

# **Prowise Teach**

User Manual – November 2025



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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:

- **Info tour**  
Start the info 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.

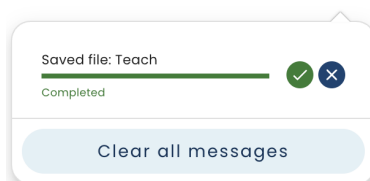
### Notifications



Notifications about completed actions or error messages 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 'Clear all messages' button.



## Settings



Click the gear icon in the top right corner to adjust your preferences. The Teach settings menu will open.

Click the left arrow to hide the menu bar.

### **General settings**

#### **Language & Region**

The language of Teach is set to the system language by default. Do you want to change the language? Click the arrow next to the current language.



Teach is available in Dutch, English, German, French, and Ukrainian. Under Advanced settings, you can enable or disable these languages.

#### **Touch & interaction**

##### Palm recognition

With this feature, you can rest your palm on the screen while writing. Thanks to the smart technology in the screen, you can also erase content by swiping your palm across the screen.



##### Palm recognition indication

When you place your palm on the screen, a horizontal dotted line appears. Above this line, you can add and edit content. Below the line, this is not possible to prevent unwanted changes.



Note: This feature only works when palm recognition is enabled.

##### Longpress toolbar

When you enable this feature, you can open the toolbar by pressing and holding on the canvas with your pen or finger. With the toolbar, you can adjust the writing tool, erase annotations, and add or edit shapes, lines, or text.



##### Longpress context menu

When you enable this feature, you can open the context menu by pressing and holding with your pen or finger.



##### Longpress edit object

When you enable this feature, you can edit an object by pressing and holding on it with your pen or finger.



#### **Display & Layout**



##### Show Safe zone

When this feature is enabled, a frame with a dotted line appears along the edges of the screen. This marks the workspace where you can design your content.

##### Designing and Presenting in Teach

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

Since devices have different screen ratios, parts of your design may be cut off when opening your file on another device.

By keeping your content within the dotted lines while designing, you can ensure that everything remains visible during your presentation.

## Analytics & Improvements

### Share anonymous statistics

Enable this option if you agree that Prowise may collect anonymous usage data to improve the user experience of Teach.

## Advanced Settings



### Language & Region

Do you want to switch quickly between multiple languages? Under Advanced settings, you can specify which languages are visible under General settings.

You can choose from the following languages: Dutch, English, German, French, and Ukrainian.

### Teach data

When an issue occurs in Teach, information will appear here that you can share with Prowise to help review and resolve the problem faster.

## Tools



### **Toolbar**

#### Customizable toolbar

Set up the toolbar the way you like.

Click the red cross to remove buttons you don't use, or drag them out of the toolbar.

To (re)add buttons, click the plus icon or drag the desired buttons back into the toolbar.

Click 'Reset' to restore the toolbar to its default settings.

**Note:** The pencil and selection (arrow) buttons cannot be removed from the toolbar.

### **AI features**

#### Show AI features

Here you can choose whether to use AI in Teach.

When this option is enabled, you can use AI to edit text and images within Teach.

This option is enabled by default.



## 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.

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 in between. Only the first time you save it will ask you to choose a save location.



### 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 or YouTube link to use in your presentation.  
The following file formats are supported:  
Images: .jpg, .jpeg, .png, .webp, .gif, .bmp  
Video: .mp4  
Audio: .mp3, .wav, .mpeg  
Other: .pdf, .pronotex



### 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:

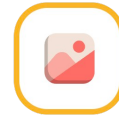
- Click 'Generate QR' to create a QR code.
- Click the QR code to enlarge it, making it easier to scan and open the PDF file directly on your smartphone.

## Backgrounds

You can add backgrounds via the 'Backgrounds' button or the three-dot menu in the [page overview](#).

The background fills the entire page. Use the + and - buttons to zoom in or out of the background. With the backgrounds, you can adjust both the background color and the line color.

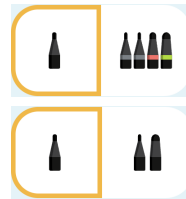
Click 'Apply to all pages' to add the same background directly to your entire file.



## 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.

### 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 annotate button to annotate the selected input source, such as websites, documents or applications.

Use the toolbar to add annotations to the desired input source.

Use the camera button to take a screenshot (of the annotations and/or input source) and add it directly to Teach.



Click the annotate button again to return to Teach.  
You can also access annotation via the shortcut menu in Central by clicking the pencil 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.

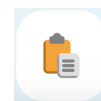


## Paste

The Paste feature lets you insert objects into your presentation that you've previously copied or cut.

You can paste objects such as:

- Images from a webpage
- Text
- Lines
- Shapes



## 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 and Edit' button, you can easily select and modify objects. Click the button to activate it, then select the desired object.

Selection handles will appear around the object: four large handles at the corners and four smaller ones along the sides.

At the bottom right of the object, you'll see a rotation arrow. Drag it to rotate the selected object.

Above the selected object, several buttons will appear. Below is an explanation of these buttons, from left to right.

**Note:** Not all buttons may be visible for every object.

### Line colour, thickness (and fill colour)

Adjust the line thickness, line colour, and fill colour of the object.

### Duplicate

Create an identical copy of the object in the same location.

### Bin

Delete the object.

### **Below the three dots:**

### Copy

Create a copy of the object. This copy is stored on the clipboard.  
Shortcuts: Ctrl + C (Windows) or Cmd + C (Mac)

### Cut

Remove the object from its current location and move it to the clipboard.  
Shortcuts: Ctrl + X (Windows) or Cmd + X (Mac)

### Paste

Paste the object from the clipboard to the desired location.  
Shortcuts: Ctrl + V (Windows) or Cmd + V (Mac)

### Duplicate

Create an identical copy of the object on the current page.  
Shortcuts: Ctrl + D (Windows) or Cmd + D (Mac)

### Bring to Front

Move the object to the front layer so it appears on top of all other overlapping objects.

### Bring Forward

Move the object one layer forward in the stacking order.

### Send Backward

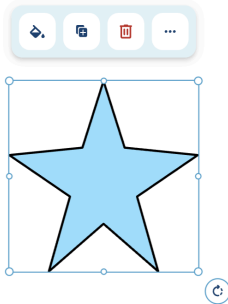
Move the object one layer back in the stacking order.

### Send to Back

Move the object to the back layer so it appears behind all other overlapping objects.

### **Select Multiple Objects**

Create a selection frame by dragging across the screen with your pen or finger to select and edit multiple objects at once.



### **Move canvas**

This feature allows you to move the canvas to any position you want and zoom in or out by pinching with two fingers.



### **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**

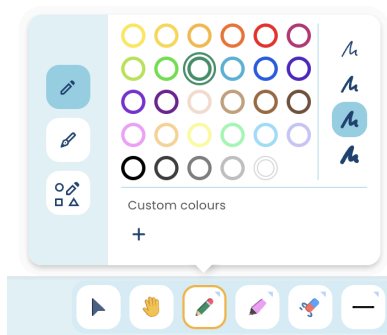
Click a scribble icon to change the pencil's line thickness.

#### **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.



### 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 an interrupted line  
Removes part of a line.
2. Eraser with a (circular) dotted line  
Erases a full line or object 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

Choose from different line types.

### 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

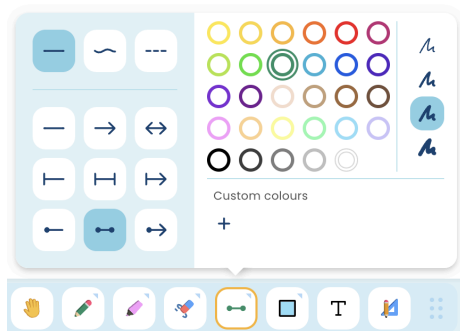
1. Click the plus (+) icon under 'Custom Colours'.
2. Select a new colour and confirm by clicking the green checkmark.
3. The new colour will be added to 'Custom Colours'.

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

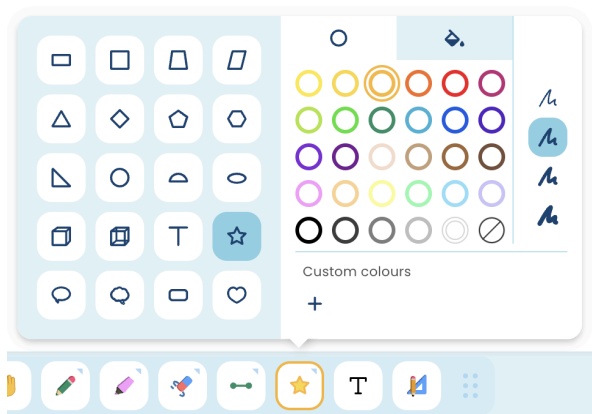
Click the bucket icon and select a colour to set the fill colour of the shape.

### 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:

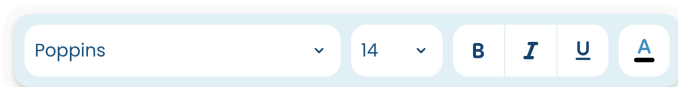
1. Click on the canvas and start typing. The text box will automatically adjust to the width of the text.
2. Drag to create a text box of a specific size. The text box will maintain its width while typing. Once the maximum width is reached, the text will automatically move to the next line.

### 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.

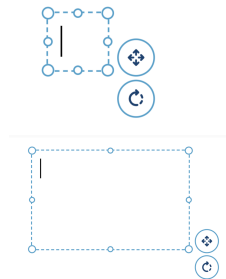
Select the text you want to edit. Adjust the font, font size, text style (bold, italic, etc.), and text colour. These changes can be applied to the entire text box or specific parts of the text.



### 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.

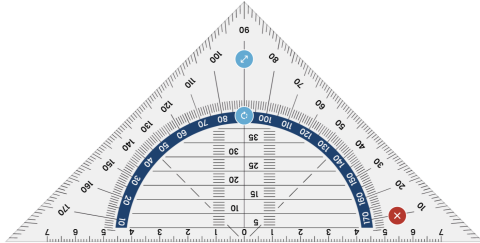
- Adjusting the size  
Use the arrow button to increase or decrease the size of the mini tool. Drag the button in the desired direction to resize the mini tool.
- Removing a mini tool  
Click the X button to remove the mini tool. You can also remove it via the drop-down menu.
- Rotating a mini tool 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

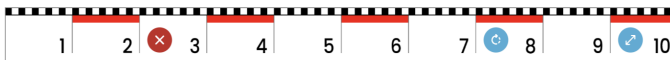
- Place the set square on the canvas.
- Use the pencil, fountain pen, or highlighter to draw straight lines along its edges.
- Adjust the line colour and thickness as desired.



### 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.

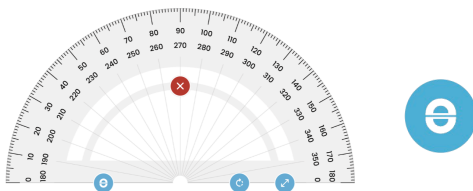
- **Set time**  
Use the plus (+) and minus (-) buttons above and below the numbers to set the desired time duration.
- **Start/Pause**  
Click the play button to start the timer. The button will change to a pause button, allowing you to pause the countdown at any time.
- **Reset**  
Click the round 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.**





**Remark:**

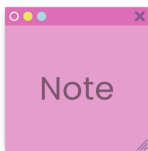
The tools 'Note', 'Calculator' and 'Spinning Wheel' function differently from the tools listed above.

- These tools can be saved in Teach. This allows you to preserve the content and revisit it later.
- These tools can only be added per page. They do not automatically appear on other pages of the document.
- You can add multiple of the same tool on a single page.

**Note**

Use the note to add extra information to your canvas.

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

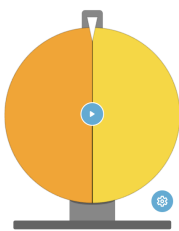


**Spinning wheel**

Use the interactive spinning wheel to activate prior knowledge, assign turns, and much more. Various customisation options are available.

Click the settings menu to personalise the wheel. Click the play icon to spin it. Click a segment to hide it, so it won't be selected again.

You can place multiple spinner wheels on a single page. Select the wheel and click the bin icon to remove it.



### Calculator

Enter numbers and operations, and let the calculator provide the answer. The calculation and result are displayed in the window. Select the calculator to delete it.



### Drag icon

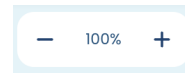
Click the six-dot icon to move the toolbar to your preferred position on the canvas.



### 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 overview

The page overview 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 overview to open the page overview, where you can view and manage the pages in your file.



In the top-right corner of the selected page, three dots are visible. 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 overview.

*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 overview.
- 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.



Below the three dots, the following three options are shown:

- 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.



# Artificial Intelligence (AI)



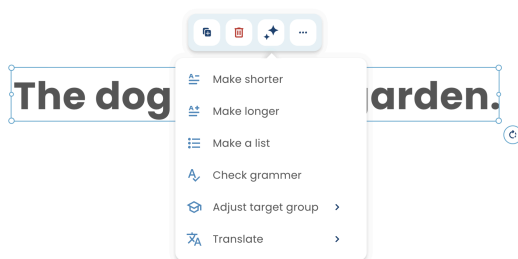
In Teach, you can quickly and easily adapt both images and text to your target audience using AI.

## Text

Add new text or select existing text that you want to edit with AI. Once you have selected a text box, the text editor will appear. Then click the AI icon.

The following options are available:

- **Make shorter:** make the text shorter.
- **Make longer:** make the text longer.
- **Make a list:** convert the text into a bulleted list.
- **Check grammar:** check the spelling and grammar of the text.
- **Adjust target group:** adjust the text to match the age of your target group.
- **Translate:** translate the text into another language. Available languages: Dutch, English, German, French, and Spanish.



## Image

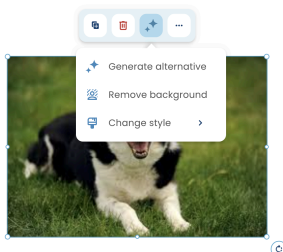
Add an image or select an existing one that you want to edit with AI. Several buttons will appear above the image. Click the AI icon.

The following options are available:

- **Generate alternative:** create a variation of the image.
- **Remove background:** remove the background of the image.
- **Change style:** apply a different style to the image.

You can choose from the following styles:

Photo, Cartoon, 3D Object, Pencil, Watercolor, Knitted, Paper Cut, Clay, and Cyberpunk.



## Don't want to use AI?

You can disable this feature in the Teach settings.