![ClearTouch Interactive logo]

Windows Functions and EasiNote Review

Basic Windows Functions Review

- *Clicks*
    - Simply tap for **Left Click**
    - Tap and hold until you see a square, then release for **Right Click.**
    - Double tap for **Double Click.**
- If you have multiple windows open you can drag the top bar of the window to either side of the screen and it will automatically "snap" to a split screen window. You can then put another window on the other side.
    - If you drag any window to the top of the screen, it will make the window full screen.

EasiNote Training Review

- *Remember, there is a full User's Manual inside of EasiNote software for more in depth instructions on specific tools.*
    - **MENU > HELP > USER'S MANUAL**
- **Launch EasiNote** software by double clicking the EasiNote icon on the desktop.

    - You can also "Pin" the software to the taskbar by right clicking and then selecting "pin to taskbar". This will allow you to open the software with just one click.

- *Middle Toolbar*
    - Select any of the tools in the middle twice to get their extended menu.
    - **Select Tool** - Select any objects. Move them around, pinch to zoom. Use the extended menu that appears when you select an object to delete it, save it, etc.
    - **Pen Tools** - Select pen style, line weight and color. While pen tool is selected, you can flatten your hand on the board and it will erase without having to switch tools.
    - **Erase Tool** - Point erase, "lasso" erase, and clear the whole page
    - **Shape Recognition** - Finally draw the perfect circle! Tap twice for more shapes and colors

- ○ **Infinite Canvas (Hand Tool)** - Select anywhere blank on the screen and move your content off the screen to create more space. Pinch to zoom to fit more or less content on screen at one time. Tap the tool icon twice to see everything you've moved off of the screen.
  - ○ **Handwriting Recognition** - Scribble away and it will convert what you have written into typed text. Also recognizes cursive. (Combine this with the handwriting paper background!)
  - ○ **Undo/Redo** - Go back or forward one action.
- ● *Pages Tray*
  - ○ Select the page number in bottom right hand corner to see all pages in this file.
  - ○ Use the + symbol to create a new page
  - ○ Delete and rearrange pages
- ● *Main Menu*

  - ○ Click the hamburger icon for the main menu of the software
  - ○ Save files as a .enb file
  - ○ Export file as a PDF, PowerPoint, Word document, or image.
  - ○ Import files such as PDF's from the textbook, PowerPoints, images, video files, etc.
  - ○ Full Easinote user's manual
    - ■ MENU > HELP > USER'S MANUAL
- ● *Desktop Mode*
  - ○ Select the blue screen icon for desktop mode. This brings you back out to your desktop and gives you a floating toolbar.
  - ○ Use mouse tool to control your desktop and programs like normal.
  - ○ Use the pen tool for annotation over anything. (Select twice to change colors and line weight)
  - ○ For Screenshots, select the Settings icon on the floating toolbar, then choose the Screenshot icon.
  - ○ Select the "N" logo to go back into the EasiNote software.
- ● *Main Tools*
  - ○ From within EasiNote, select the Settings icon to access all the main tools.
  - ○ Across the top you will see Backgrounds, Subjects, Tools, More.
  - ○ *Math Tools*
    - ■ Graphing Calculator - Select the axes with the select tool and click on the keyboard icon.

- - - Compass - To change color of ink, change the pen tool's color in the middle menu at the bottom of screen.
    - Ruler - Use the ruler as a straight edge by writing near the edge of the ruler with the pen tool.
  - *Other Tools*
    - "Writing Board" brings down a projector slide to write HW problems, Classroom objectives or standards, Formulas, etc. Then drag the slide up to the top and refer back to it when you need to.

There is so much more that the Clear Touch Panel can do! Experiment and get creative!

For More Info and training, check out our website at www.getcleartouch.com
or look for us on YouTube by searching "getcleartouch".