

Prowise Teach

User Manual



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Welcome Screen

When you open Prowise Teach, a welcome screen appears. From this screen, you can start the info tour or begin right away.

Want to learn more about Teach? Scan or click the QR code.

Product information, notifications, and settings

Product Information and feedback



Through the help function, you can access various options:

- **Information tour**
Start the information tour for an overview of the key features.
- **Leave feedback**
Share your feedback or suggestions with Prowise. Click or scan the QR code to submit your input.
- **Product info**
Visit the Teach information page for additional support. Click or scan the QR code to go directly to the page.

Notifications



Notifications about completed actions are collected in the notification menu. Right after performing an action, a notification briefly appears on the screen, providing immediate feedback.

Once an action is successfully completed, the notification is automatically moved to the notification menu. A red dot on the icon indicates new messages.

You can delete a notification by clicking the 'X' next to it. To remove all notifications at once, click the 'Delete all notifications' button.

Clear all messages

Settings



Click on the gear icon to adjust your preferences.

Display safe zone

When this option is activated, a frame becomes visible. You will see a working area with a dashed outline along the sides, top, and bottom.



Designing and presenting in Teach

We recommend using the safe zone function when designing Teach files on a different device than the one you will use for presenting.

Every device has a different screen ratio, which means content may be cut off when opening a Teach file on another device.

By keeping all content neatly within the dashed lines while designing, you can be sure that everything remains visible when presenting on a different device.

Palm recognition

This feature allows you to rest your palm on the screen while writing. Thanks to the smart technology in the screen, you can also erase content by swiping over it with your palm.



Display divider line

When you place your palm on the screen, a horizontal dashed line appears.



- Above the line, you can add and edit content.
- Below the line, editing is disabled to prevent accidental changes.

Note: This feature is only available when Palm Recognition is activated.

'Longpress' -toolbar

When this function is enabled, you can activate the toolbar by pressing and holding your pen or finger on the canvas.



The toolbar allows you to:

- Change writing tools
- Erase annotations
- Add and edit shapes, lines, or text

'Longpress' - edit object

When this function is enabled, you can press and hold an object with your pen or finger to edit it.



Change language

Teach is set to the system language by default. Want to change the language? Click the arrow next to the current language.



Teach is available in Dutch, English, and German.

Tabs

A new and active tab is titled 'Teach' by default. When saving the file, you can choose to rename it.

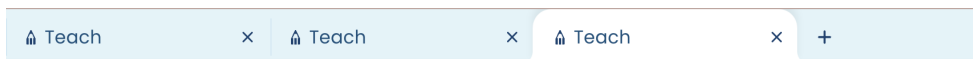
You can open up to ten Teach tabs simultaneously.

Je hebt de mogelijkheid om maximaal tien Teach-tabbladen tegelijk naast elkaar te openen.

There are two ways to open a file:

- Click the plus (+) icon in the top bar to open a new file.
- Click 'New Document' in the file manager to create a new file.

To close a file, click the cross (X) in the tab.



File manager

The file manager in Teach offers several options, explained below:



New document

Open a new file. You can have up to 10 files open simultaneously.



Open document

Open a saved Teach or ProNote file.



Save

Save your file as you work.



Save As

Save your Teach file to your local drive or a network location you have set up.



Save with password

Secure your file by setting a password. The file will require a password before it can be opened.



Export to

Export your file to a different format. Choose from the following file types:



.PDF, .JPG, .PNG, .BMP.

Import

Import a file to use in your presentation.

Supported formats:

.JPG, .JPEG, .PNG, .BMP, .WEBP, .PDF, .HEIC and .HEIF



Sharing

You can share a PDF of your file via email or QR code.

To send the PDF via email:

- Enter your name, email address, the recipient's email address, and a personal message.
- Click 'Confirm' to send the email.

To generate a QR code:

- Click 'Generate QR' to create a QR code.
- Click the QR code to enlarge it, making it easier to scan and open the PDF file directly on your smartphone.



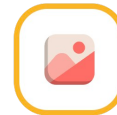
Backgrounds

You can add backgrounds using the 'Backgrounds' button or the three-dot menu in the page manager.

The background fills the entire page.

- Use the zoom buttons to zoom in or out on the background.
- You can adjust both the background colour and the line colour.
- To apply the same background to all pages, click 'Apply to all pages'.

When adding a new page, the current background is automatically applied.



Multiple pens

This feature allows you to use multiple pens simultaneously in Teach.

- The number of pens you can use depends on your screen type and ranges from 2 to 4 pens.
- To move the toolbar, click the four-arrow icon and drag it to your preferred position on the canvas.



Screenshot

Enable the screenshot function to capture an image of your screen.

Full screen

Take a screenshot of the entire screen. The screenshot is automatically added to Teach.



Note: It is not possible to take a full-screen screenshot within Teach.

Window selection

1. Use the selection frame to choose the area you want to capture.
2. Click the camera icon to take a screenshot.
3. The result is instantly added to Teach.

Annotate



Press the annotation button to add notes on the selected input source, such as websites, documents, or applications.

- Use the toolbar to annotate directly on the chosen input source.
- If needed, use the camera button to take a screenshot (of your annotations and/or input source) and add it directly to Teach.
- Click the annotation button again to return to Teach.
- You can also access the annotation function via the quick menu in Central by clicking the pencil icon in the sidebar.

Undo & Redo



At the bottom bar, you will find two arrow buttons:

- Undo
Click the left arrow to undo an action.
- Redo
Click the right arrow to redo an action.

Toolbar

The toolbar is located at the bottom of the screen.

The toolbar options, from left to right:

- Select & Edit
- Move Canvas
- Pencil
- Highlighter
- Eraser
- Lines
- Shapes
- Text
- Mini-tools
- Drag Icon



Select & edit



With the 'Select & Edit' button, you can easily select and modify objects.

1. Click the button to activate it.
2. Select the desired object.
3. Selection circles will appear around the object:
 - a. Four large circles at the corners
 - b. Four smaller circles along the edges
4. A rotation arrow appears at the bottom right of the object. Drag it to rotate the selected object.

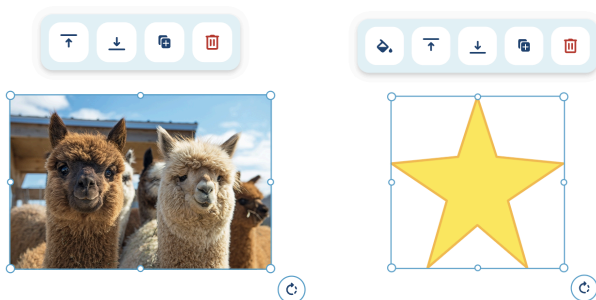
Above the selected object, different buttons will appear. These functions, listed from left to right, include:

- Adjust line colour, thickness & fill colour
Change the line thickness, line colour, and fill colour of an object.
- Bring to front
Move the object to the foreground.
- Send to back
Move the object to the background.
- Duplicate
Create an identical copy of the object on the current Teach page.
- Delete
Remove the object from the page.

Select multiple objects

To select multiple objects at once:

- Drag a selection box over the screen using your pen or finger.
- All selected objects can then be adjusted together.



Verplaats canvas

Met deze functie kun je het canvas naar elke gewenste positie verplaatsen en in- of uitzoomen door met twee vingers te pinchen.

Pencil



- The pencil's colour indicates the active colour.
- Click the pencil to start writing or drawing.
- Drag smoothly across the canvas to draw a line.
- Click the pencil again to adjust settings such as line thickness and line colour.

Pencil settings

Select colour

Click a colour circle to change the pencil colour.

Add custom colour

1. Click the plus (+) icon under 'Custom Colours'.
2. Select a new colour and confirm by clicking the green checkmark.
3. The new colour will be added under 'Custom Colours'.

To edit or remove a custom colour:

- Click the colour again.
- Adjust it or delete it using the bin icon.
- Click the red cross to cancel the action.

Adjust line thickness

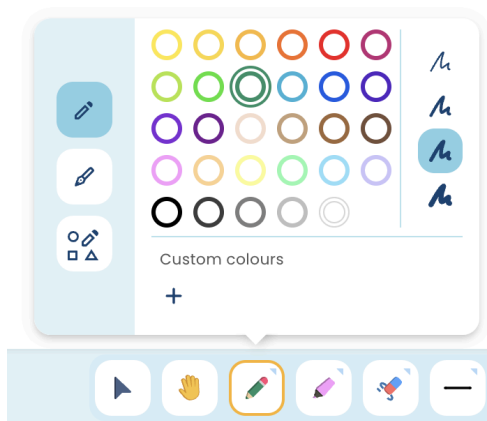
Click a scribble icon to change the pencil's line thickness.

Set fountain pen

Click the fountain pen icon to change the pen tip style.

Enable shape recognition

- Click the shape icon to activate the shape recognition function.
- This feature automatically converts hand-drawn shapes into mathematical shapes.



Pressure-sensitive pen

Note: the pressure-sensitive pen is only available on the Prowise Touchscreen Ten G3.



The Ten G3 touchscreen allows you to use the pen for a natural writing experience.

The pressure-sensitive pen provides a writing experience that closely resembles handwriting. It is equipped with a pressure-sensitive tip, which means the line thickness adjusts based on the amount of pressure applied to the pen.

Highlighter



- The highlighter's colour indicates the active colour.
- Click the highlighter to start making annotations.
- Drag smoothly across the canvas to draw a line.
- Click the highlighter again to adjust settings such as line thickness and colour.

The highlighter offers the same editing options as the pencil, except for the fountain pen and shape recognition functions.

Eraser



Use the eraser to remove specific content from your canvas. Click the eraser again to adjust its settings.

There are three ways to erase content:

1. Eraser with a dashed line
Removes part of a line.
2. Eraser with a (circular) dotted line
Erases a full line in one go.
3. Bin icon
Deletes all content on the page at once (except the background).



Click a scribble icon to adjust the eraser's thickness.

Lines



- The line shown on the icon indicates the active line type and colour.
- Add different types of lines to your file.
- Drag smoothly across the canvas to draw a line.
- Click the line button again to adjust its settings.

Below is a short explanation of the available settings:

Choose a line type

Select a straight line, curved line or dashed line.

Choose line endpoints

Select: an arrow dash, dot or no endpoint.

Select colour

Click a colour circle to change the line colour.

Add a custom colour

1. Click the plus (+) icon under 'Custom Colours'.
2. Select a new colour and confirm by clicking the green checkmark.
3. The new colour will be added to 'Custom Colours'.

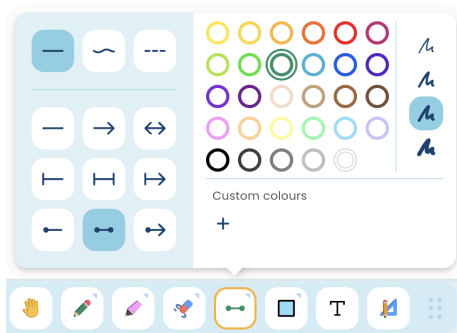
To edit or remove a custom colour:

- Click the colour again.
- Adjust or delete it using the bin icon.
- Click the red cross to cancel the action.



Adjust line thickness

Click a scribble icon to change the line thickness.



Shapes

The shape icon indicates which (colour) shape is currently active. Add different types of shapes to your file by dragging smoothly across the canvas to draw a shape.

Click the shape button again to adjust the settings. Below is a short explanation of the available settings.

Select a shape

Choose the desired shape.

Set border colour

Click a colour circle to select a border colour.

Adjust border colour

Click a scribble icon to change the border thickness and colour.

Set fill colour

Click the bucket icon and select a colour to set the fill colour of the shape.

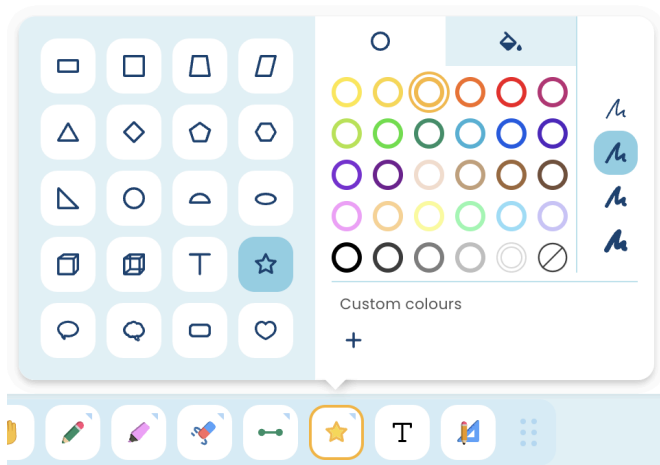


Add a custom colour

1. Click the plus (+) icon under 'Custom Colours'.
2. Select a new colour and confirm by clicking the green checkmark.
3. The new colour will be added under 'Custom Colours'.

To edit or remove a custom colour:

- Click the colour again.
- Adjust or delete it using the bin icon.
- Click the red cross to cancel the action.



Text

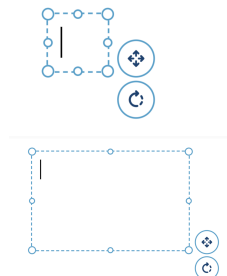
Click the 'T' button to add text to your page.



Creating a text box

There are two ways to add a text box to the canvas:

1. Click on the canvas and start typing. The text box will automatically adjust to the width of the text.
2. Drag to create a text box of a specific size. The text box will maintain its width while typing. Once the maximum width is reached, the text will automatically move to the next line.

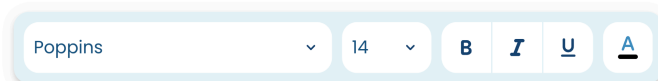


Editing a text box

- Use the selection circles around the text box to resize it.
- Click the double-arrow icon to move the text box.
- Use the rotation arrow to rotate the text box.

Once you have created a text box, the text editor appears with various options to customise your text.

Select the text you want to edit. Adjust the font, font size, text style (bold, italic, etc.), and text colour. These changes can be applied to the entire text box or specific parts of the text.



Typing text

A keyboard will appear below the text box, allowing you to type your text.

You can also use an external keyboard that is connected to the computer or touchscreen.

Mini-tools



Click the pencil and set square icon to expand the menu and select a mini-tool of your choice. The selected mini-tool will be placed directly on the canvas.

Mini-tools remain on the canvas and stay visible even when switching pages.

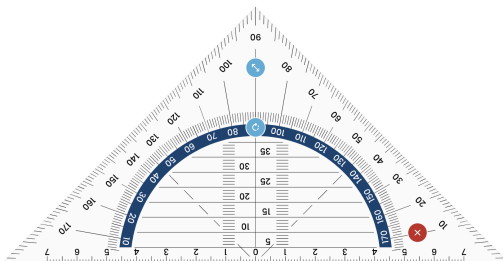
- **Adjusting the size**
Use the arrow button to increase or decrease the size of the mini-tool. Drag the button in the desired direction to resize the mini-tool.
- **Removing a mini-tool**
Click the X button to remove the mini-tool. You can also remove it via the drop-down menu.
- **Rotating a mini-tool**
Click the rotation arrow and drag it in the desired direction to rotate the mini-tool.



Set square

Use the set square to draw straight lines or measure angles.

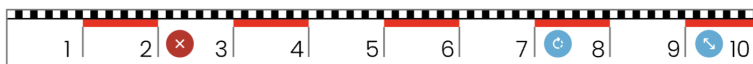
- Place the set square on the canvas.
- Use the pencil, fountain pen, or highlighter to draw straight lines along its edges.
- Adjust the line colour and thickness as desired.



Ruler

Use the ruler to draw straight lines.

- Place the ruler on the canvas.
- Select the pencil, fountain pen, or highlighter to draw straight lines along the edges of the ruler.
- Adjust the line colour and thickness as desired.



Compass

Place the compass on the canvas. Select the pencil, fountain pen, or highlighter to draw circles. Adjust the line colour and thickness as desired.

- Adjusting the size
Drag the double-arrow button to increase or decrease the angle of the compass, changing the circle size accordingly.
- Drawing a circle
Select the compass point and drag it across the canvas to draw a circle. The centre of the circle is marked with a dot. Note: Ensure the pencil/highlighter button is active to draw a circle.
- Changing colour
Adjust the line thickness and colour by modifying the pencil/highlighter settings.



Stopwatch

The stopwatch allows you to measure the time of an activity.

- Starten/pause
Press the play button to start the timer. The button will change to a pause button, which allows you to temporarily stop the time.
- Reset
Click the reset button to reset the stopwatch.
- Switch display mode
The stopwatch opens in analogue mode by default. Click the 00:00 button to switch to digital mode.



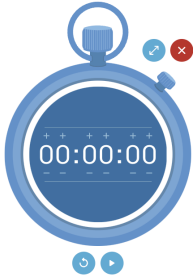
Timer

The timer allows you to set a specific time for an activity.

- Set time
Use the plus (+) and minus (-) buttons above and below the numbers to set the desired time duration.
- Start/Pause

Click the play button to start the timer. The button will change to a pause button, allowing you to pause the countdown at any time.

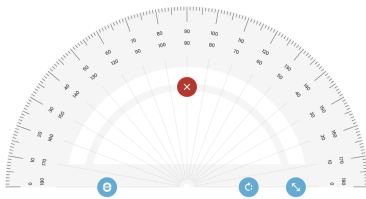
- **Reset**
Click the round reset button to reset the timer.



Protractor

Place the protractor on the canvas to measure angles and draw lines.

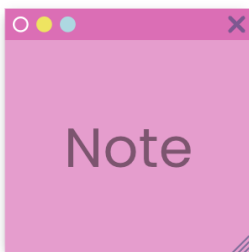
- Position the protractor on the canvas.
- Select the pencil, fountain pen, or highlighter to draw lines along the edges of the protractor.
- Adjust the line colour and thickness as desired.
- Click the circle button to fully display or collapse the protractor.



Post-it

Use the Post-it to add extra information to your canvas.

- Place the Post-it on the canvas.
- Choose a colour by clicking a colour circle in the top-left corner.
- Click on the Post-it to add text.
- Resize the Post-it by dragging the arrow in the bottom-right corner downwards.
- Remove the Post-it by clicking the X button.



Drag icon

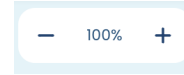
Click the six-dot icon to move the toolbar to your preferred position on the canvas.



Canvas zoom

Use the canvas zoom to zoom in or out on your current page.

- Zoom Out Button – Zooms out on the canvas.
- Zoom In Button – Zooms in on the canvas.
- 100% Button – Returns to the original view before zooming in or out.



Page manager

The page manager is located in the bottom-right corner of the screen.

- Use the arrow buttons to navigate through the file.
- The page number indicates your current page.
- Click the page number to open the page manager, where you can view and manage the pages in your file.



In the top-right corner of each page, you'll see three dots. Click this icon to open a menu with the following options:

- Move up/down
Move the selected page one position up or down.
 - Copy
Copy the selected page to paste it elsewhere in the page manager.
- Tip: You can also copy and paste a page into a file in another tab.*
- Paste
Paste the copied page into a new location within the page manager.
 - Duplicate
Create an exact copy of the selected page. The duplicate will be placed directly below the original page.
 - Change background
Choose or change the background of the page.
 - Remove background
Remove the current background from the page.
 - Delete
Delete the selected page from the file.



When selecting a page, three extra buttons appear next to the three-dot menu:

- New page

- Add a new page directly below the selected page.
- Duplicate
Create an exact copy of the selected page.
The duplicate will be placed directly below the original page.
- Delete
Remove the selected page from the file.

