

QUICK-START GUIDE FOR THE CLASSROOM

Prowise Teach

The essentials of your digital whiteboard,
clearly laid out on just a few pages.

Not a twenty-page manual, but everything you use every day: getting started, the toolbar, drawing, mini-tools, sharing your file and AI. Quick to find, easy to remember.

1 Getting started

Open Teach and you're working within a minute. Four things to know.

a

Welcome screen

When you open Teach, you choose: take the short info tour or start right away with a blank canvas.

b

New file & tabs

Click **+** in the top bar or **New document**.
You can open up to 10 tabs at once.

c

Save

Click **Save**; the first time you choose a location. Use **Save with password** to protect your file.

d

Settings

The **gear icon** at the top right opens language, touch options, display and the customisable toolbar.

2

The toolbar at a glance

The toolbar sits at the bottom of your screen. From left to right you'll find these ten buttons.

**Select & edit**

Select, move, scale and rotate objects.

**Move canvas**

Drag the canvas; zoom with two fingers.

**Pencil**

Write and draw freehand.

**Highlighter**

Highlight with a transparent line.

**Eraser**

Erase part of a line, a whole line or a selection.

**Lines**

Lines with arrow, dash or dot ends.

**Shapes**

Shapes with custom border and fill colour.

**Text**

Place a text box and start typing.

**Mini-tools**

Ruler, compass, timer, spinner and more.

**Drag handle**

Drag the toolbar anywhere you like.

3

Drawing & editing

Click a tool to open its settings: colour, line thickness and more.



Select & edit

Select an object to get handles for scaling and rotating. Above the object you change colour, duplicate or delete it. Under the three dots you'll find copy, cut, paste, group and layer order (to front or back). Drag a frame to select several objects at once.



Pencil

Drag to draw. In the settings you choose colour, line thickness and a fountain pen. With **shape recognition** your sketches automatically become neat shapes.



Highlighter & eraser

The highlighter works like the pencil (without fountain pen and shape recognition). The **eraser** erases in three ways: part of a line, a whole line at once, or a selection.



Lines & shapes

Under **Lines** you choose the line type and end points (arrow, dash, dot or none). Under **Shapes** you set the shape, border colour and thickness, plus a fill colour via the paint bucket.



Text

Tap the canvas and type, or drag a text box to size. In the text editor you adjust font, size, style (bold, italic) and colour for the whole box or a selection.



Tip · Custom colours. In every colour menu, use the + under 'Custom colours' to add your own colour and save it for later.

4

Mini-tools

Click the mini-tools icon and pick a tool. Mini-tools stay on the canvas, even when you switch pages.



Set square

Draw straight lines and measure angles.



Ruler

Draw straight lines along a ruler.



Compass

Draw circles the easy way.



Protractor

Measure angles and draw lines.



Stopwatch

Measure time: analogue or digital.



Timer

Set a time for an activity.



Note

Stick a coloured memo on the canvas.



Spinner

Assign turns and activate prior knowledge.



Calculator

Work out sums instantly.



Note. Note, Calculator and Spinner stay on the page and are saved with your file, handy for looking back later.

5

File, background & pages

Export & share

Export to PDF, JPG, PNG or BMP. Share a PDF of your file by e-mail or QR code.

Backgrounds

Choose a background and adjust the grid and line colour. 'Apply to all pages' puts it across your whole file.

Annotate

Draw over websites or apps. Take a screenshot and drop the result straight into Teach.

Recording

Record your lesson, including video and, if you like, audio.

Import

Add an image, video (.mp4), audio or a YouTube link to your presentation.

Pages

The page overview sits at the bottom right. Browse with the arrows; click the page number for the overview. Via : you move, duplicate or delete pages.

Screenshot

Capture your full screen or a chosen area and add it to Teach right away.

6

AI in Teach

Quickly adapt texts and images to your audience. Select the object and click the AI icon. You'll also find the AI icon at the bottom left of the menu.

T Text

More concise

More detailed

Make a list

Check grammar

Adapt to audience

Translate

Image

Generate image

Generate alternative

Remove background

Change style

Styles. Under 'Change style' you can pick photo, cartoon, 3D, pencil, watercolour or clay, among others. AI is on by default and can be switched off in Settings.

7 Good to know

Palm recognition

Rest your hand while writing and wipe it across the screen to erase.

Multiple pens

Set up 2 to 4 pens to write together (depending on your screen).

Safe zone

Design within the dotted line so nothing falls out of view on another screen.

Customise toolbar

Remove or add buttons via Settings. Pencil and arrow always stay.

Copy

Ctrl / Cmd + C

Cut

Ctrl / Cmd + X

Paste

Ctrl / Cmd + V

Duplicate

Ctrl / Cmd + D

Undo / Redo

Left arrow / Right arrow

