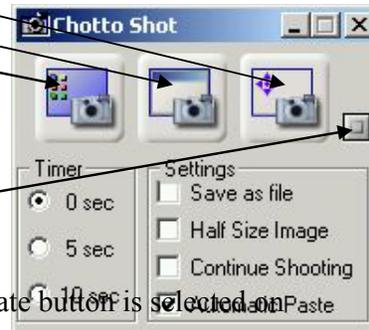
When the screen is arranged as required the appropriate button is selected on the capture tool.

Import ShareWizard Pen File:

Selecting the "Screen Capture" icon from the toolbar will open the Saved Data dialogue box to allow the user to select a saved data file to include in the current session.
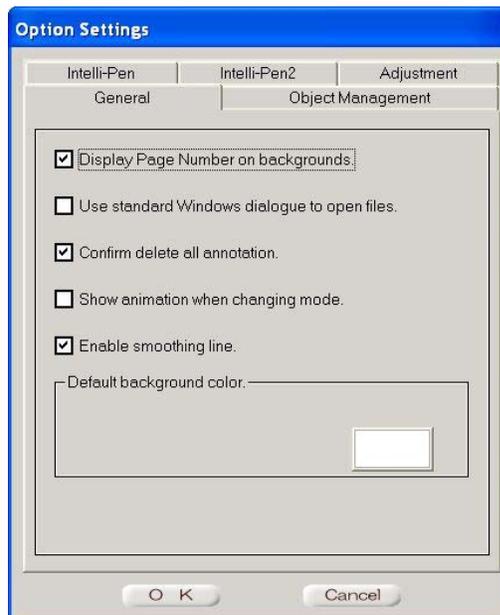
Change Settings:

Selecting the "Change Settings" icon from the toolbar will allow the user to change various parameters of operation. To view or change parameters for Object Management choose Options from the displayed menu.
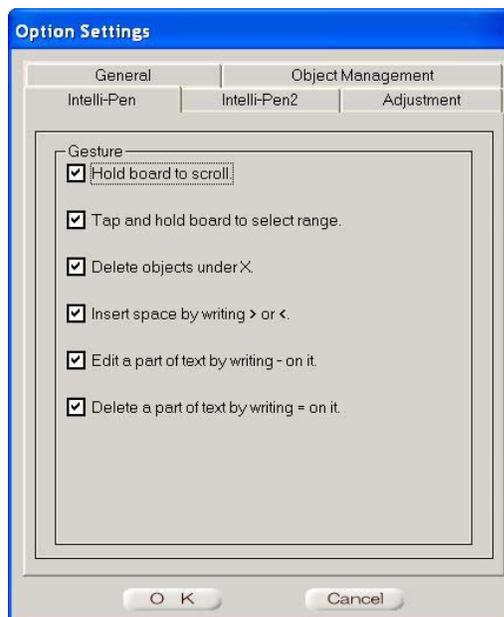
Object management Option settings have five screens:

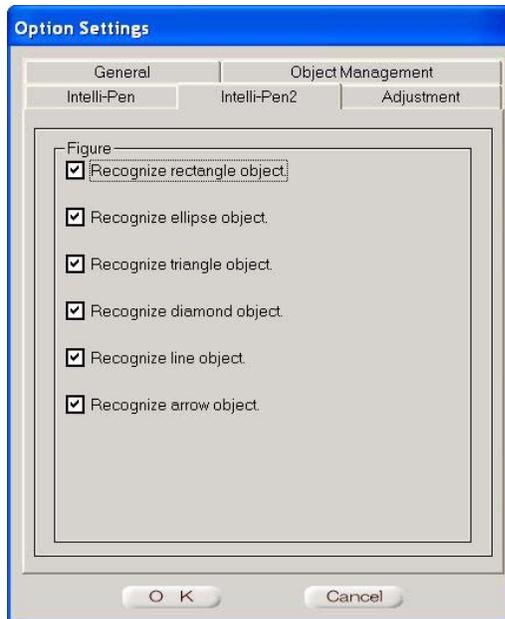**General** - ensure the tick box is selected for each option required.
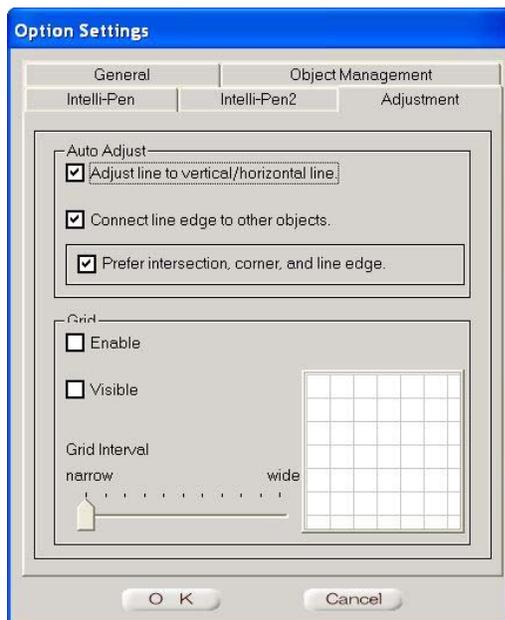
Object Management
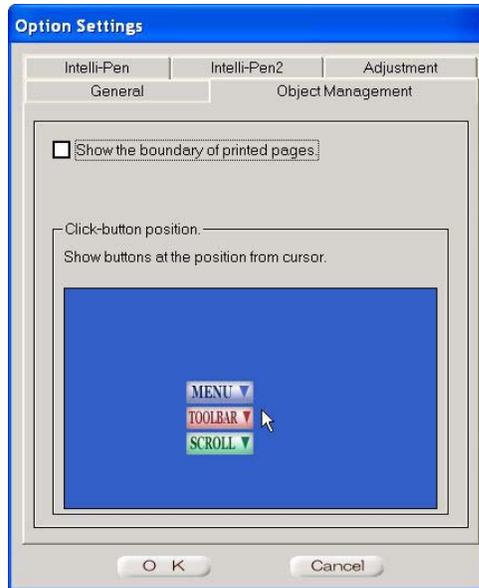
Intelli-Pen

Intelli-Pen 2

Adjustment

Output to Printer:

> Selecting the "Print" icon from the toolbar will open the print dialogue box to allow the current session to be printed.

Open File:

> Selecting the "Open File" icon from the toolbar will allow files to be selected for insertion into the current session.

Open an external application:

> You can start an external application from Accessories as follows:
>
> **To start an external application,**
> Press and select the application required or use the Add/Delete function to add or remove applications from the displayed list.

Mouse Mode:

> Selecting Mouse mode will minimise the Object Management Application leaving a small toolbar on the desktop.
>
> These icons, which are explained above, allow the user to use the character recognition software, return to Object Management mode, Capture information or Launch an application from the accessory toolbox.
>
> This can be extremely useful, allowing the user to Launch any application or browse the Internet and then capture information to be used within the Object Management software.

Ver 5-0 only

Menu Shrink / Expand: **(Ver 5.0)**   Ver 5.1

> Selecting this icon will shrink the menu to a single icon in order to allow full use of the screen area. Clicking the single icon remaining on the screen will expand the menu for full use.

Using the Tap Menu:

> When you tap the screen, the "Tap Button" will be displayed.

> Selecting the "Menu" option will display the tap menu. The items available from this menu will vary depending on the items selected:
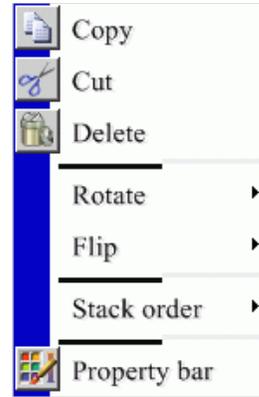
Tap Menu with no object selected

This menu allows most toolbar operations to be performed. Refer to the appropriate function description in the Object Management section of this guide.
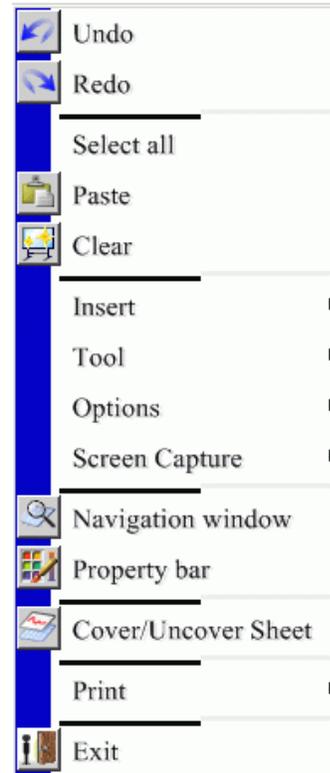
Tap Menu with a single object selected

This menu allows the most commonly
required operations to be easily accessed.

Tap Menu with multiple objects selected

This menu allows operations to be
performed that relate to the multiple object
selection. Objects can be grouped together
(to allow multiple objects to be treated as a
single unit) and their relationships to each
other can be altered.

Exit Object Management Mode:

Selecting the "Exit" icon from the toolbar will close Object Management mode and offer the user the option of saving or discarding the current session. The User will then be returned to the opening screen.

Default Accessories

StarBoard Software V5-0 provides two default accessories for increased functionality during presentations.

Spotlight Tool

This accessory allows the use to partially highlight areas of the screen.

Shape – The highlighted area can be defined as a square or a circle

Spread – The highlighted area can be magnified.

Size - The size of the highlighted area can be changed

Brightness – The brightness of the shaded area can be adjusted.

When the Spotlight tool is in use the position of the highlighted area can be moved by using the pen to drag the highlighted area.
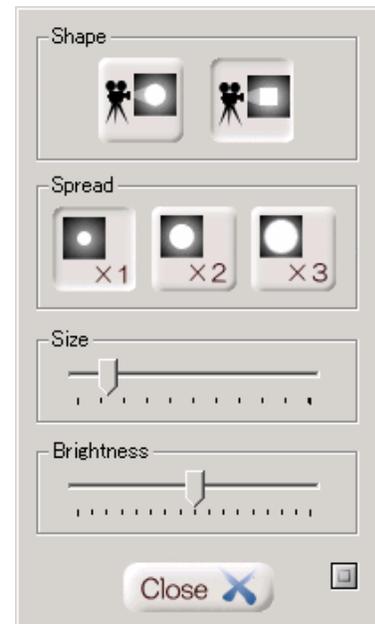
Timer Tool

The Timer accessory can be used a Timer or a Stopwatch

Arrows – Select the Hours, Minutes
  or Seconds and use the arrow
  keys to set a start time.
Start – If a Start Time has been
  selected the Start button will
  begin the countdown operation.
  If no Start time has been entered
  the timer will begin to count up.
**Clear / Stop** – This will stop the count
  and clear the timer.
Config – Select this to configure the
  timer options.

TV Conference Terminal Add-In

1. Setup

1. Connect the PolyCom TV Conference unit to the network, and switch
   on the power supply.
2. Perform the necessary set up requirements for the PolyCom TV
   Conference unit.(Refer to the PolyCom operation manual)
3. Set the parameters the TV Conference Terminal Add-In program as
   listed below:
   o Run the Settings program from the Windows Start Menu
     (Programs – StarBoard Software – Add-in – TV Conference – TV
     Conference Terminal Setting)
   o Select "Use TV Conference"
   o Input the IP Address of the PolyCom TV Conference unit.
   o Select the connection speed to be used.
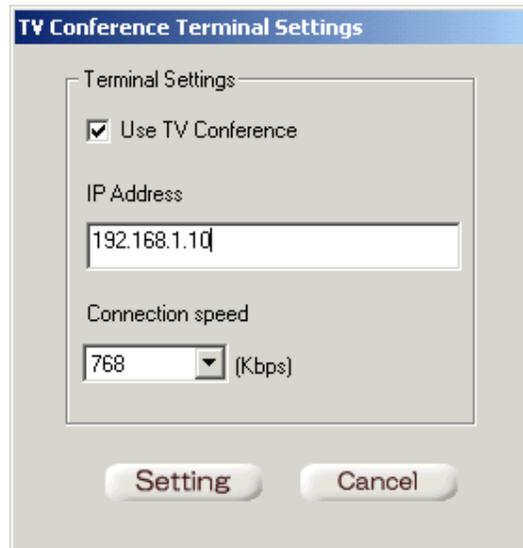
TV Conference Terminal Settings Dialog

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2. Connection

1. Start the StarBoard Software and select "Annotation on a shared screen".
2. Select "Conference Client" from the dialog box.
3. Perform the following operations according to the method of host used.
   - **When no Conference Group is used.**
     1. Host will start the conference without using a Conference Group ("None (only for host)), and wait for the other user(s) to participate.
     2. Users connect with the host.
     3. TV conference terminals are connected and "Conference Client" starts.
   - **Using a Conference Group**
     1. At the host station, please ensure the "Cooperate to TV Conference" box is selected in the "Edit Conference Group" Dialog.
     2. Users start StarBoard Software and wait for call from host.
     3. Host select a Conference Group and clicks "Connect".
     4. TV conference terminals are connected and "Conference Client" starts.

Edit Conference Group Dialog

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3. Disconnection

After ending "Conference Client", TV Conference will disconnect automatically.

It is also possible to disconnect by pressing the TV Conference Disconnection

Button .

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4. Reconnection

When the TV Conference was disconnected, you can reconnect again by

pressing the TV Conference Connection Button

.