BigNote 1.2
Software Guide

InFocus
The New Way to Collaborate

Contents

Installation

System Requirements

- Operating System: Microsoft® Windows® 7 or 8

- Memory: 4GB RAM

- Disk Space: 18MB

- Processor: Intel i5 or above.

- Touch input up of 2 to 5 points is required. More touch points are acceptable but not utilized.

The following instructions describe the process to install the BigNote software application.

1) Run (or save*) the software application from the InFocus website, www.infocus.com.

   *If you save the file to your PC, you must unzip the file before tapping the setup.exe file.

2) Tap the **setup.exe** file.

3) If the **Open File - Security Warning** dialog box displays, tap **Run**.
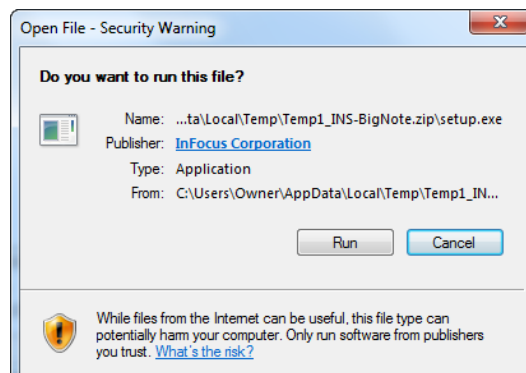
4) The Welcome page displays. Tap **Next**.
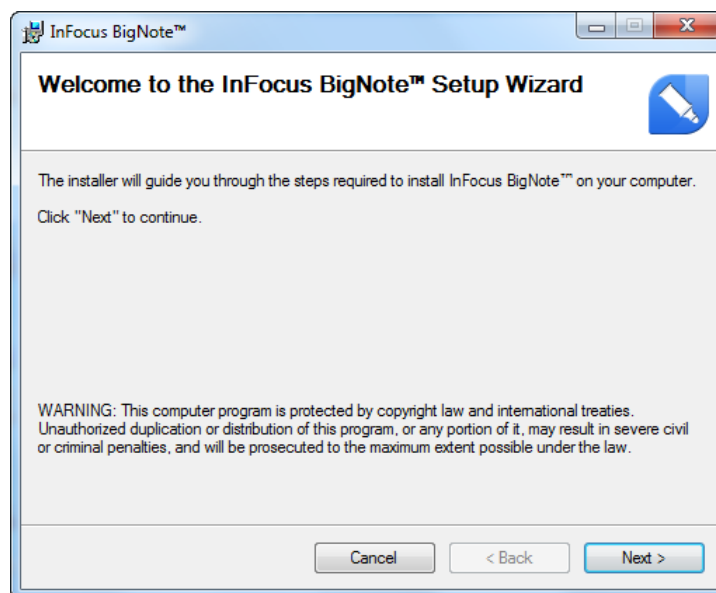
5)   Select **I agree** and tap **Next**.
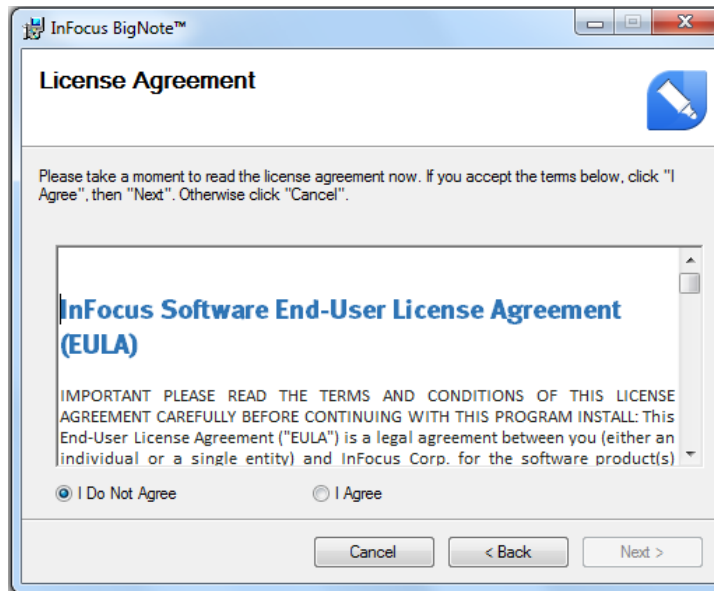
6)   Browse to the desired folder location and tap **Next**.
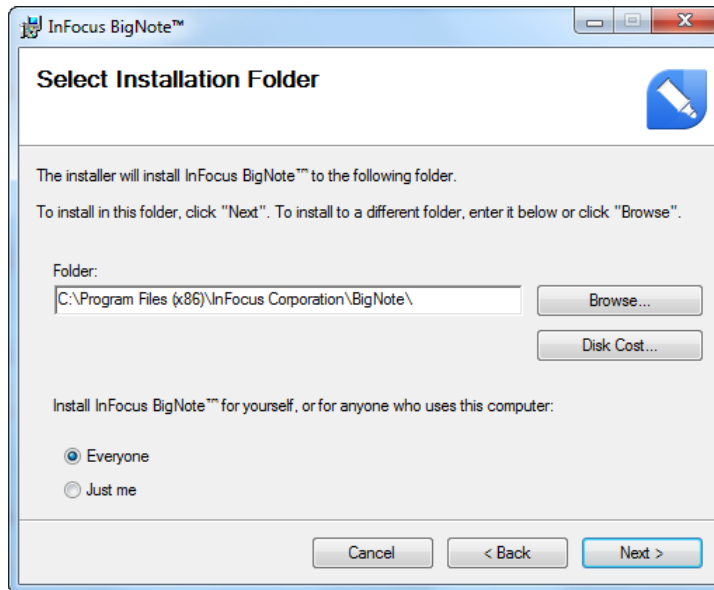
7) Tap **Next** to begin the installation process.
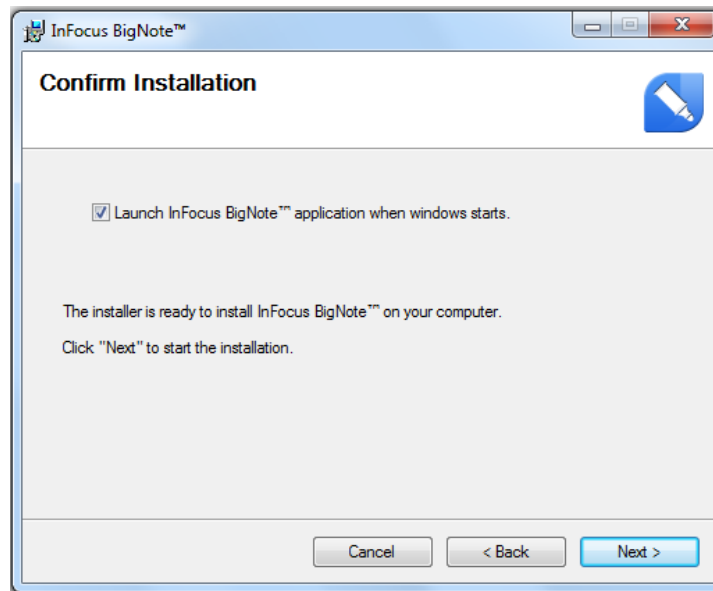
8) If the **User Account Control** dialog box displays, tap **Yes**.

9) When installation is complete, the **Installation Complete** dialog box displays. Tap **Close**.
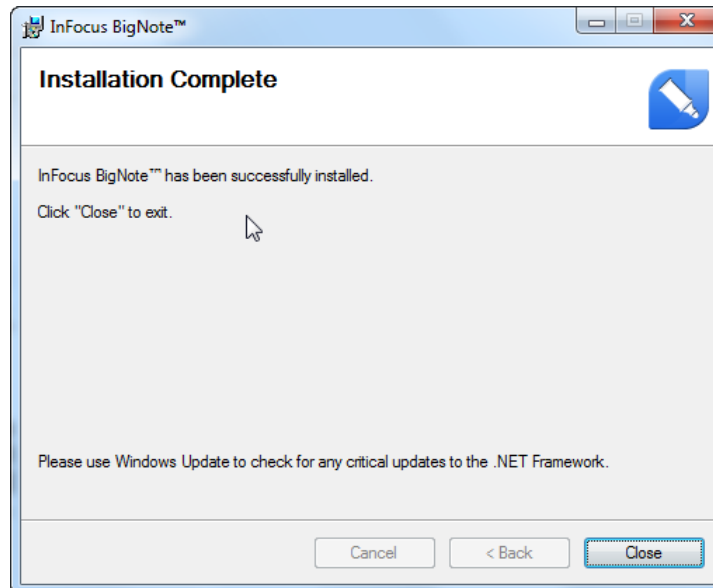
10) To activate BigNote, tap the **BigNote** shortcut on your Desktop. **Note**: BigNote can also be launched from the Start > All Programs > InFocus > BigNote folder.
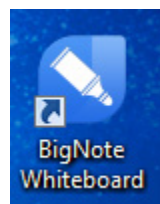
11) When BigNote launches, the **Activation** dialog box will display. In the **License Number** box, type your license number and tap **Activate**. Otherwise tap **Trial** to launch the application without activating it. The InFocus BigNote trial period is 60-days.
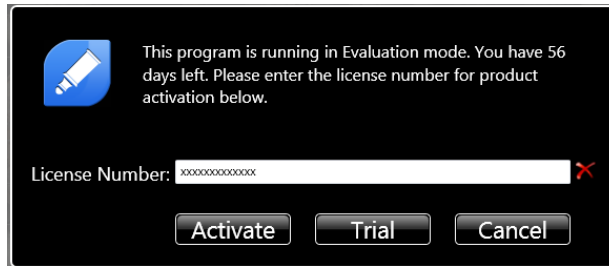
BigNote Overview

BigNote features and benefits

- Capture information and share ideas.

- Includes a complete set of writing and drawing tools in multiple colors.

- Annotate PowerPoint® slides, spreadsheets, design composites, and more.

- Collect, save, and email anything you create in BigNote.

- Files are cross-compatible with BigNote.

- Take full advantage of the touch interactive capabilities of your BigTouch device.

Open BigNote

1) Open BigNote using the shortcut on your Desktop.
   Note: BigNote can also be launched from the Start > All Programs > InFocus > BigNote folder.

The BigNote Launcher

From the BigNote Launcher, you can quickly create a snapshot, annotate in Glass mode, or use Whiteboard mode.

1) From your deskop, tap the BigNote thumbnail on the right-hand side of your monitor to open the BigNote Launcher.
   Note: BigNote can also be launched from the Start > All Programs > InFocus > BigNote folder.
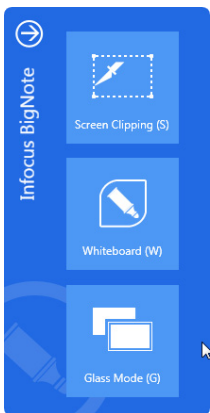
2) Tap the desired button or use the keyboard shortcuts **Ctrl**+**Shift**+<the letter> to navigate to that feature. For example, **Ctrl**+**Shift**+**G** activates Glass mode, and **Ctrl**+**Shift**+**W** activates Whiteboard mode. **Note**: You can use these shortcuts whether the Launcher is open or closed, however it must be running.

Close BigNote

1) Tap **Close**. The Whiteboard dialog box displays.

2) Tap **Save or Don't Save** as approriate. If saving the file, see "Save the whiteboard file" on page 13 for more information.

3) BigNote Whiteboard closes.

Whiteboard Mode

The whiteboard mode allows your team to collaborate, brainstorm, share and save their ideas, graphs, and workflows.

Create a drawing object
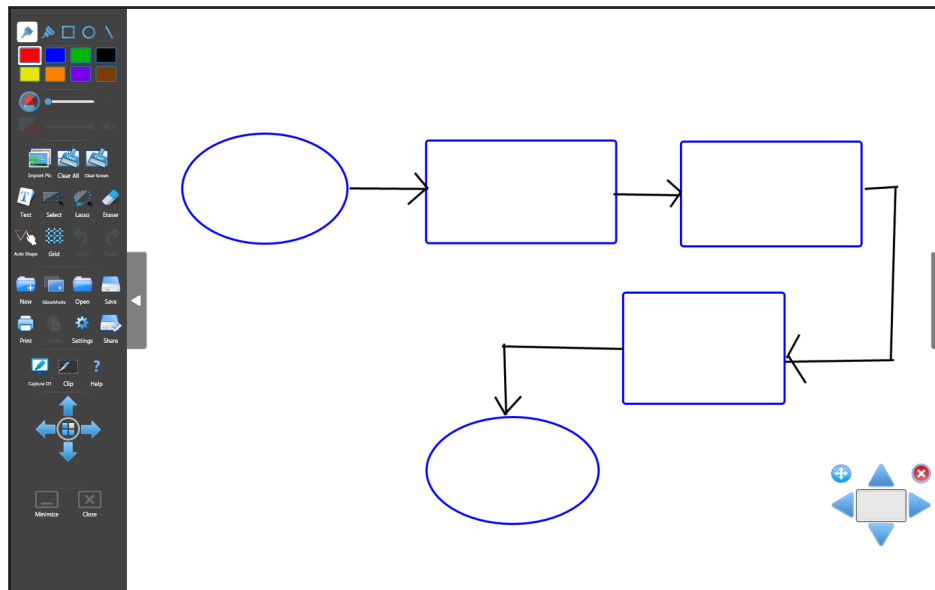
1) Tap a drawing object and the color, pen width, and transparency desired.

2) Draw on the whiteboard with your finger. **TIP**: Keep other objects, including writing utensils, other fingers, and knuckles away from the drawing surface to draw your image cleanly.

3) Use **Clear All**, **Select**, **Lasso**, **Eraser**, **Undo**, and **Redo** to modify the drawing. See "BigNote Tools" on page 24 for more information.

Add a text object

1) Tap **Text**.

2) Tap the screen where you want the text box to be. A text box will open.

3) Using an attached keyboard, type your text.

4) Adjust **Bold**, **Color**, **Font**, **Italic** and **Size** as desired.
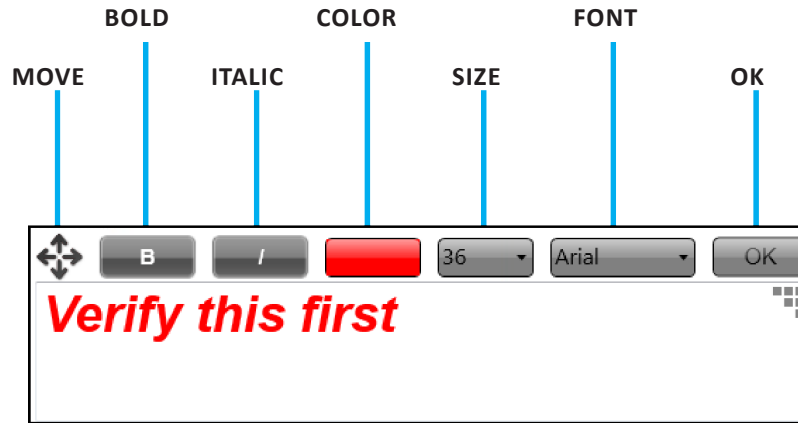
5) Tap the **Move** icon and drag the text box to the desired location.

6) Tap **OK**.

Note: To edit an existing text box, verify **Text** is enabled and tap the existing text box. Edit as desired and tap **OK**.

Import an image

1) Tap **Import Pic** and browse to the image.

2) Tap **Open**. Supported image types include JPG, BMP, TIF, PNG, PCD and TGA.
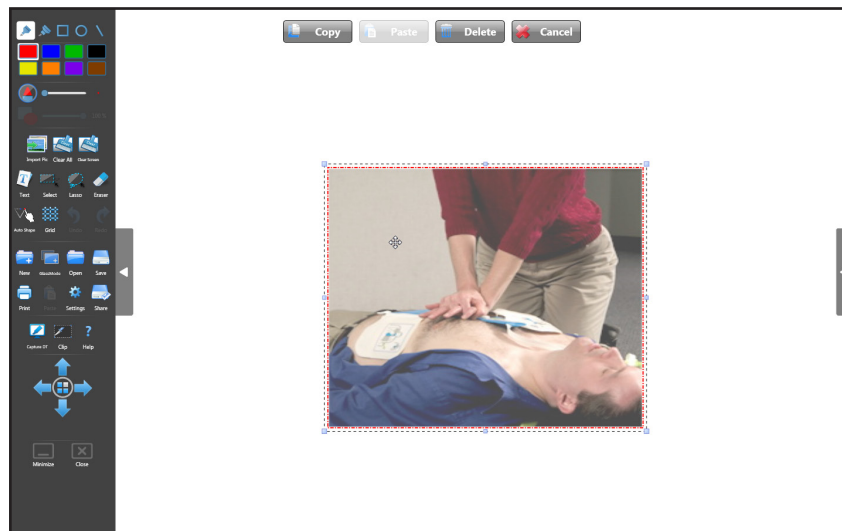
3) While the object is highlighted, you can copy, delete, re-size (using the sizing handles), or move (using the move handle) the object.

4) When finished, tap **Cancel** or tap away from the image.

Adjust the whiteboard size

Tap the left, right, up and down arrows to add pages to the whiteboard, or tap the **Thumbnail View** icon to display the Canvas Tool and use the left, right, up and down arrows. **Note**: The left and right arrows add pages horizontally across the whiteboard. The up and down arrows add pages vertically.
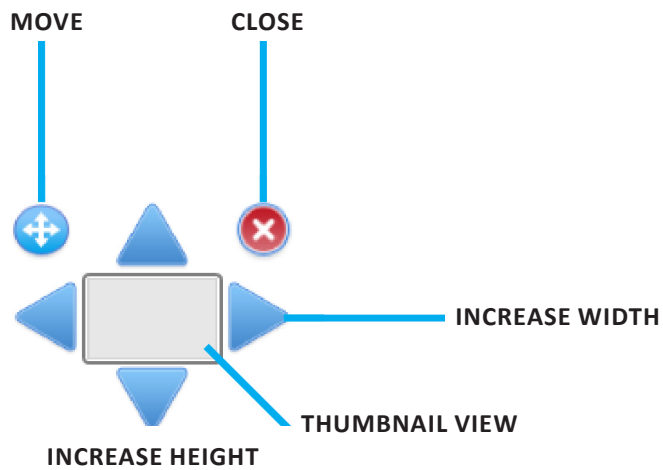
Navigate around the whiteboard

1)   Tap the **Thumbnail View** icon. The Canvas Tool displays.

2)   Tap the Thumbnail View page that you want to review. Note: In the above example, the whiteboard contains four pages. This view changes as pages are added and deleted.

3)   To close the Canvas tool, tap the **Close** icon.

Copy and paste items onto the whiteboard

1) Tap **Clip**.

2) Using a mouse, click and drag a rectangle around the area to be copied.

3) Tap **OK**.
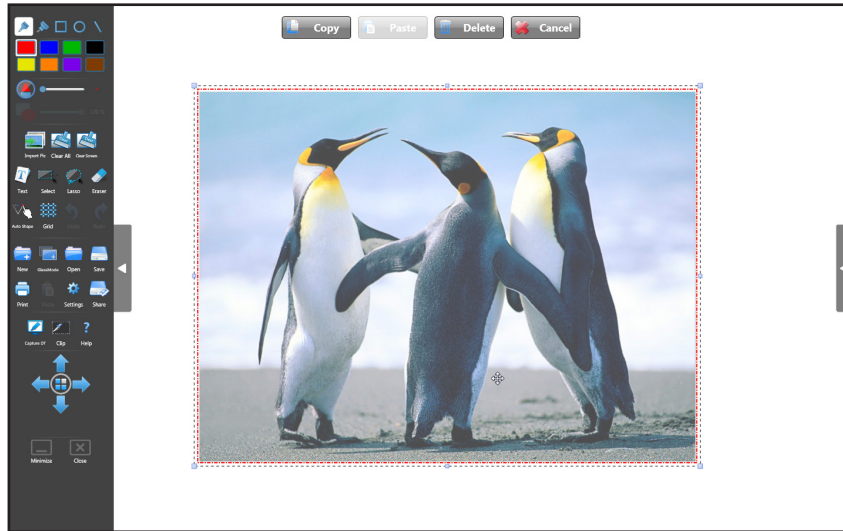
4) While the object is highlighted, you can copy, delete, re-size (using the sizing handles), or move (using the move handle) the object.

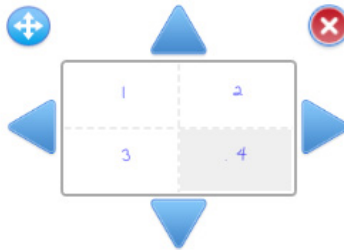5) When finished, tap **Cancel** or tap away from the object.

Note: You can also minimize BigNote, and use Alt-Print screen, the Microsoft® Snipping Tool or other copy tool to place an object onto the clipboard. Then maximize BigNote and tap **Paste**.

Modify whiteboard objects

1) Select the whiteboard objects using either the **Select** or the **Lasso** tool. The objects are outlined.
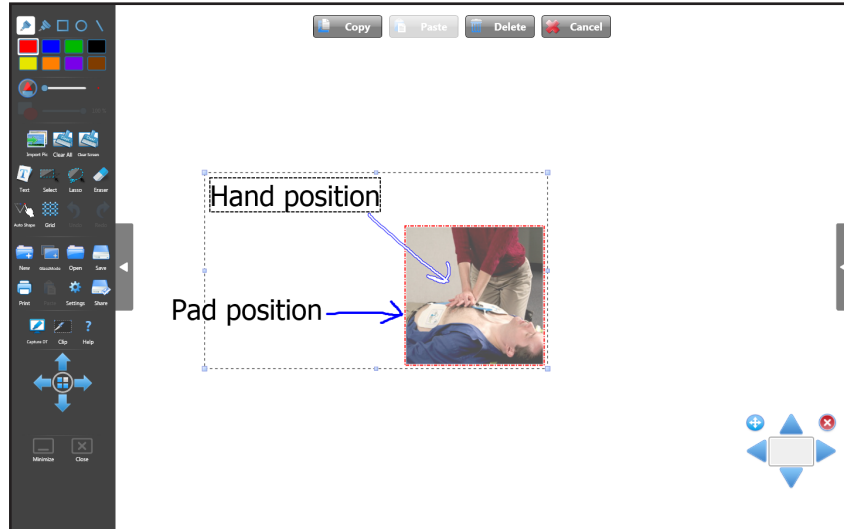
2) To copy the objects:

    a. Tap **Copy**.

    b. Tap **Paste**.

    c. Tap and drag the copied objects to the desired location.

    d. When finished, tap **Cancel** or tap away from the objects.

3) To move the objects:

    a. Tap and drag the selected objects to the desired location.

    b. When finished, tap **Cancel** or tap away from the selected objects.

4) To re-size the objects:

    a. Tap and drag the sizing handles.

    b. When finished, tap **Cancel** or tap away from the selected objects.

5) To delete the objects, tap **Delete**. The objects are deleted immediately.

Create a whiteboard background

1) Tap **Capture DT**. The whiteboard is minimized and the Capture Now button displays.

2) Navigate to the desktop view you would like to use as a background.
   Note: The entire screen will be captured.

3) Tap the **Capture Now** button.

4) The background displays on the whiteboard.
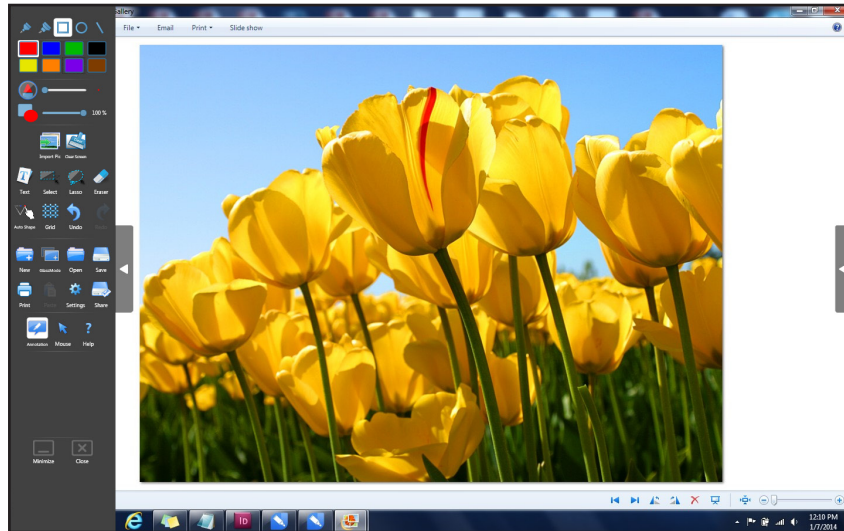
Note: Although the background cannot be selected, moved or re-sized, you can replace the background by following steps 1-3 again, or erase the background by tapping **Clear All**.

Save the whiteboard file

1) Tap **Save**. The Save option dialog box displays.
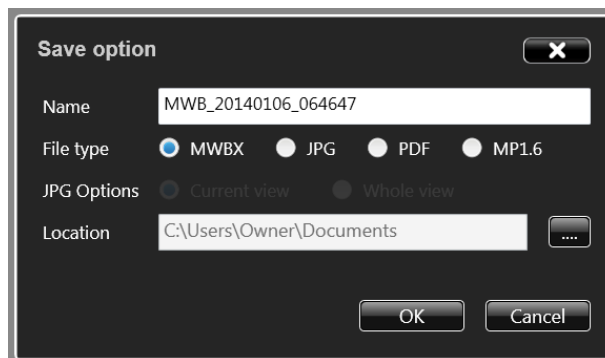
2) Type a file name in the **Name** text box.

3) Select the file type:

File Type Option	Choose this file type if you want to...
MWBX	use the file on a Mondopad device with v1.8 or later. Saves the file with a .wmbx extension.
JPG	create an image file.
PDF	create a printable document for others to view.
MP1.6	use the file on a Mondopad device with v1.6 or earlier. Saves the file with a .wmb extension.

4) For JPG and PDF file types, tap **Current view** to save the visible portion of the whiteboard or tap **Whole view** to save the entire whiteboard. **Note: Whole view** creates multiple pages and requires extra time to complete.

5) Enter the desired file location or accept the default location.

6) Tap **OK**.

Email the whiteboard file

1) Tap **Share**. If the "Email not configured" dialog box displays, you must set up your email settings. See "Set up Email Settings" on page 21 for more information.

2) The Save Option dialog box displays.

3) Select the File Type **JPG** or **PDF**.

4) Tap **Current view** to save the visible portion of the whiteboard or tap **Whole view** to save the entire whiteboard. **Note: Whole view** creates multiple pages and requires extra time to complete.

5) Tap **OK**.
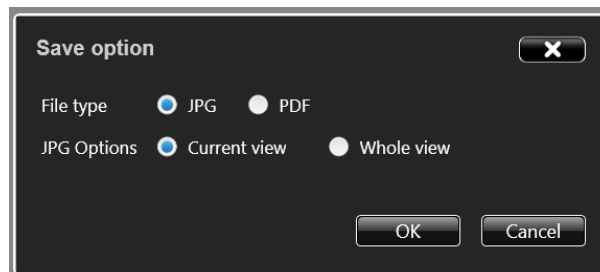
6) The Share dialog box displays. Tap an existing email address from the list or type an email address into **Enter new email address**, and click **Add**.
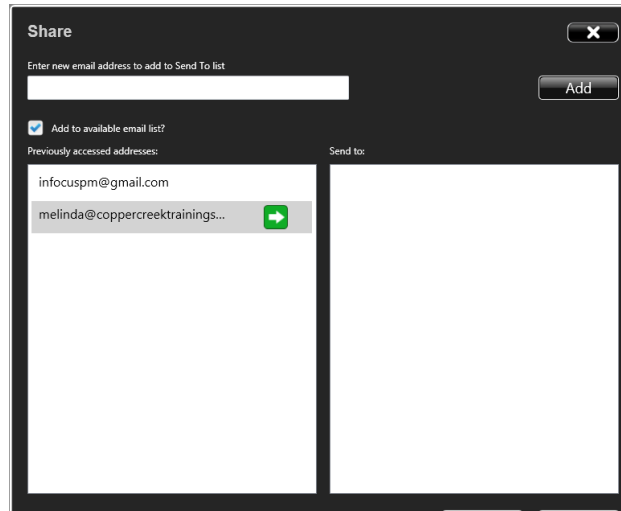
7) To remove an address from the **Send To** list, tap the address which currently appears in the **Send To** list.

8) When the **Send To** list is complete, tap **OK**. An email address with the subject line "Share picture from BigNote" is sent to the recipient's email address. **Note:** If the email is not received, have the recipients look in their Junk Mail box.

Print the whiteboard file

1) Tap **Print**. The Windows Print dialog box displays.
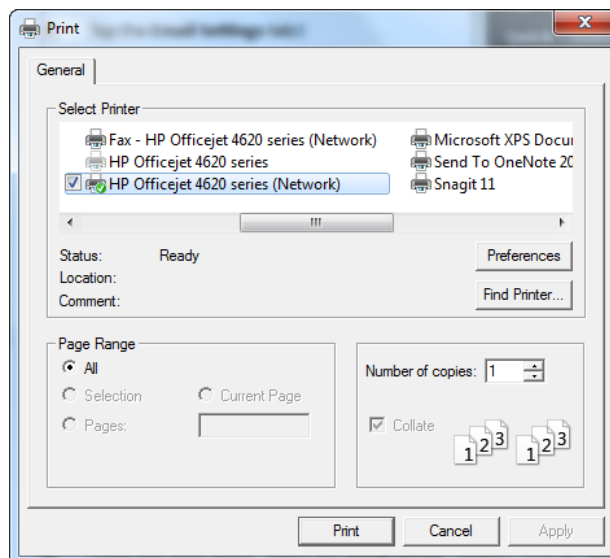
2) Select the printer and printer preferences. **Note:** Printers must be installed and functional on the computer which is running BigNote Whiteboard.

3) Tap **Print**.

Glass Mode

Glass mode allows your team to annotate documents, images, and PC screen images, and then easily share their notes and ideas with others.

Open Glass mode

1) Tap **Glass Mode**.

2) If prompted, save or discard the existing file. See "Save the whiteboard file" on page 13 for more information.

3) If you need to annotate a different document than is displayed, tap **Mouse** and open the document you wish to annotate. Then tap **Annotation** to begin annotating your file.

Return to Whiteboard mode

1) Tap **New**.

2) If prompted, save or discard the existing file. See "Save the whiteboard file" on page 13 for more information.

Create a drawing object
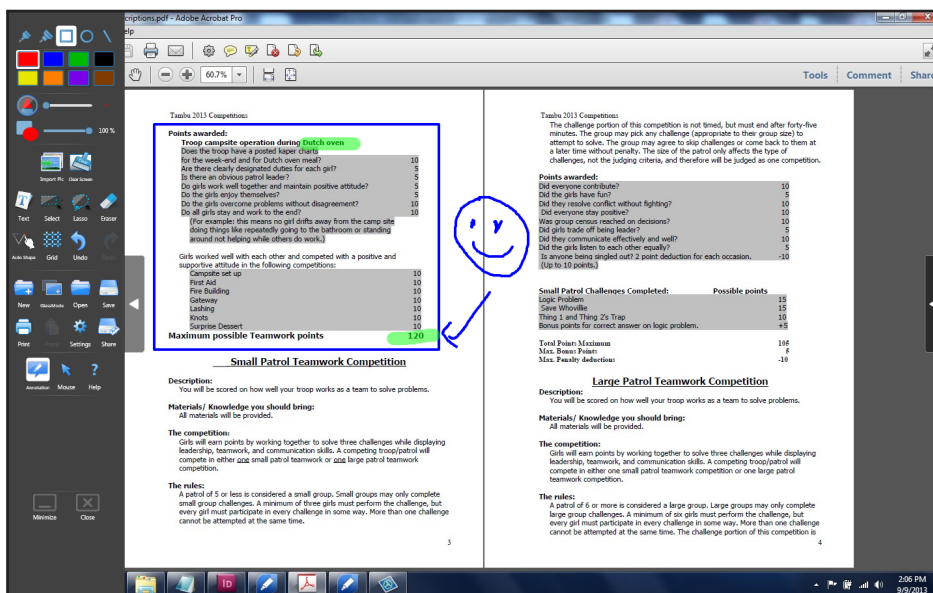
1) Tap a drawing object and the color, pen width, and transparency desired.

2) Draw on the document with your finger. **TIP**: Keep other objects, including writing utensils, other fingers, and knuckles away from the drawing surface to draw your image cleanly.

3) Use **Clear All**, **Select**, **Lasso**, **Eraser**, **Undo**, and **Redo** to modify the drawing. See "BigNote Tools" on page 24 for more information.

Add a text object

1) Tap **Text**.

2) Tap the screen where you want the text box to be. A text box will open.

3) Using an attached keyboard, type your text.

4) Adjust **Bold**, **Color**, **Font**, **Italic** and **Size** as desired.
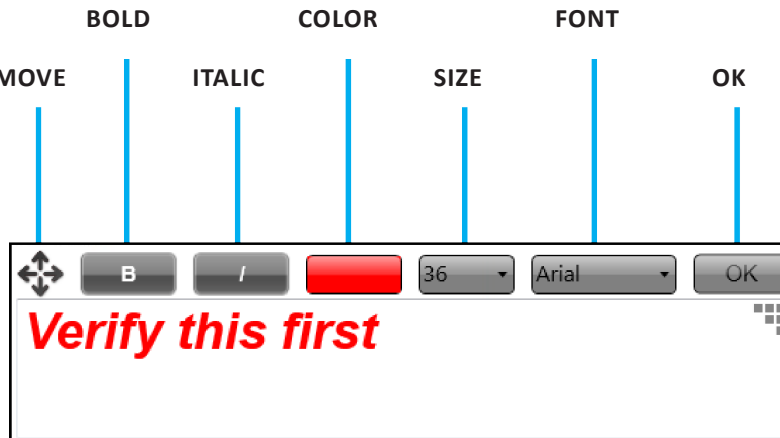
5) Tap the **Move** icon and drag the text box to the desired location.

6) Tap **OK**.

7) To edit an existing text box, verify **Text** is enabled and tap the existing text box. Edit as desired and tap **OK**.

    NOTE: The text overlays the open document and does not affect the text within the displayed source document. To edit the source document, tap **Mouse**. Edit and save the document. When done, tap **Annotation** to begin annotating the file again.

Modify drawing and text objects

1) Select the objects using either the **Select** or the **Lasso** tool. The objects are outlined.
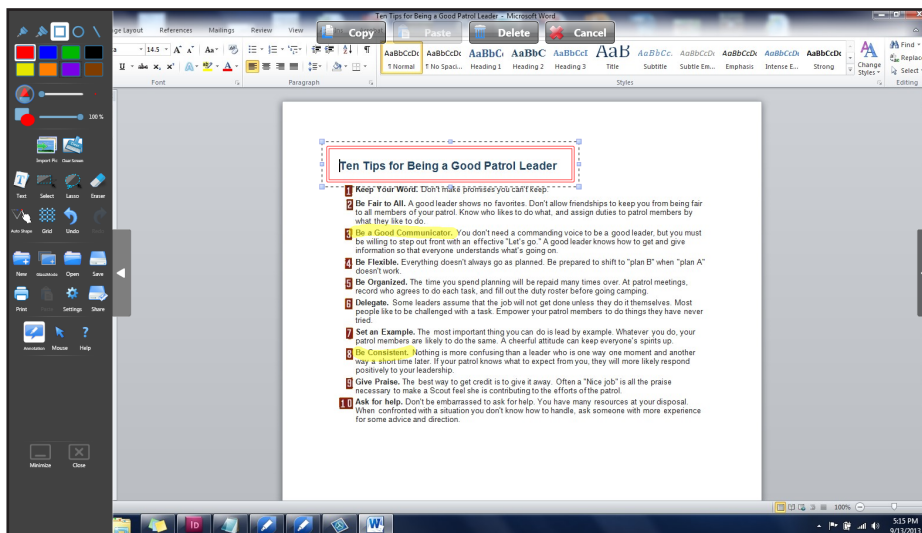
2)   To copy the objects:

    a.   Tap **Copy**.

    b.   Tap **Paste**.

    c.   Tap and drag the copied objects to the desired location.

    d.   When finished, tap **Cancel** or tap away from the objects.

3)   To move the objects:

    a.   Tap and drag the selected objects to the desired location.
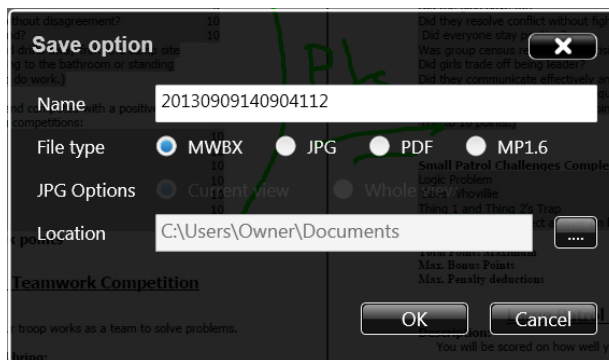
    b.   When finished, tap **Cancel** or tap away from the selected objects.

4)   To re-size the objects:

    a.   Tap and drag the sizing handles.

    b.   When finished, tap **Cancel** or tap away from the selected objects.

5)   To delete the objects, tap **Delete**. The objects are deleted immediately (i.e. a confirmation dialog box does not appear).

Save the annotated file

1)   Tap **Save**. The Save dialog box displays.

2)   Type a file name in the **Name** text box.

3)   Select the file type:

File Type	Choose this file type if you want to...
MWBX	use the file on a BigNote device with v1.8 or later.
JPG	create an image file.
PDF	create a printable document for others to view.
MP1.6	use the file on a BigNote device with v1.6 or earlier.

**Note:** The Save Options, **Current view** and **Whole view**, are not available in Glass mode.

4)   Enter the desired file location or accept the default.
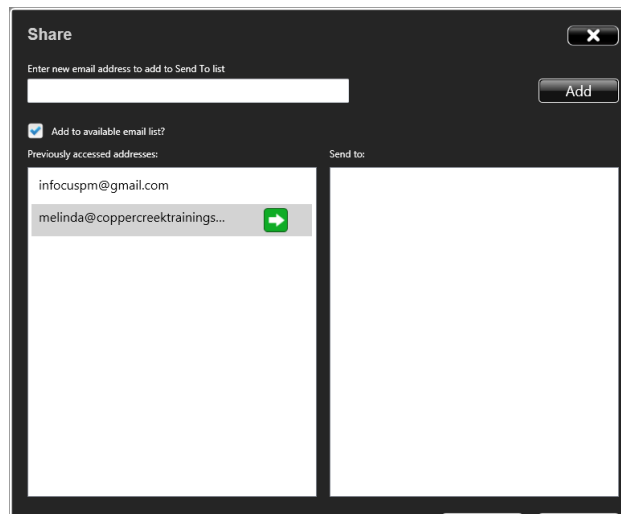
5)   Tap **OK**.

Email the annotated file

1) Tap **Share**. If the "Email not configured" dialog box displays, you must set up your email settings. See "Set up Email Settings" on page 21 for more information.

2) The Save Option dialog box displays.

3) Select the File Type **JPG** or **PDF**.

   Note: The Save Options, **Current view** and **Whole view**, are not available in Glass mode.

4) Tap **OK**.
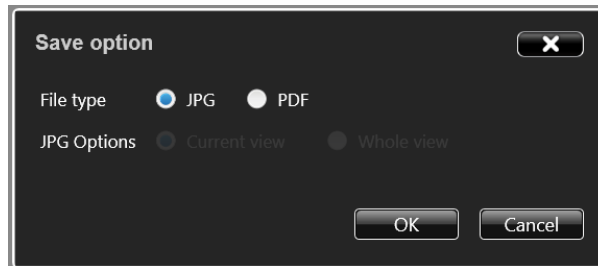
5) The Share dialog box displays. Tap an existing email address from the list or type an email address into **Enter new email address**, and click **Add**.

6) To remove an address from the **Send To** list, tap the address which currently appears in the **Send To** list.

7) When the **Send To** list is complete, tap **OK**. An email address with the subject line "Share picture from BigNote" is sent to the recipient's email address. **Note:** If the email is not received, have the recipients look in their Junk Mail box.

Print the annotated file

1) Tap **Print**. The Windows Print dialog box displays.
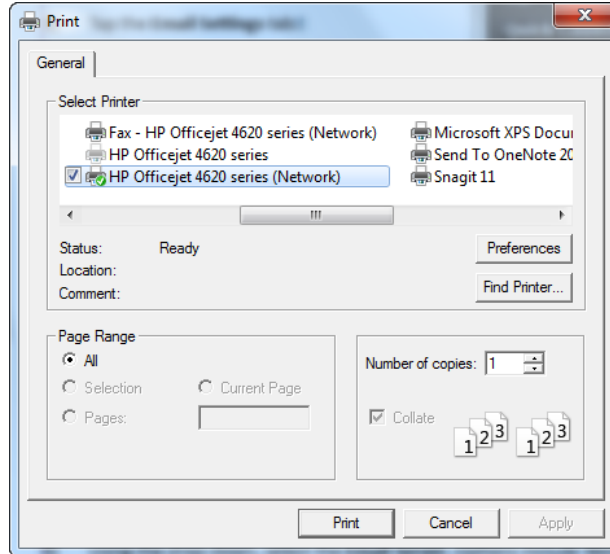
2) Select the printer and printer preferences. **Note:** Printers must be installed and functional on the computer which is running BigNote Whiteboard.
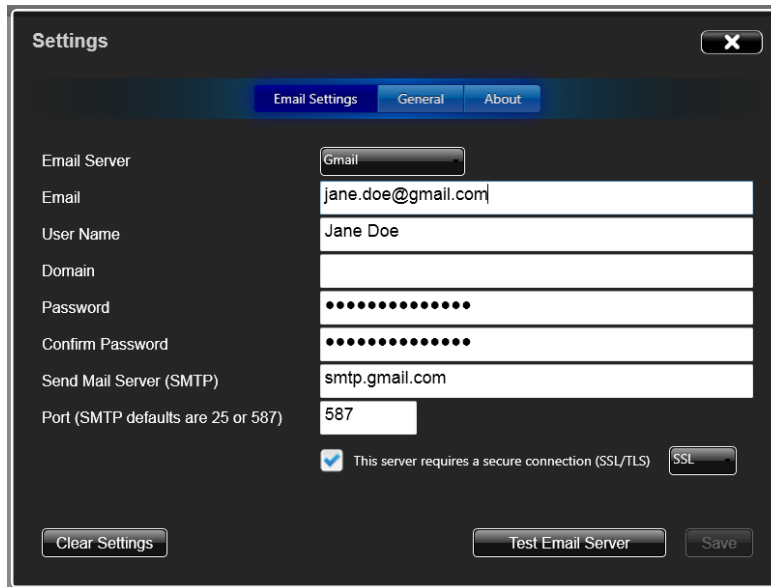
3) Tap **Print**.

Settings

Set up Email Settings

1) Tap **Settings**.

2) Tap the **Email Settings** tab.

3) Using the drop-down, select the **Email Server**. Options include WebMail, Yahoo, Hotmail and Gmail.

4) Type your email address into the **Email** and **User Name** text boxes.

5) If the Email Server option is WebMail, type the domain into the **Domain** text box.

6) Type your email password into the **Password** and **Confirm Password** text boxes.

7) Type your email service server type into **Send Mail Server (SMTP)** text box.

8) Type your port location into the **Port** text box.

9) If a secure connection is desired, select "This server requires a secure connection (SSL/TLS)" and choose the connection type from the drop-down.

| Email service	SMTP address	Port	Secure Connection type
Hotmail	smtp.live.com	25 or 465	None
Gmail	smtp.gmail.com	25 or 587	SSL or TSL
Yahoo	smtp.yahoo.com	465	None
Web Outlook Email	smtp.live.com	587	SSL
All others	See your IT administrator		

10) Tap **Test Email Server**.

11) If the email test passes, the message "Email setting test passed" displays above the Test Email Service button. Tap **Save**.

   Note: If the email test fails, check your settings and try again.
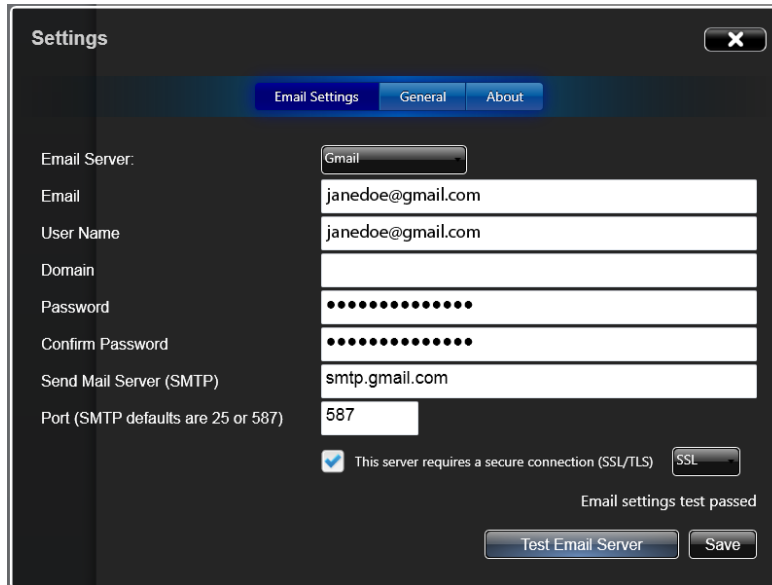
12) Tap the **X** in the upper-right corner to close the Settings window.

Change the default language

1) Tap **Settings**.

2) Tap the **General** tab.
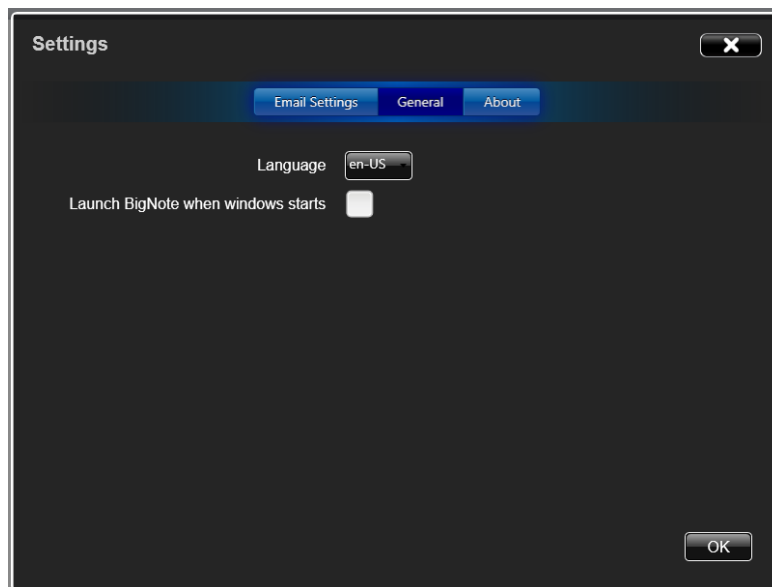
3) Using the drop-down, select the desired language. Options include English (en-US) and Chinese (zh-CN).

4) If desired, select **Launch BigNote when windows starts**.

5) Tap **OK**. The General dialog box displays.

6) Tap **OK**.

7) Tap the **X** in the upper-right corner to close the Settings window.

Update BigNote

1) Tap **Settings**.

2) Tap the **About** tab.
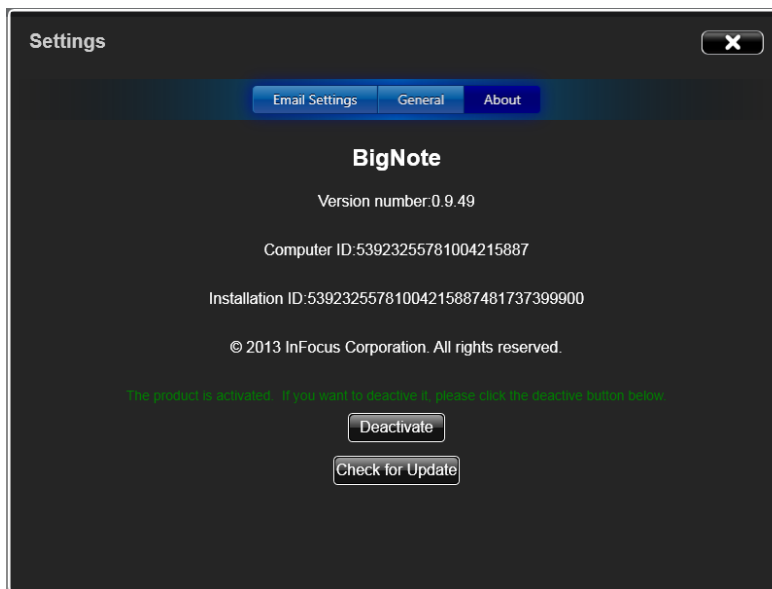
3) Tap **Check for Update**. The BigNote Update dialog box displays.

4) Follow the prompts to update the software, or tap **OK**, if the software is already up-to-date.

5) Tap the **X** in the upper-right corner to close the Settings window.

BigNote Tools

Icon	Tool Name	Availabile for	Description
	Drawing Objects	Glass mode and White-board mode	Tap to select a drawing object. **NOTE**: Each object has its own color, pen width, and pen transparency setting.
	Colors	Glass mode and White-board mode	Tap the color you want to use for the currently selected drawing object.
	Pen Width and Trans-parency	Glass mode and White-board mode	Adjust the pen width and transparency level by sliding the thumbnail buttons. The sample pen dot and dot transparency graphics change automatically. **NOTE**: The transparency slider is disabled for the pen object, since the pen object is always solid.
	Import Pic	Glass mode and White-board mode	Tap to import an image on the Whiteboard page. Imported im-ages can be modified with the Adjust Pic feature. To remove an imported image, tap the red X in the top right-hand corner of the image.
	Clear All	Glass mode and White-board mode	Tap to remove all drawing objects from the file.
	Clear Screen	Glass mode and White-board mode	Tap to remove all drawing objects from the page.
	Text	Glass mode and White-board mode	Tap **Text**. Tap the screen where you want the text box to be placed and adjust the placement, font size, color, and type at-tributes as desired. Type your text and tap **OK**.
	Select	Glass mode and White-board mode	Tap **Select**. Tap and drag the selection box around the drawing objects which you want to move, copy or delete. Tap and drag the selected objects to move them. Tap **Copy** to copy or **Delete** to delete the selected drawing objects. **Cancel** removes the selection. **TIP**: Copied objects are laid directly on top of existing drawing objects. Tap and drag the copied annotation mark to a new location.
	Lasso	Glass mode and White-board mode	Tap **Lasso** and then draw completely around the drawing objects to select them.
	Eraser	Glass mode and White-board mode	Tap **Eraser,** and then tap and drag across the drawing object to erase the portion you touched.
	Auto Shape	Glass mode and White-board mode	Tap to activate the Auto Shape feature. This feature changes hand-drawn lines, circles, triangles, and trapezoids into clean shapes. To create closed shapes, start and end the drawing at the same point for best results..
	Grid	Glass mode and White-board mode	Tap to add and remove a grid overlay on the screen.
	Undo	Glass mode and White-board mode	Tap to reverse the last executed command.

	Redo	Glass mode and Whiteboard mode	Tap to reverse the last Undo command.
	New	Glass mode and Whiteboard mode	Tap to open a new whiteboard canvas.
	Glass Mode	Glass mode and Whiteboard mode	Tap to start a new Glass mode annotation session.
	Open	Glass mode and Whiteboard mode	Tap to open a saved Whiteboard (.mwb) file.
	Save	Glass mode and Whiteboard mode	Tap to save the file as a Whiteboard file (.mwbx or MP1.6), JPG images, or PDF file.
	Settings	Glass mode and Whiteboard mode	Tap to access the Settings menu.
	Capture DT *(Capture Desktop)*	Whiteboard mode	Displays the Capture Now button and allows the user to capture their desktop image and use it as a whiteboard background. See "Create a whiteboard background" on page 13 for more information.
	Share	Glass mode and Whiteboard mode	Tap to send an email with a JPG or PDF attachment of the annotated file.
	Print	Glass mode and Whiteboard mode	Tap to send the Whiteboard file to a network printer. **NOTE**: The printer must be installed through the Windows operating system on the Mondopad device.
	Paste	Glass mode and Whiteboard mode	Tap to paste Windows bitmap clipboard objects onto the whiteboard. Text objects cannot be pasted on the Whiteboard.
	Clip	Whiteboard mode	Tap to capture part or all of your PC screen. Drag the cursor around an object to form a rectangle and tap **OK**.
	Annotation	Glass mode	Tap to annotate the displayed file.
	Mouse	Glass mode	Tap to control the desktop while in Glass mode.
	Help	Glass mode and Whiteboard mode	Tap to display Help information.
	Left	Whiteboard mode	Tap to scroll left and increase the size of the whiteboard.
	Up	Whiteboard mode	Tap to scroll up and increase the size of the whiteboard.
	Thumbnail View	Whiteboard mode	Tap to view thumbnails of all the Whiteboard pages. Tap a thumbnail to navigate to that page.
	Right	Whiteboard mode	Tap to scroll right and increase the size of the whiteboard.

	Down	Whiteboard mode	Tap to scroll down and increase the size of the whiteboard.
	Minimize	Glass mode and White-board mode	Tap to minimize the application.
	Close	Glass mode and White-board mode	Tap to close the application.
	Canvas Tool	Whiteboard mode	Tap to increase the size of the Whiteboard or to navigate to another area of the Whiteboard. See "Increase the whiteboard size" on page 10 for more information.

For additional support, please contact:

InFocus Corporation

Technical Support

6am-5pm PST

877-388-8385

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InFocus Corporation

13190 SW 68th Parkway Suite 200

Portland, Oregon 97223