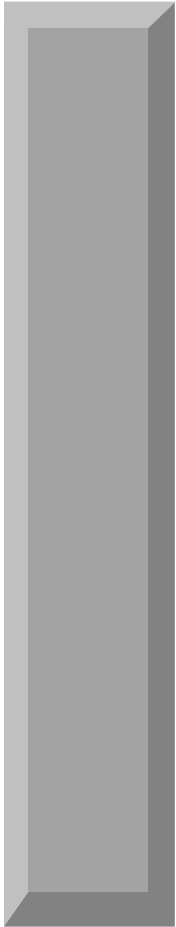




The software your whiteboard has been waiting for

## **Getting Started Guide**

*Softase* Limited and Research Machines plc



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## Introduction

Welcome to Easiteach®, a simple-to-use and interactive teaching tool for whole-class teaching.

Easiteach has been developed specifically for use on interactive whiteboards and other technologies suitable for whole-class teaching, bringing interactivity and greater pupil involvement to your lessons.

## Installing Easiteach

Note: Ensure that previous versions of Easiteach and Textease are not running before beginning installation. You do not have to uninstall previous versions.

1. Insert the Easiteach CD into your CD ROM drive. After a short time, the installation process will normally start automatically and load the setup screen. If not, click the Windows **Start** button and click **Run**. Type **d:\setup.exe** (where 'd:' is the drive letter for your CD ROM drive). Click **OK** to start the installation process.
2. Follow the on-screen instructions.

## Installing Handwriting Recognition

You should install the handwriting recognition software next, using the CD labelled Handwriting supplied in the pack.

## Introduction – continued

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1. Insert the Handwriting CD into your CD ROM drive. After a short time, the installation process will normally start automatically and load the setup screen. If not, click the Windows **Start** button and click **Run**. Type **d:\setup.exe** (where 'd:' is the drive letter for your CD ROM drive). Click **OK** to start the installation process.
2. Follow the on-screen instructions.

Note: The Handwriting CD is only supplied with the full copy of Easiteach Studio. If you received Easiteach Studio with a ClassBoard or ClassPad, then you need to install the Interwrite software in order to enable Handwriting recognition within Easiteach. The Easiteach Literacy upgrade (plug-in) parts are not supplied with the Handwriting CD as you will have received this either with Easiteach Studio or on the Interwrite CD supplied with your ClassBoard or ClassPad.

### Licensing and Running Easiteach

In order to use Easiteach, you must have a licence. The licence key and serial number are provided in your Easiteach pack.

#### First installation of Easiteach

If you are installing Easiteach for the first time, you will be prompted for your licence key and serial number when you run it for the first time.

## **Introduction – continued**

### **To run and license Easiteach**

1. Click **Start > Programs > Easiteach > Easiteach**.
2. Enter your licence key and serial number.

Note: If you do not enter the licence key and serial number then Easiteach will run as a demonstration version, and you will not be able to save or print.

### **Upgrading your licence**

If you are installing Easiteach over a previous installation, you may be prompted to enter your licence key when you run Easiteach, depending on your original licence. If not, it is advisable to update your licence key with the new ones provided in your Easiteach pack.

### **To upgrade your licence**

1. Click **Start > Programs > Easiteach > Easiteach**.
2. Click **File > Upgrade Licence**.
3. Enter your licence key and serial number.

## **Introduction – continued**

### **Installing Easiteach onto RM Connect Networks**

The instructions below apply to RM Connect networks only. To install Easiteach onto other networks please consult the documentation supplied with your network. You must uninstall previous versions of Easiteach first.

#### **RM Connect 2.4**

To install Easiteach onto your network you will need to create a Connect package. Instructions for making a package are supplied with your RM Connect network. To ensure that the package is complete, you must run Easiteach by clicking on **Start > Programs > Easiteach > Easiteach**, and enter your licence key and serial number (see page 2), before you finish making the package.

#### **Community Connect 3**

Instead of creating the necessary Connect package yourself, you can purchase a Community Connect 3 installation CD. The CD is easy to use and will save you time. Please contact the RM Sales Desk for details (08709 086700).

#### **Additional Easiteach Tools**

Additional sets of tools designed for use with Easiteach Studio are available for purchase, for example Easiteach Literacy and Easiteach Maths. Please contact the RM Sales Desk for details (08709 086700).

## Key Features

### Changing the appearance of the screen

Easiteach allows users to choose between two different interfaces: **standard** and **graphic**. There is no difference in functionality between the two.

The standard interface is aimed at secondary school students. The graphic interface has a more colourful appearance, and may be more appropriate for primary school students. To select an interface, click **File > Change appearance**.

### Toolbars

A number of toolbars are available through the **Toolbars** button. These provide access to the range of Easiteach features.

### Modes

Two different modes are available to teachers when using Easiteach in the classroom.



The **Use** mode, indicated by the hand button, is designed for ease-of-use whilst teaching a lesson. It provides access to the basic functions, such as moving, stretching and rotating objects.



The **Edit** mode, indicated by the arrow button, is used to enter text. It also allows a greater level of control for creating lessons, such as cutting, copying and pasting, grouping objects together and adding effects.

## Key Features – continued

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### Highlight

Select a highlight colour (five available, plus remove highlight) to highlight text or other areas of the screen.



### Lines

Adds arrowed, straight and freehand lines.



### Speak

Reads a paragraph or word aloud.



### Drawing shapes

Adds predefined shapes (such as stars and speech bubbles), polylines, ellipses and rectangles.



### Fill

Adds colour to text, shapes and images.

## Key Features – continued



### Fill colour

Provides fill colours for text, shapes and images.



### Line colour and width

Provides outline colours and outline widths for shapes.



### Undo; redo

Undo and redo as many actions as you like from your current session.



### Zoom in; zoom out

Zoom in and out of the work area.



### Cut; copy; paste

Cut, copy and paste selected text, shapes and images.

## Key Features – continued



### Group; ungroup

Group together and ungroup two or more objects.



### Move forward; move backward

When two objects are overlapping, use these buttons to move an object forwards or backwards.



### Align

Opens the Layout window, allowing you to align a selection of objects.



### Effects

Opens the Text effect or Graphics effect window, allowing you to control the appearance of text, shapes and images.



### Bin

Drag objects to the bin to delete them.

## Key Features – continued

### Utilities

The Utilities toolbar provides access to advanced features.



**Lock/Unlock To Background:** allows you to lock text and graphics to prevent editing.

**Access Locked Items:** temporarily unlocks locked items.

**Links:** set up links to other documents or files, create animations, hyperlinks and make objects hide or show when you click on them.

**Create Text Frame:** constrains text within a frame.

**Link Text Frame:** links different text frames, so that text flows between them.

**Speech Options:** configure options for speaking words or paragraphs.

**Record Sound:** record a sound for use in a document.

**Background:** alter the look of the page background e.g. colour.

**Object:** change properties of objects.

**Style:** create and edit different text styles for the document.

## Key Features – continued



### Switch toolbars

Switches the toolbars to the opposite side of the screen.



### Keyboard

Turns the onscreen keyboard on and off. Text will be inserted at the caret position on the page.



### New page

Adds a new page to the current Easibook after the current page.



### View

Allows you to change to Normal View, Storyboard View (where pages can be reordered, copied and deleted) and Glass Mode.








### Fade

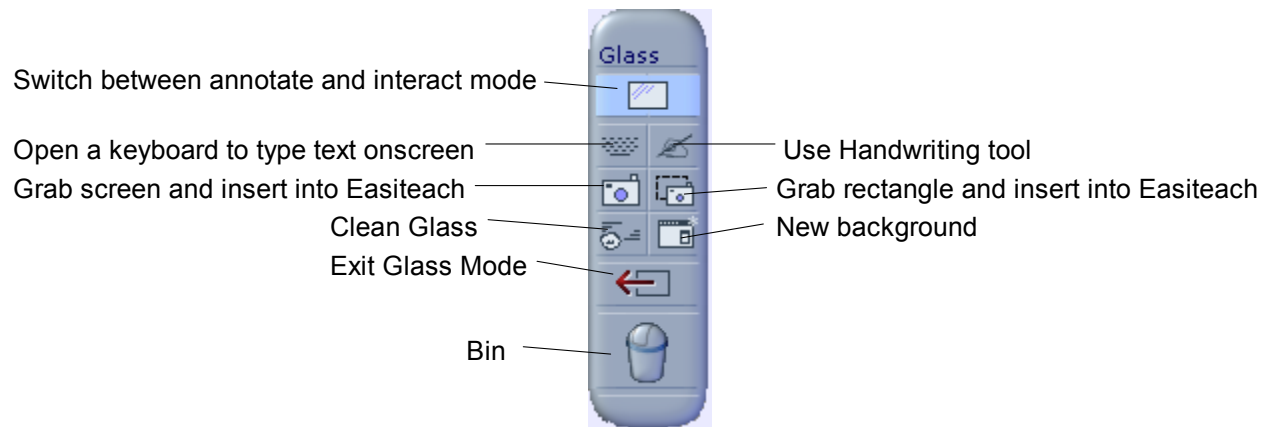
When you are not using the interactive whiteboard during a lesson, click **Fade Screen** to darken the screen. This ensures that the students are not distracted by anything on the whiteboard.

## Key Features – continued

### Glass Mode


Glass Mode allows you to edit a snapshot of the Windows™ desktop or other open applications.

To access Glass Mode, click the **View** button (  ), then click **Glass Mode**. The Glass Mode toolbar is displayed. You can switch between using your application and making annotations in Glass Mode by clicking **Annotate/Interact Mode** (  ). You can then add text and objects onto your application. You can use **Grab Screen** (  ) or **Grab Rectangle** (  ) to take a snapshot and insert it into the Easiteach document. Alternatively, when you have finished, you can insert the whole snapshot into the Easiteach document by clicking **Exit Glass Mode** (  ).









## Key Features – continued

### Handwriting

The Handwriting tool allows you to write into an Easiteach document (or other application if you are using Glass Mode). The handwriting is automatically recognised and displayed as text. Click the **Handwriting Recognition** button (  ) on the frame at the bottom of the screen. The Handwriting toolbar will be displayed.




Write some words on the screen. They will automatically be recognised as text.

- The **Enter** button (  ) moves the caret to the next line.
- The **Backspace** button (  ) allows you to delete one character at a time.
- The **Recognition Options** button (  ) allows you to choose between different recognition options.
  - The **Recognise as Numeric Only** button (  ) will recognise handwriting as numbers only.
  - The **Recognise as Non-Joined-Up Writing** button (  ) recognises non-cursive script (single strokes) only.
  - The **Recognise as Joined-Up Writing** button (  ) recognises cursive script (joined-up strokes) only and is the default option.

Click the **Exit from Handwriting Recognition** button (  ) to exit the Handwriting tool.

## Tutorial: Starting an Easibook

In this tutorial, you will create an interactive whole-class teaching activity, as shown below.



The screenshot shows an Easibook interface with a blue banner at the top that reads "Phone a friend...". Below the banner is a red text box containing the question: "Jim, Russell and Kirsten need to speak to one another on the phone. How many phonecalls are needed in total?" followed by a black input field. To the left of the red box are two illustrations: a male nurse in teal scrubs and a female friend in a blue jacket. To the right of the red box is an illustration of a male friend in a wheelchair. Below the red box is a green text box containing two questions: "What if there were six friends?" followed by a black input field, and "Can you find a rule for 'n' friends?" followed by a black input field. On the right side of the interface is a vertical toolbar with various icons, including a hand cursor, a magnifying glass, and a speech bubble, with the text "Easi-reach" at the top.


## Tutorial: Starting an Easibook – Continued

1. If the Easiteach toolbar is not present, click **Toolbars > Easiteach**. The Easiteach toolbar displays. The Use mode is selected by default.

### Adding shapes

2. Click the **Rectangle** button, then click in the left-hand side of the work area and drag to create a rectangle.
3. Click the **Rectangle** button again, then click the **Shapes** button. The Shapes window is displayed.
4. Click the banner at the bottom of the window and drag it into the top of the work area.
5. Close the Shapes window.

### Adding text

6. Click the **Edit** button and then the **Keyboard** button. The keyboard and number-pad appear on the screen.
7. Click the **Fill Colour** button and select the **black** colour from the Fill colour palette. Click below the banner, then type 'Phone a friend...'.
8. Double click on the text to select it. Move the hand to the bottom right-hand corner of the text. The hand changes to a double-ended arrow. Click and drag to resize the text so that it will fill the banner. Click the Use button and then the text and move it into the banner.

## Tutorial: Starting an Easibook – Continued

### Adding Text - Continued

9. Click the **Edit** button, then click towards the top of the work area and type the instructions for the whole-class teaching activity:

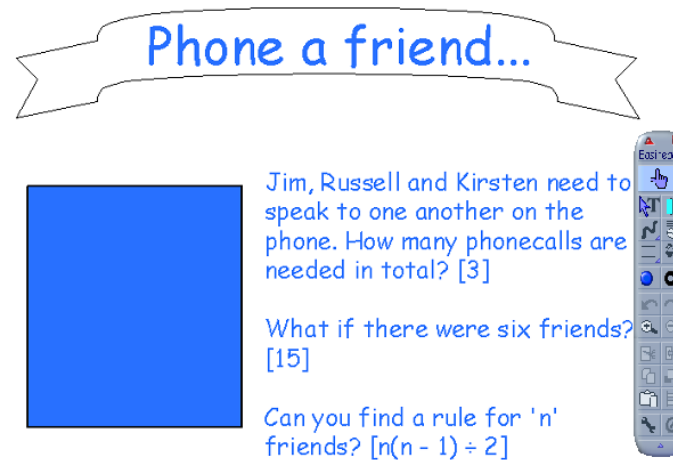
Jim, Russell and Kirsten need to speak to one another on the phone. How many phonecalls are needed in total? [3]

What if there were six friends? [15]

Can you find a rule for n friends?  
[ $n(n - 1) \div 2$ ]

Don't worry about the position or formatting of the text at this point. If the text runs off the screen, use the **Hand** tool to drag the text into the centre of the work area.


10. Close the keyboard and number-pad windows.



The screenshot shows the Easibook interface. At the top, a white banner with a blue border contains the text "Phone a friend...". Below the banner, there is a large blue square. To the right of the square, the text from the tutorial is displayed in blue: "Jim, Russell and Kirsten need to speak to one another on the phone. How many phonecalls are needed in total? [3]", "What if there were six friends? [15]", and "Can you find a rule for 'n' friends? [ $n(n - 1) \div 2$ ]". On the right side of the interface, there is a vertical toolbar with various icons, including a hand icon at the top.

## Tutorial: Starting an Easibook – Continued

### Copying objects

11. Click the **Edit** button, then drag over the rectangle to select it.
12. Click the small arrow at the bottom of the Easiteach toolbar (  ) to expand it.
13. Click the **Copy** button, then click the **Paste** button.
14. A copy of the rectangle is added to the work area. Click the **Use** button, then click and drag the new rectangle to the right-hand side of the screen. Don't worry if it overlaps the text.

### Adding colour

15. Click the **Fill Colour** button and select the **yellow** colour from the Fill colour palette.
16. Click the **Fill** tool.
17. Click the **text** in the banner to colour it yellow.
18. Now click the **dark blue** colour, then click the **banner**.
19. Now click the **black** colour, then click the **main text**.
20. Now click the **red** colour, then click the **left-hand rectangle**.
21. Now click the **light green** colour, then click the **right-hand rectangle**.
22. Close the Fill colour palette.

## Tutorial: Starting an Easibook – Continued

### Manipulating objects

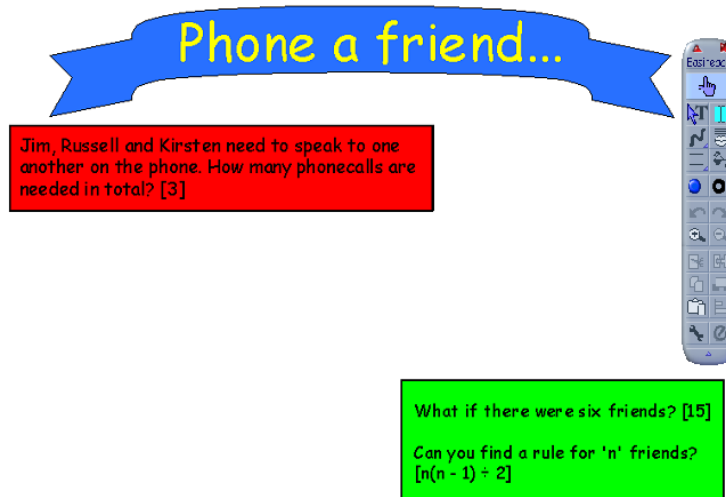
23. Click the **Edit** button, then select the first paragraph by dragging over it.
24. Move the mouse over the **selected text** and it changes to a hand. Drag the paragraph to the bottom left of the screen.
25. Click the **Use** button, then click and drag the same text over the red rectangle.
26. Now click the remaining section of text, and drag it to the green rectangle.

The screenshot shows a software interface with a blue banner at the top containing the text "Phone a friend...". Below the banner, there are three paragraphs of text. The first paragraph is "Jim, Russell and Kirsten need to speak to one another on the phone. How many phonecalls are needed in total? [3]". The second paragraph is "What if there were six friends? [15]". The third paragraph is "Can you find a rule for 'n' friends?  $[n(n - 1) \div 2]$ ". To the left of the first paragraph is a red rectangle. To the right of the second and third paragraphs is a green rectangle. A vertical toolbar on the right side of the text area contains various icons, including a hand icon, which is used for moving objects.

## Tutorial: Starting an Easibook – Continued

### Formatting text

27. Click the **Use** button, then click the text in the red rectangle.
28. Click the **Effects** button. The Text effect window displays.
29. Select the **Typeface** tab, then change the height to 14.
30. Close the Text effect window.
31. Repeat steps 27–29 for the text in the green rectangle.
32. Note that you can resize the rectangles with the **Use** tool if needed.



## Tutorial: Starting an Easibook – Continued

### Adding basic interactivity

33. Click the **Fill Colour** button, then click the **black** colour from the Fill colour palette.
34. Close the Fill colour palette.
35. Click the **Rectangle** button, then click in an empty section of the work area and drag to create a small rectangle.
36. Click the **Copy** button, then click the **Paste** button twice.
37. Click and drag each of the **black rectangles** to cover the answers in the text. You may need to resize the rectangles using the **Use** tool.
38. When using the activity in a lesson, the black rectangles can be dragged to the bin in turn to reveal the answers to the class.

### Adding Images

39. Click **Resources > Multimedia Bank**. The Multimedia Bank window displays.
40. Select the **People** folder [normally Program Files\Research Machines\Easiteach\clipart\people], then drag images of three people to the centre of the work area.
41. Close the Multimedia Bank.
42. Resize, rotate and move the new images with the **Use** tool, if necessary.

## Tutorial: Starting an Easibook – Continued

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### Grouping objects

43. Click the **Edit** button.

44. Click the first person that you added in step 40, then right-click each of the other two people. All three are now selected.

45. Click the **Group** button. All three images are now grouped, and can be moved, resized and rotated together. To ungroup them, click the **Ungroup** button.

## Getting Support

If you have problems with Easiteach and you have an RM customer ID number:

- Visit [www.rm.com/support](http://www.rm.com/support), or
- Contact RM Support on **08709 202202** during office hours (Monday-Friday 8 a.m. - 6 p.m.)

Otherwise:

- Contact Softease Support on **01335 343421** during office hours (Monday-Friday 9 a.m. - 5 p.m.), or
- email [support@softease.com](mailto:support@softease.com).

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