

## StarBoard Panel Training

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## Table of Contents

Objectives .....	3
Introduction .....	3
The StarBoard Toolbar .....	3
Extra Toolbar Options .....	4
The StarBoard Menu Options.....	5
Document Menu Options .....	5
Settings Menu Options .....	6
Accessory Menu Options.....	6
Accessory Details .....	6
Edit Menu Options .....	8
View Menu Options .....	8
Tool Menu Options.....	9
Mode Menu Options .....	9

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## Objectives










- Discuss the functionality of each StarBoard Panel toolbar option.
- Practice using the StarBoard Panel features.
- Brainstorm ways to integrate the StarBoard Panel into classroom instruction.

## Introduction

The StarBoard Panel can be used to add interactivity to your classroom lectures and activities. It allows you to draw new materials on white pages; open and annotate Word documents or PowerPoint presentations; browse the Internet and mark key areas of interest; or display multimedia such as images and video.

## The StarBoard Toolbar

When you launch the software, the StarBoard toolbar will display. You will use this toolbar to control the StarBoard functions. Each function is described below.

	<b>New page</b> – use to create a new white page for annotation.
	<b>Pen</b> – use to activate the pen (or drawing) feature. When activated, use the pen to annotate new pages, open applications, or at the PC desktop. When the pen is active, you can also draw with the mouse.
	<b>Eraser</b> – use to erase content from the desktop, white page, open document or file, or the Internet. This is most easily used by tracing over drawn lines.
	<b>Palette</b> – use to open the color palette. You can change the type of pen you use (pen, highlight, brush, or roller) as well as the color of ink.
	<b>Width</b> – used to change the width of the pen markings.
	<b>Left-click</b> – use to return to using the mouse for navigation/selection when you no longer want to use the pen for drawing. When in this mode, you can use the pen as you would the mouse (instead of using it for drawing). The pen even has a “right-click” button!
	<b>List</b> – use to display every white page you created, every captured image, and each application opened (e.g. PowerPoint presentation or Excel spreadsheet). You can easily navigate among and select screens from the displayed list.
	<b>Capture</b> – use to take a screenshot of the desktop or open application. It will be saved as a “Note” for future viewing.
	<b>Exit</b> – use to exit the StarBoard software. You will be prompted to save the notes and annotations.

## Extra Toolbar Options



The yellow arrow at the top is used to collapse and expand the toolbar. You will also see a yellow StarBoard button. This is used to access many features, and they will be described in this packet.

**NOTE:** The toolbar changes depending upon the feature you are using. When viewing a note (or saved screen) or a PowerPoint presentation, the toolbar will also have the following buttons:



**PC** – used to return to the desktop environment (the current window will display).

**Previous** - used to go back to the previous note (captured screen or white page) or slide in a presentation.


**Next** - used to move forward to the next note or slide in a presentation.

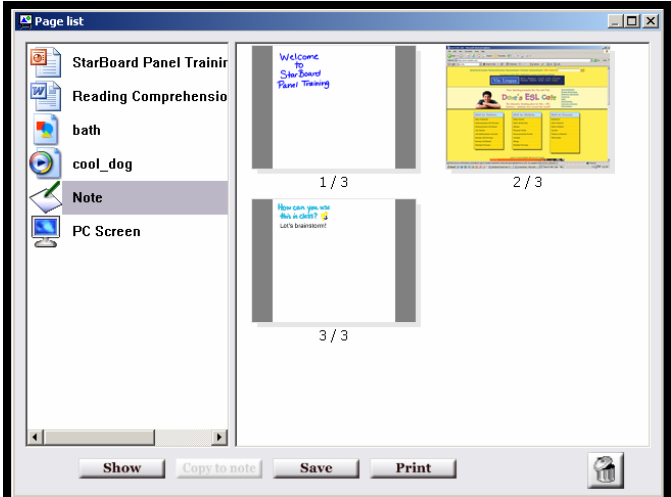
**Clear** - used to clear all user-created annotations. You will receive a confirmation before any data is deleted.

## The StarBoard Menu Options

		<p>When you click the StarBoard button, a full menu of options displays. You will use these menu options to manipulate data, select settings, and modify the viewing options of the notes and screen captures. The following sections describe the options available from the Mode, Tool, View, Edit, Accessory, Settings, Document, Help, and Exit menu items. Note that each menu option with a diamond has a sub-menu.</p> <p><b>Exit</b> – use to exit the application. When you exit, you will be prompted to save notes and annotations.</p> <p><b>Help</b> – used to open the online help files.</p>
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## Document Menu Options

	<p><b>Import Screen Image</b> – works like capture. This allows you to take a screenshot of the current window (it can be any open application, such as Word, PowerPoint, Excel, or Internet window).</p> <p><b>Page List</b> – use to view and navigate to the current windows open in this session (such as the notes, captured screens, presentations, images, etc.). This is also where you will save the session (as a StarBoard .yar file or as html) or delete unwanted components.</p>
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	<p><b>Saved Data</b> – use to open previously saved StarBoard session files.</p> <p><b>Favorite</b> – use to add this file to your favorites.</p> <p><b>Print</b> – use to print the current session file.</p>
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## Settings Menu Options

 Option Setting	<p>These menu options allow you to configure the StarBoard, view the gridlines of the board, set your user profile, and configure the settings. In all likelihood, you will not use many of these features.</p>
 User Profile	
 FEP	
 Grid	
 StarBoard	

## Accessory Menu Options

 Add/Delete External Applications...	<p>The accessories available include the On-Screen Keyboard, ScreenBlock, ScreenCapture, Spotlight, and Stopwatch. Accessories can be used with new white pages or with open applications (such as Word or PowerPoint).</p> <p>See the following section for details about most of the accessories.</p>
 On-Screen Keyboard	
 ScreenBlock	
 ScreenCapture	
 Spotlight	
 Stopwatch	

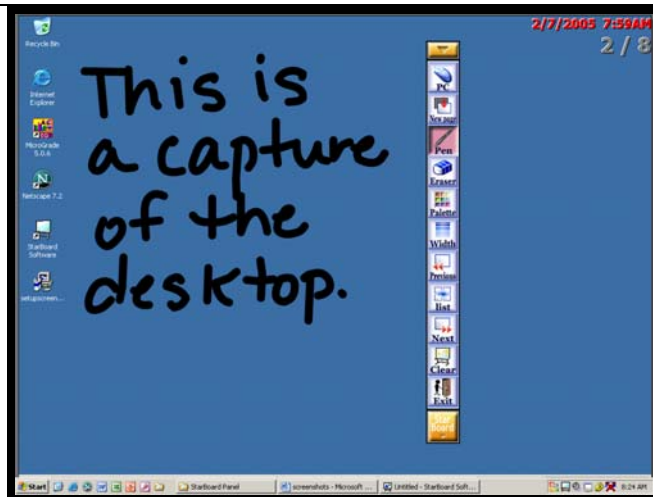
## Accessory Details

**On-Screen Keyboard** – takes place of the keyboard when not at the computer. It can be used in Word, PowerPoint, Excel, etc. It cannot be used to type on the desktop. Open the keyboard and click on the letters using either the mouse or the pen.

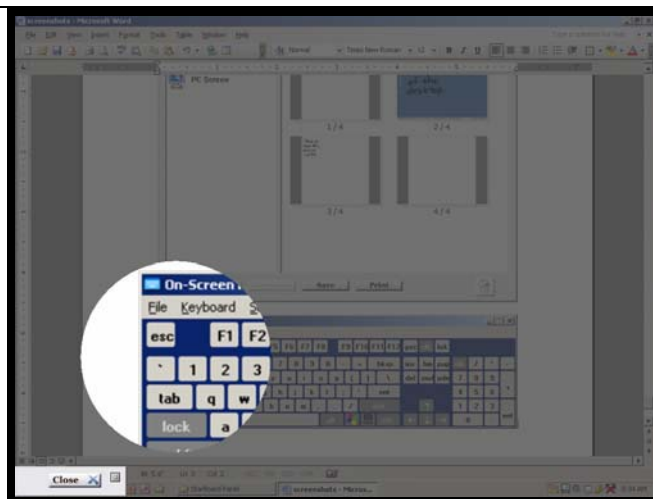


**ScreenBlock** – use to block out the information on the computer screen (can be used with a new white page or within the application). You control which portion and how much of the screen to display. This is similar to the older technology of using a piece of paper over a transparency to hide what is coming up.

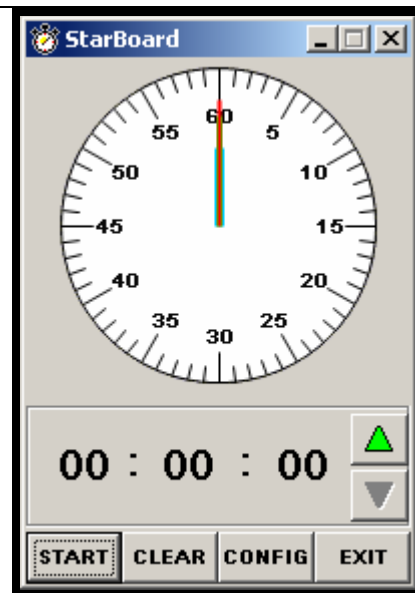
**ScreenCapture** – use this option to take a snapshot of the screen. This snapshot will be included in the Notes for the open session. It can be accessed at a later time if you need to return to the data.



**Spotlight** – use to highlight one area of the screen. It not only darkens the remainder of the screen, but it also enlarges the area being highlighted. It can easily be closed at anytime using the Close button located in the lower left-hand corner of the window.



**Stopwatch** – use this as a handy tool to time your students during class activities.



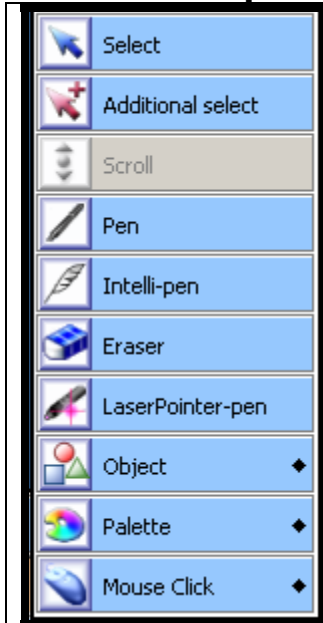
## Edit Menu Options

	<p>The options from this menu are only available when an object (such as a drawing or annotation) on a white page is selected. These options work very closely to the editing features of your word processing program, including the basic cut, copy, paste, redo, undo, group, and align features.</p>														
	<p>Additional features of the align and stack order menus are:</p>														
	<table border="1"> <thead> <tr> <th>Align</th> <th>Stack order</th> </tr> </thead> <tbody> <tr> <td> To the top</td> <td> Rotate</td> </tr> <tr> <td> To the bottom</td> <td> Flip</td> </tr> <tr> <td> To upper sheet</td> <td> Align position</td> </tr> <tr> <td> To base sheet</td> <td> Adjust width</td> </tr> <tr> <td></td> <td> Adjust height</td> </tr> <tr> <td></td> <td> Adjust spacing</td> </tr> </tbody> </table>	Align	Stack order	To the top	Rotate	To the bottom	Flip	To upper sheet	Align position	To base sheet	Adjust width		Adjust height		Adjust spacing
Align	Stack order														
To the top	Rotate														
To the bottom	Flip														
To upper sheet	Align position														
To base sheet	Adjust width														
	Adjust height														
	Adjust spacing														

## View Menu Options

	<p>The view menu options are used to navigate within notes or a PowerPoint presentation.</p>
	<p><b>Next Page</b> and <b>Previous Page</b> – use to move forward and backward (to notes or slides in a presentation).</p>
	<p><b>Navigation</b> – use to display a thumbnail of the white page or screen capture.</p>
	<p><b>Cover/Uncover Sheet</b> – use to display a “cover sheet” for a white page or screen capture.</p>
	<p><b>Topic List</b> – use to display a listing of all open screens (such as notes, presentations, images, etc.) to navigate within the session. Click on the name to go to the desired option.</p>

## Tool Menu Options



The Tool menu options are used to select not only the type of tool you wish to use, but also to make modifications to the tool settings.

**Select** – use to select items on the screen one at a time.

**Additional select** – use to select more than one object on the screen.

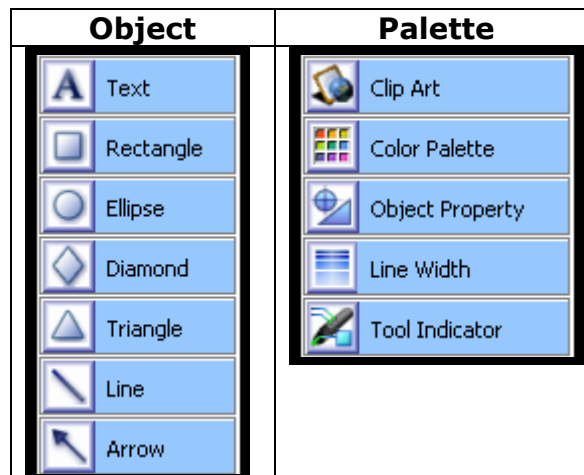
**Scroll** – use to scroll while in an application that allows scrolling.

**Pen** – use to display exactly what you draw.

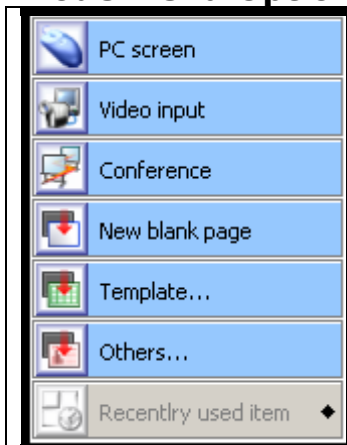
**Intelli-pen** – use to convert what you draw to straight lines, circles, squares, rectangles, and triangles.

**LaserPointer-pen** – use to write from a distance above the screen instead of touching the screen.

Additional features of the Object and Palette menus are:



## Mode Menu Options



**PC Screen** – use to return to the PC environment (will display the current window).

**Video input** – use to set the options if you hook up a video recorder to the StarBoard panel.

**Conference** – used to set conferencing options to work with others who are using the StarBoard technology.

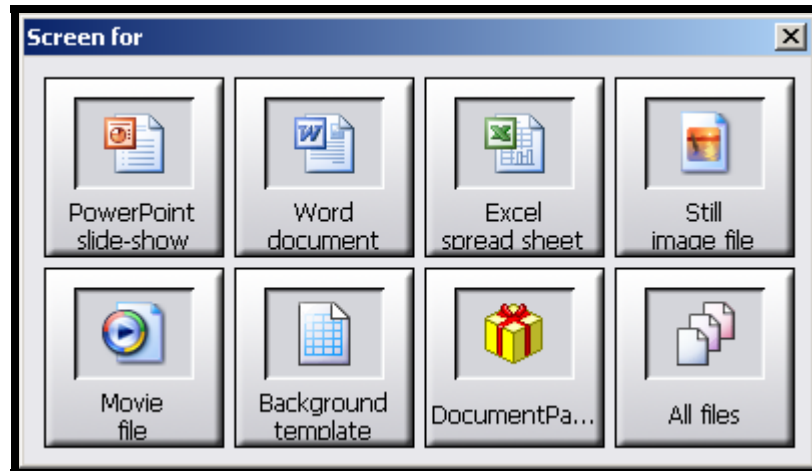
**New blank page** – use to create a new white blank page.

**Template** – use to open a new page based upon a template (such as paper, gridlines, music sheets).


**Others** – use to open a screen with existing content (such as a PowerPoint presentation, images, Word documents, etc.).

**Recently used item** – use to show a listing of recently used tools.


When you click the Others button, the following window appears and allows you to open a new screen. Select the appropriate application, and browse and select the desired file.



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How can you use  
this in class? 

Let's brainstorm!



The toolbar contains icons for: PC, New page, Pen, Eraser, Palette, Width, Previous, list, Clear, Exit, and Star Board.