



The
University
Of
Sheffield.

Teaching Space User Guide.

Symposium



For help and assistance, please contact the CiCS Helpdesk using the red phone.
Alternatively, please ring: 0114 222 1111

Start Guide: The Sympodium

The Sympodium is an interactive monitor, which allows you to create content over anything displayed on the computer screen. Your audience will see your content instantly as you deliver prepared or impromptu material.



Press the Select button to use the Sympodium Pen as a mouse

Tap the screen to perform a left click action. Double tap to perform a double click action.



Press the Right Click button to perform a right click action

The Pen will revert to left click mode after performing a right click.



Press the Pen Button to select a Pen colour

Use the Sympodium Pen to draw on the Sympodium monitor.



Press Eraser Button to select the eraser

Use the Sympodium Pen to delete annotations on the screen. Alternatively, press the Smart Ink toolbar (located in the top right corner of open applications) and select Clear Ink.



Use the On Screen Smart Ink Toolbar for more pen tools

Open applications will have the Smart Ink Toolbar in the top right side of the Menu bar. Access more pen thicknesses, colours and styles from here.

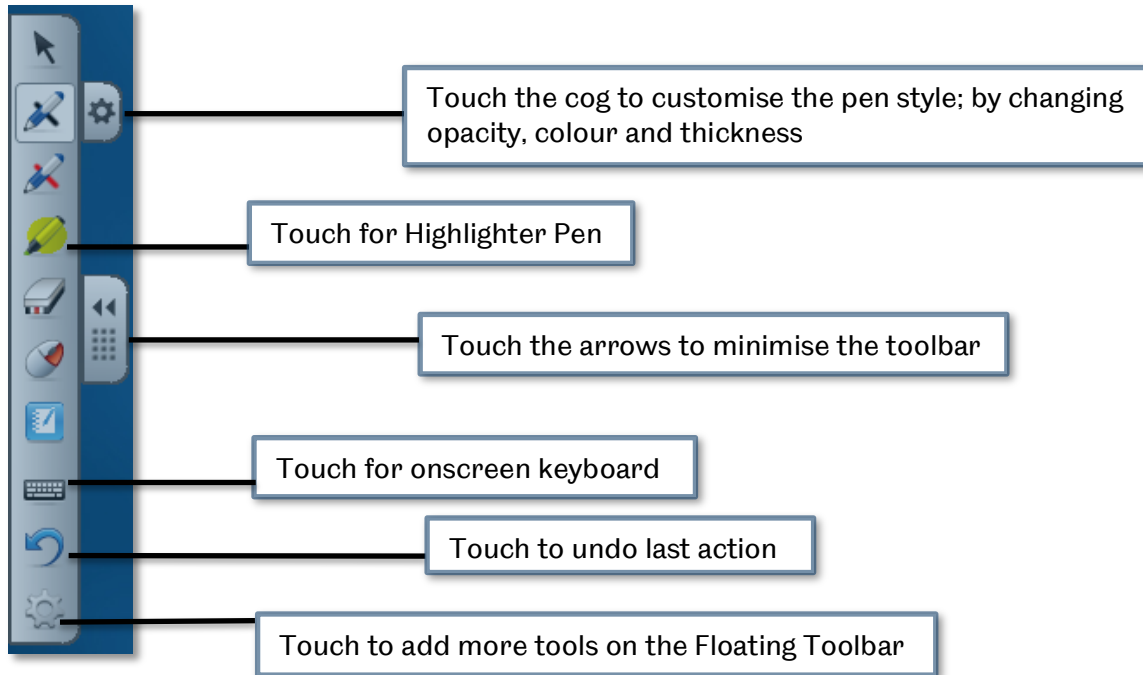
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Using the On Screen Floating Toolbar

The floating toolbar contains different pen styles, such as a highlighter pen and the ability to draw shapes.



Press the Function Tools button to reveal / hide the floating toolbar



Saving Annotations



Press the Smart Ink Toolbar, and press the capture icon

This will take a screenshot of the whole screen, and open it in the SMART Notebook software, where it can be edited and saved. See Page 6 for more information.



Saving Annotations in MS PowerPoint

When you close your PowerPoint Presentation, you will be asked whether you would like to keep your annotations. Annotations will be inserted as images, and can be moved, resized, deleted etc.

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SMART Notebook

The SMART Notebook software is specially designed to work with Sympodium, and contains extra Pen tools. For example, on screen rulers and protractors are available to measure on screen elements.

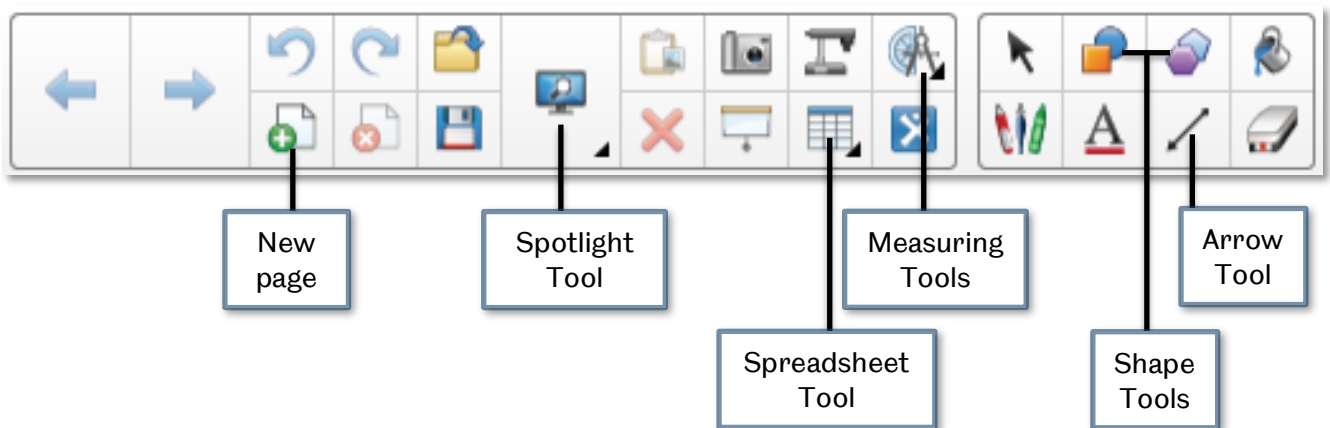
Teaching material can be prepared in the Notebook software beforehand, or created on an impromptu basis.



Press the Notebook Button to Open the SMART Notebook software

Different Pen Tools are available from the SMART Notebook Toolbar

Many of these can be customised once selected. You can use the mouse instead of the Sympodium pen within the Notebook software if more accuracy is required for certain tasks.



Content created in the Notebook software can be easily exported

Formats include a PDF, HTML file, PowerPoint file or image file. Use the **File>Export** menu to select your preferred export type and file save location.

For more information on the AV equipment in the teaching spaces, please visit our website:

www.shef.ac.uk/cics/av



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