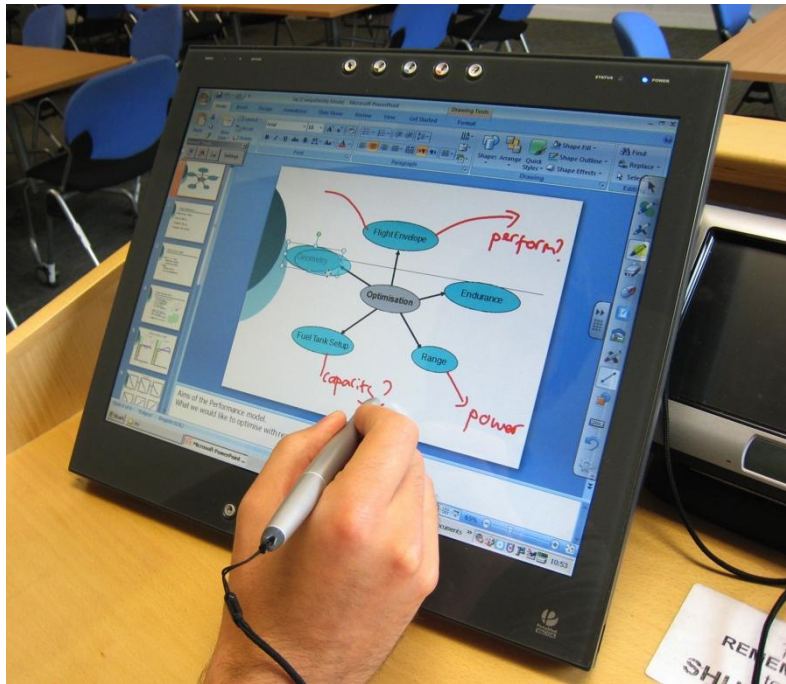


**UNIVERSITY OF SHEFFIELD**  
**SYMPODIUM USER GUIDE (2011)**



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If you wish to report a fault or require technical assistance, please contact CiCS Learning & Teaching using RED PHONE or on 29297/27060

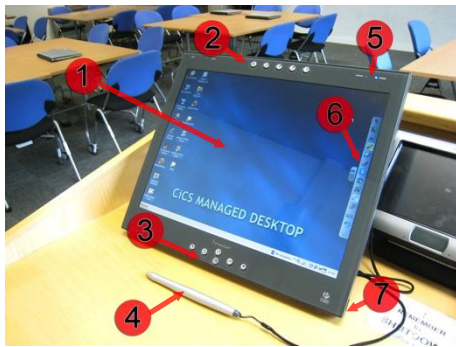
## Overview

The symposium is an interactive monitor, which allows you to create content over anything displayed on the computer screen.

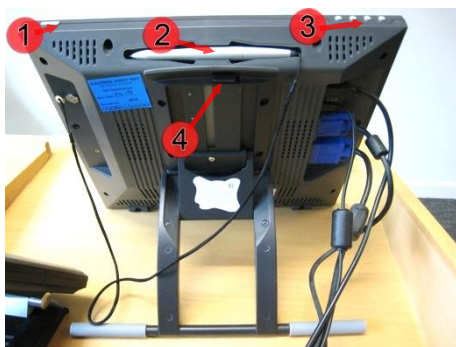
This could be in the form of writing in digital ink over a presentation, adding emphasis to a particular area of the screen or drawing diagrams.

Your audience will see your content instantly as you deliver prepared or impromptu material.

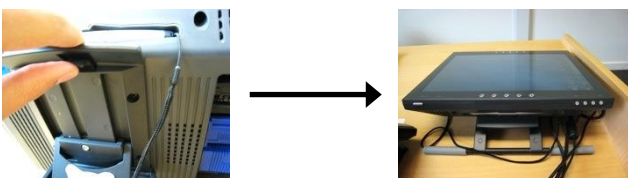
The symposium connects directly to the teaching PC and acts as both a monitor and interactive tablet. The symposium pen can be used instead of a mouse.



1. Interactive monitor
2. Pen tool buttons
3. Function buttons
4. Symposium pen
5. Indicator lights
6. Floating toolbar
7. USB port (at side of symposium)



1. Power button
2. Pen (either at side or behind symposium)
3. Display control buttons
4. Symposium tilt adjustment



Press and hold the tilt adjustment lever at the back of the symposium to adjust the angle.

## Switching On



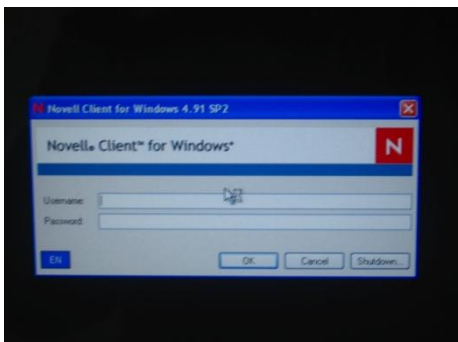
Make sure power light at top right of podium is on.



If power light is not on, press power button at top right of podium to turn it on.



Turn on teaching computer (possibly located in lectern cupboard) by pressing the power button.



Log in using your standard University username and password.

Note: **Orange power light = standby mode** (when computer is off or in standby),  
**Blue power light = active mode** (when computer is on)

## Using Pen Tool Buttons

Use the symposium pen to select / activate an item, write on the screen or erase what you have written.



Overview:

1. Select (mouse mode)
2. Black pen
3. Blue pen
4. Red pen
5. Eraser

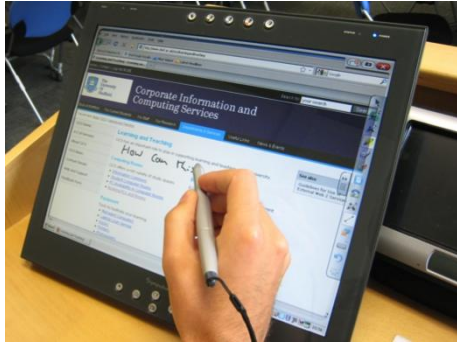
## Using Symposium Pen as a Mouse



1. Press 'select' pen tool button at top of symposium to activate mouse mode
2. Using symposium pen you can:
  - click by touching monitor once with pen
  - click and drag by touching and dragging pen on monitor
  - double click by touching monitor twice (quickly) with pen
  - right click by pressing right click function button at bottom of symposium (see 'using function buttons' overview on page 6), then touching monitor with pen

*Note: Pen will revert to left click after this action. Redo this step to perform right click again*

## Using Sympodium Pen to Write

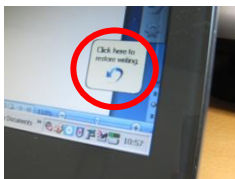
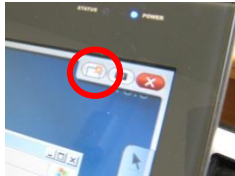


1. Press either black / blue / red pen tool button at top of sympodium to activate pen mode.
2. Touch pen on monitor to write

A.



B.



To erase writing you can either:

- A. Press eraser tool button at top of sympodium and erase area with the sympodium pen.
- Or
- B. Press new layer tool to wipe the screen. (Option not available inside Microsoft Office)

When using Microsoft Office, press select tool button and touch monitor with pen. (You have an option to return to the writing if you tap the pop up message within a few seconds)

*Tip: Writing with pen works effectively with Microsoft Office PowerPoint presentations*

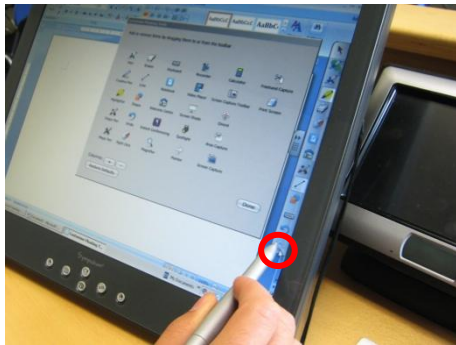
When you close your PowerPoint presentation you will be asked whether you would like to insert any writing directly into your presentation. All drawing and writing will be inserted as an image and can be moved, re-sized or deleted within the PowerPoint presentation.

Details on how to insert handwriting as editable text are located in Advanced Writing on page 6.

## Using Floating Tools



The floating toolbar can be hidden and displayed by pressing the toolbar button.



You can either:

- Select a pre-programmed pen tool from floating tools toolbar

Or customise the toolbar by using the customisation window:

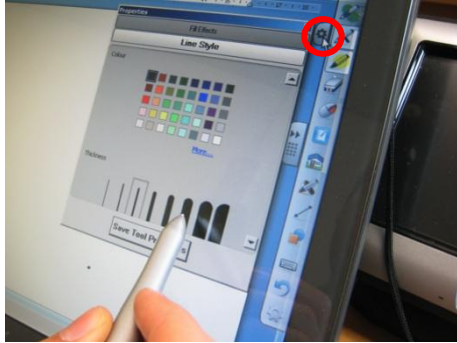
1. Left click the cog icon at the bottom of the floating toolbar
2. Drag your selected tools on to the floating toolbar

You can further customise certain tools by changing properties such as thickness, opacity and colour. See page 6 for more information.

*Note: Your customised tools are linked to your university account. This means your floating tools will appear on any managed desktop sympodium you log onto across the University.*

## Advanced Writing

More pen styles, such as a highlighter pen can be accessed from the floating toolbar. These pen styles can be customised and saved, giving you more flexibility than the pen tool buttons at the top of the symposium.



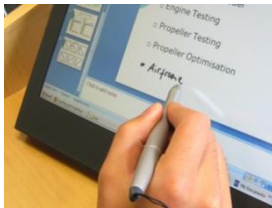
Pens tools can be modified directly from the floating toolbar.

1. Select a pen tool
2. Click on the cog icon next to the pen tool
3. Adjust the pen style by changing opacity, colour or line thickness
4. Select Save Tool Properties when finished

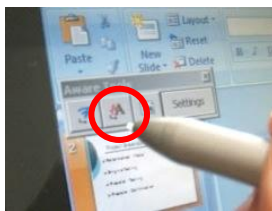
1.



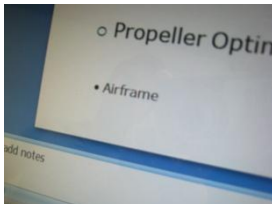
2.



3.



4.



When writing in Microsoft Office, you have the option to insert handwriting as text.

1. Select a pen tool
2. Write
3. Select the 'Insert as Text' icon from the Aware Tools menu
4. Your handwriting will be inserted as editable text

If you are annotating a PowerPoint presentation, the Aware Tools menu will appear once the slide show has closed.

- Writing is inserted on the selected slide; navigate to further slides and repeat the above steps to insert additional writing
- Alternatively, you can select the 'Insert as Image' button, which will insert your handwriting as an editable image

## Using Function Buttons

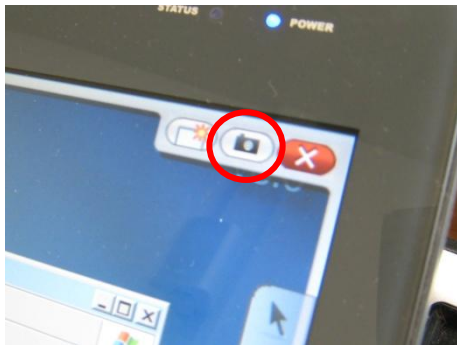
Use the function buttons to do tasks such as launching the virtual keyboard, accessing the notebook software and taking a snapshot of the desktop.



Overview:

1. Right click
2. Virtual keyboard
3. Notebook software
4. Screen capture tools
5. Floating tools

## Using Screen Capture Tools

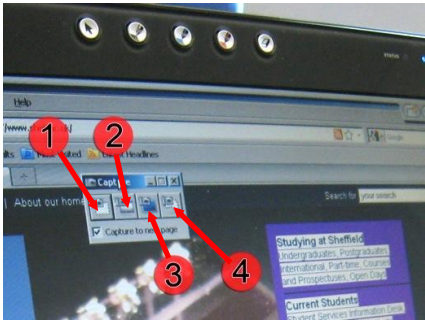


1. When using a pen tool, select the snapshot icon on the top right of the desktop for a quick screen capture.

*Note: This option is not available when using Microsoft Office. See page 8 for instructions on how to use screen capture in Microsoft Office.*

2. The SMART Notebook software will automatically open and display the screen capture. The screen capture can be edited, resized and saved from the Notebook software.

For more information about SMART Notebook, see page 8.



When using Microsoft Office, press screen capture tools button at bottom of symposium.

Select any of following buttons to activate the desired capture mode:

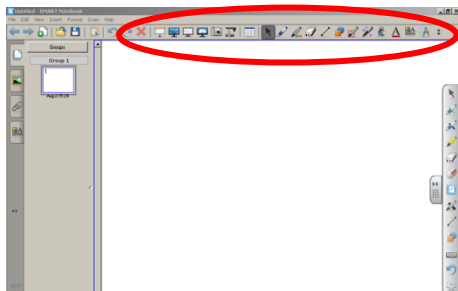
1. Capture rectangular area tool (touch and drag with pen)
2. Capture selected window tool
3. Capture entire desktop tool
4. Capture custom area tool (touch and draw with pen)

The resulting screen capture will automatically open in the SMART Notebook software

## Introduction to the SMART Notebook Software



The notebook software is automatically opened when taking a screen capture, but also can be launched from the Notebook button.

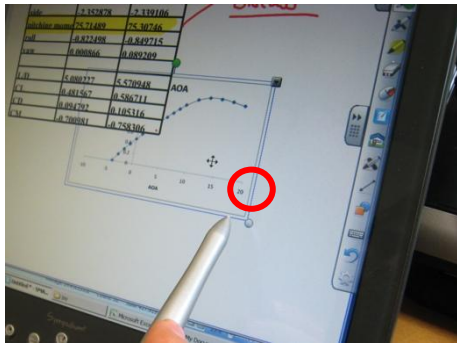


The software is specially designed to work with the symposium, and as such has some unique features.

The Notebook software includes a wider array of pen tools, which are accessed from the Notebook toolbar (circled). Options to customise these tools are displayed after you have selected one of the tools with the symposium pen.

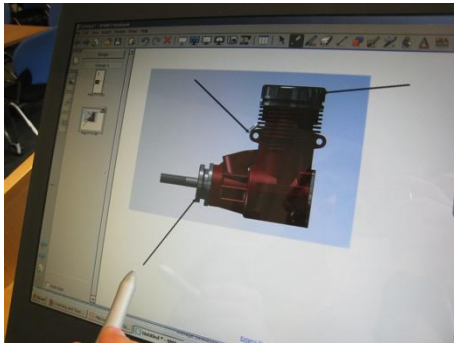


For example, after selecting the arrow tool, the shape, style and colour can be customised.

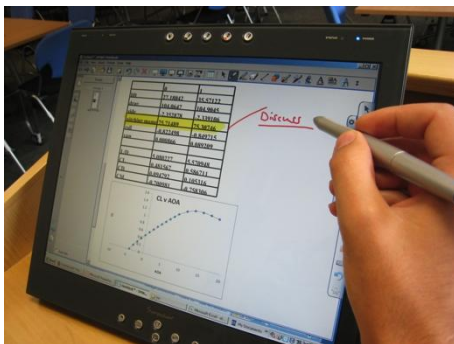


Objects can be resized using the symposium pen.

1. Select the object with the symposium pen.
2. Select and drag the white circle (bottom right corner) to resize an object.
3. Select and drag the green circle (top centre) to rotate an object

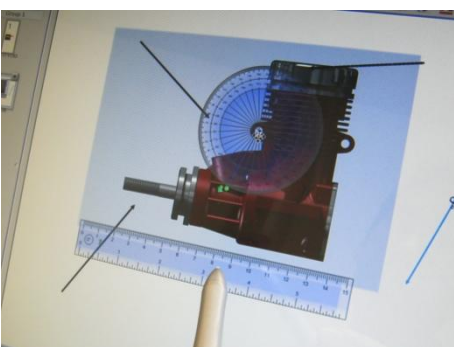


Images can be imported into SMART Notebook by selecting **Insert>Picture File** and browsing for your image, or by copying and pasting. Images can be annotated, arrows can be inserted and different colours can be used to add emphasis.



Tables can be created within SMART Notebook, or they can be copied and pasted from Microsoft Excel.

It has a fully functional text editor, with the ability to add special characters for scientific and mathematical equations.



SMART Notebook also includes measuring tools such as a ruler and protractor, which can be used to measure on screen elements.

These tools are accessed from Notebook toolbar.

Content created in the Notebook software can be exported as a PDF file, HTML file, PowerPoint file or image file. Use the **File>Export** menu to select your preferred export type and file save location.

*Note: teaching material can be prepared in the Notebook software beforehand, or created on an impromptu basis. You can use the mouse instead of the symposium pen within the Notebook software if more accuracy is required for certain tasks.*

## Using Virtual Keyboard



Press select tool button at top of podium to activate mouse mode.



1. Select area you want to type in with pen
2. Press virtual keyboard function button at bottom of podium (no. 2 in above image)
3. Select keyboard keys with pen

*Note: the standard PC keyboard can still be used for typing, and accessing shortcuts etc.*