

# GETTING STARTED



**interwrite™**  
SOFTWARE

for Mac OS X



We at GTCO CalComp are proud of our InterWrite™ family of products. We strive to continue to bring you the best the technology has to offer. We urge you to visit our Web site, where we will post the latest information regarding any updates and changes we have made that would impact the instructions in this *Getting Started* document.

[www.gtcocalcomp.com](http://www.gtcocalcomp.com)

### **InterWrite Interactive Products/Support**

Click on any of the InterWrite products listed to display the **Technical Support** section where you can access **Software Downloads** and the **Documentation Library**, among other helpful InterWrite information.

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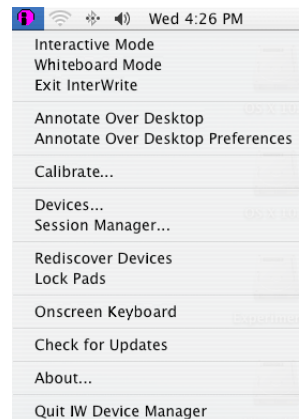
## Install the InterWrite Software on the Mac

The InterWrite software must be installed on the Mac by a user with *Admin* privileges. InterWrite is compatible with Mac OS X version 10.2.5 or higher.

- 1 Insert the InterWrite software CD into the CD-ROM drive on your Mac. An InterWrite CD icon will appear on your desktop.
- 2 Double-click on the InterWrite icon on the desktop to display the CD's contents. Double-click on the **Install InterWrite** icon.
- 3 Follow the onscreen instructions for the software installation.




The appearance of the InterWrite icon  on the Menubar indicates that the InterWrite **Device Manager** is now running on your Mac. It will load and run in the background every time you start up your Mac. You will click on the InterWrite icon to display the options on the Device Manager Menu, shown here. Device Manager, in addition to managing the InterWrite hardware devices, provides direct access to the two operational modes of the InterWrite software.



# The InterWrite Software

The InterWrite family of hardware and software products provides the most effective, powerful interactive presentation system on the market today. Any combination of InterWrite Whiteboards, InterWrite Pads, iPanels, and electronic InterWrite Pens provides a dynamic collaborative environment that both engages your audience and encourages participation, whether in the classroom, the boardroom, or reaching out to participants around the world.

The operation of the InterWrite hardware is controlled by the InterWrite software. The InterWrite software provides the tools and functionality that makes the interaction possible. In a typical scenario, the image of the Mac desktop is projected on an InterWrite Whiteboard. An electronic InterWrite Pen is used on the Whiteboard, the Pad, or the iPanel as a mouse to remotely open applications, browse the Internet, or run a Slide Show presentation on the Mac desktop. The Pen is also used to manipulate annotation tools selected from the InterWrite Toolbar to draw and write on the projected image. The image can be a page of text from a document file, a spreadsheet, a presentation slide, or a CAD drawing, for example. Or, it can be a blank page, a grid, a clock face, or a map. The possibilities are endless. When the lesson or presentation is over, the annotated file can be printed or emailed, providing everyone a complete record of the proceedings.

The software is installed as part of the process of establishing communication between the InterWrite Whiteboard, Pads, and/or the iPanel and the Mac. When the software is successfully installed, the InterWrite icon  appears on the Menubar. Click on the icon to display the Device Manager Menu, which provides access to the two operational modes of InterWrite: **Interactive Mode** and **Whiteboard Mode**.

## Interactive Mode

**Interactive Mode** allows you to take advantage of the full power and robust features of the InterWrite system. Running Interactive Mode requires a basic hardware configuration that includes an InterWrite Whiteboard, an electronic InterWrite Pen, a Mac computer, and a video presentation projector. (InterWrite Pads and/or an iPanel can be used in addition to the Whiteboard when using Interactive Mode.) The Whiteboard communicates as an input device to the computer. The video projector projects the image of the Mac desktop onto the Whiteboard surface. The InterWrite Pen manipulates the cursor on the projected image on the Whiteboard, which sends input signals to the InterWrite software on the Mac in the same way your mouse and keyboard send input signals to your Mac.

When Interactive Mode is selected from the Device Manager Menu, the InterWrite Toolbar is displayed along the right side of the projected screen image. The InterWrite Pen is used to select tools from the Toolbar that can be used to annotate a captured screen image and to add different page types—blank page, grid page, image page, duplicate page—to the presentation file.

Other InterWrite Tools provide access to special InterWrite applications, such as the Onscreen Keyboard. Each captured screen image becomes a page in the presentation file. The Page Creation tool is used to add the different page types described above to the presentation file. The presentation file can be saved in a variety of formats, after which it can be printed and/or distributed electronically.

## Whiteboard Mode

**Whiteboard Mode**, the other InterWrite operational mode, makes it possible for you to easily capture the notes, drawings and calculations written and drawn on your Whiteboard for print and/or electronic distribution. The only equipment you need to run Whiteboard Mode is an InterWrite Whiteboard, one or more electronic InterWrite Marker Pens, and your Mac.

Whiteboard Mode must be invoked before you begin to write on the Whiteboard with the Marker Pen. Once you have the display of the whiteboard on your computer monitor, you can begin drawing and writing using your capped or uncapped InterWrite Marker Pen. (If you use the Marker Pen with the cap on, nothing will display on the Whiteboard, but whatever you have drawn or written will display on the whiteboard replica on the computer screen in the color of the Pen's color band.)

# Getting Started with the InterWrite Software

The InterWrite system is at the heart of a successful interactive collaboration, whether it is in a classroom of fourth graders studying world geography, or in a boardroom of corporate executives brainstorming a new product launch. All the tools you will need to stimulate inspiration, connection and participation can be found in the InterWrite software. Here's a quick look at the InterWrite software basics to get you started.

The InterWrite software is run in one of the two operational modes discussed on the previous pages. Your electronic InterWrite Pen is used on your Whiteboard, Pad, or iPanel to move the cursor and to select InterWrite Tools. InterWrite Tools have been categorized as

Annotation Tools, Editing Tools, Page Creation/Management Tools, Presentation Tools, File Management Tools, and Miscellaneous Tools. The online InterWrite Help file describes all these tools in detail. It can be accessed from the Device Manager Menu.


The purpose of this document is to give you a feel for the InterWrite system by showing you how to use one tool in Interactive Mode. The Annotation Tools of Interactive Mode consist of freehand tools, text tools and drawing tools. Of the freehand tools, the Pen tool is the most frequently used InterWrite Tool. The following pages describe how to select and configure the Pen tool.

## Begin an InterWrite Session

- 1 When you are ready to begin an InterWrite session, turn on your InterWrite Device. Whether it is a Whiteboard, a Pad, or an iPanel, it must be active and connected. You can verify this using *Session Manager*, or *Devices*, both **Device Manager Menu** options.
- 2 You can start InterWrite in Interactive Mode in two different ways:

Use your electronic InterWrite Pen to click on the **InterWrite Interactive** icon on the Whiteboard, or on the **Launch InterWrite** SoftKey icon  on the Pad Insert.

– OR –

Use your electronic Pen on the InterWrite Device to guide the mouse cursor to the InterWrite icon  on the Menubar and click on it to display the Device Manager Menu. Select *Interactive Mode* from the menu.

## Pen Selection

When you open InterWrite in Interactive Mode, it automatically starts up in Annotation Mode and a blank page is displayed. The InterWrite Toolbar is displayed, by default, along the right side of the projected desktop image.

Four different Pen tools can be configured on the Toolbar, including the shape-drawing Pen. Each of these Annotation Tools can be configured for color and line width either by making selections from the **Width** and **Color** menus on the Menubar, or by clicking on the Down Arrow adjacent to the tool to display the tool configuration menu. The current configuration selections for each Annotation Tool are displayed on the icons.

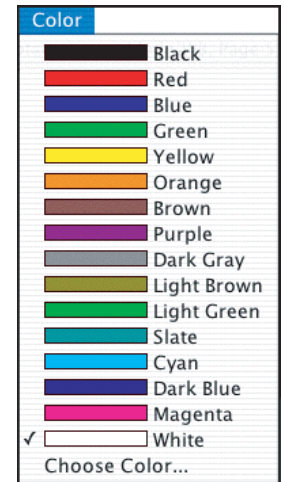
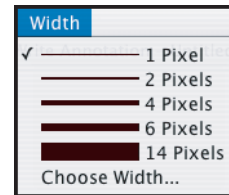
Using your electronic Pen, select one of the Pen tools from the Toolbar and write or draw something in the Annotation Window. Change the Pen color and/or line width to see how these changes affect the appearance of your annotations on the screen. The best way to familiarize yourself with the Pen configuration options and all the InterWrite tools is to experiment with them.

Some users prefer to assign a different color and line width to each of the four Pen tools. As they present their material, they can easily switch from one Pen tool to the other to use the different assigned effects. Other users prefer to keep one Pen selected and change its color and line width on the fly, as the presentation warrants. As you become more familiar with the InterWrite Annotation Tools, you will find the method that best suits your presentation style.

**Mac  
Toolbar**



**Mac Menubar**



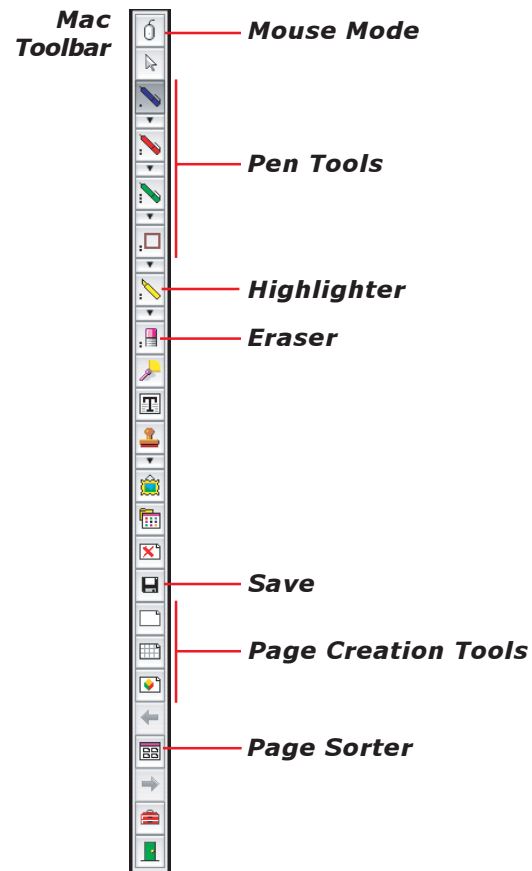
## Presentation Files

Each annotated screen capture represents a *page* in the presentation file. The Page Creation tools are used to add additional pages to the presentation file. The presentation file is automatically saved in a .GWB format.

When Interactive Mode is started up, InterWrite goes into Annotation Mode and an untitled presentation file is created. Unless you give the file a name, it is automatically saved using today's date as the filename. (Multiple files created today have *01, 02, 03, etc.*, appended to the date name.)

An existing presentation file can be opened, its pages can be sorted, annotations can be added to the existing pages, and new pages can be added to the file. Your presentation will determine how each presentation file evolves. For example, you can prepare a presentation file of blank maps ahead of time for a geography lesson. Or, you can capture and annotate each of the monthly earnings spreadsheets as you review the past fiscal year during a budget meeting. Or, you can run a presentation slide show and add annotations to each captured slide during the presentation.

You can build your presentation file during your presentation, or you can pre-build it, including the screen captures, images, graphs and text pages you want to present. However you choose to do it, the process is the same. To capture a full or partial screen, click on the Mouse Mode tool with your electronic Pen and arrange the desktop for capture. Indicate your capture preference by selecting either the *Full Screen Capture*, or *Partial Screen Capture* option from the **Create** menu. Annotate the captured image using one of the Pen tools. Use the Page Creation Tools to add a blank, gridded, or background image page. By default, InterWrite is in Autosave mode, so your annotated pages are automatically saved as you build your presentation file. Click on the Save tool to save the file using the default filename (today's date), or a name you type on the pop-up IW Keyboard.



## Distributing Presentation Files

The InterWrite presentation files you create can be printed for local distribution, or emailed to anyone, anywhere.

Use the Page Sorter tool to review the presentation file. The pages in the presentation file can be sorted, moved, and deleted in Page Sorter. When the file pages have been arranged to your satisfaction, you can use the Page Sorter's print option to print it, you can export it to one of several file formats, or you can email it.

The native file format of saved presentation files has the .GWB extension. These files can only be read by InterWrite, so when you want to distribute your presentation files electronically, save them in a PDF format, which can be read by Adobe's Acrobat Reader. In addition, you can export your presentation files to a variety of graphics and HTML formats.

Now, everyone can stay in the information loop, whether they were able to attend the presentation or not.

## Additional GTCO CalComp Resources

We invite you to visit the GTCO CalComp Web site at [www.gtcocalcomp.com](http://www.gtcocalcomp.com), where we have provided a variety of resources to help make your InterWrite experience more rewarding. We especially encourage you to visit [www.gtcocalcomp.com/support\\_interwrite.htm](http://www.gtcocalcomp.com/support_interwrite.htm) and [www.gtcocalcomp.com/erc/index.htm](http://www.gtcocalcomp.com/erc/index.htm).

### *What is PRS?*

InterWrite PRS is an Audience Response System—a comprehensive response system for electronically testing, polling, and surveying a group of people. It can be used in conjunction with InterWrite to take a survey of the audience response to the presentation, or to test the level of comprehension after a lesson presentation, for example. Learn more about PRS by visiting our Web site.

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