



Flow! Works Pro V2.0 User Manual



Information in this manual is subject to change without notice.



Contents

| | | |
|----------|--|----|
| 1. | General Introduction of Software | 2 |
| 1.1 | Computer Requirements | 2 |
| 1.2 | Software Installation | 2 |
| 1.3 | Software Uninstallation | 5 |
| 1.4 | Software Startup and Activation..... | 6 |
| 1.5 | Software Main Interface | 8 |
| 2. | How to Use Flow!Works Pro..... | 9 |
| 2.1 | Default Toolbar Introduction..... | 9 |
| 2.2 | Work with Objects..... | 11 |
| 2.2.1 | Change object properties | 12 |
| 2.2.2 | Order objects..... | 14 |
| 2.2.3 | Flip object..... | 14 |
| 2.2.4 | Mirror object..... | 14 |
| 2.2.5 | Add a link to object..... | 15 |
| 2.2.6 | Attach a sound to object | 16 |
| 2.2.7 | Add to Resource | 16 |
| 2.2.8 | Set as background..... | 17 |
| 2.3 | Menu..... | 17 |
| 2.4 | Tools..... | 18 |
| 2.4.1 | Customize toolbar..... | 19 |
| 2.4.2 | Use the Tools | 21 |
| 2.4.2.1 | Use the Protractor | 22 |
| 2.4.2.2 | Use the Ruler | 22 |
| 2.4.2.3 | Use the Triangle..... | 23 |
| 2.4.2.4 | Use the Compass..... | 23 |
| 2.4.2.5 | Use the Chart | 24 |
| 2.4.2.6 | Use the Calculator..... | 25 |
| 2.4.2.7 | Use the Curtain | 25 |
| 2.4.2.8 | Use the Keyboard | 26 |
| 2.4.2.9 | Use the Table | 26 |
| 2.4.2.10 | Use the Browser..... | 27 |
| 2.4.2.11 | Use the Function | 28 |
| 2.4.2.12 | Use the Element..... | 29 |
| 2.4.2.13 | Use the Clock..... | 29 |
| 2.4.2.14 | Use the Timer..... | 30 |
| 2.4.2.15 | Use the Document Camera | 30 |
| 2.4.2.16 | Use the Magnifier | 33 |
| 2.4.2.17 | Use the Broadcast | 34 |
| 2.4.2.18 | Use the Fill..... | 34 |
| 2.4.2.19 | Use the Multiscreen | 34 |
| 2.4.2.20 | Use ScoreBoard | 35 |



| | |
|---|----|
| 2.4.2.21 Use Pickout..... | 36 |
| 2.4.2.22 Use Shortcut tool | 37 |
| 2.5 Resources..... | 38 |
| 2.6 Desktop Mode..... | 39 |
| 2.7 Slide Management | 40 |
| 2.7.1 Theme | 40 |
| 2.7.2 Page Management..... | 41 |
| 2.7.2.1 Add Page..... | 42 |
| 2.7.2.2 Duplicate Page | 42 |
| 2.7.2.3 Delete Page | 42 |
| 2.7.2.4 Group Pages..... | 43 |
| 2.7.2.5 Preview All Pages | 44 |
| 2.7.2.6 Slide Show Mode..... | 44 |
| 3. Server Settings | 46 |
| 3.1 QPen Setting | 46 |
| 3.1.1 Software..... | 46 |
| 3.1.2 Microsoft PowerPoint..... | 48 |
| 3.1.3 Hardware | 49 |
| 3.2 Pen Tray Setting | 51 |
| 3.2.1 QPT100 Setting | 51 |
| 3.2.2 QPT200 setting | 52 |
| 3.3 IWB (Infrared Whiteboard Driver)..... | 52 |

1. General Introduction of Software

QOMO Multidisciplinary Whiteboard Software is educational software that is provided for the QOMO Interactive Whiteboards. The software is easy to use when you are preparing or giving lessons for various subjects. It has many new features and resources to make teaching any subject easier, more fun and more stimulating for students and teachers.

1.1 Computer Requirements

To successfully run the software, your computer must meet certain minimum requirements.

- **Minimum Hardware Requirement:**

CPU: 1 GHz ×86 or ×64

Memory: 1024MB or above

Hard disk: 1G

Operating system: Windows 7/8 /10

- **Configuration Recommended:**

CPU: 3.2GHz×64

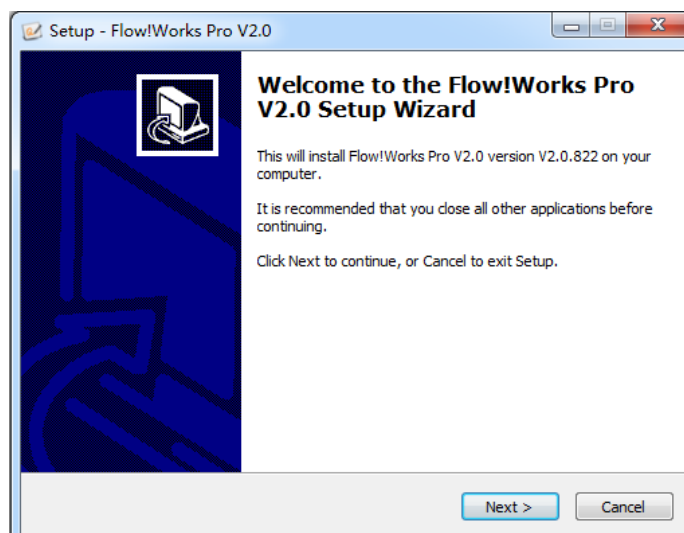
Memory: 4G or above

Hard disk: 500G

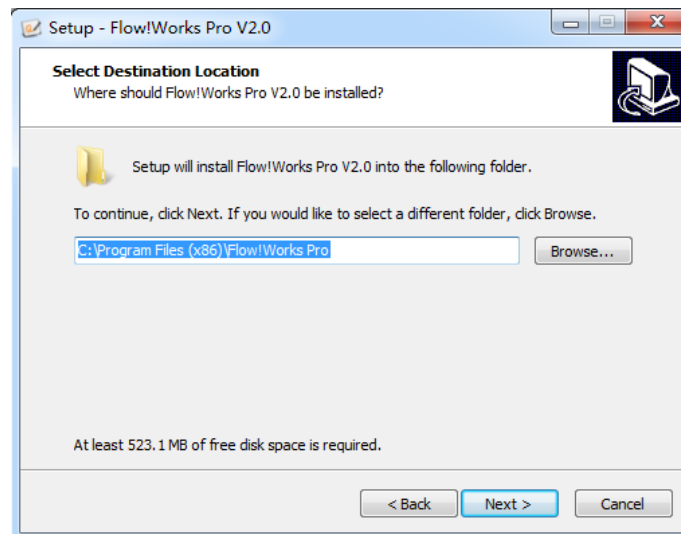
Operating system: Windows 7/8/10

1.2 Software Installation

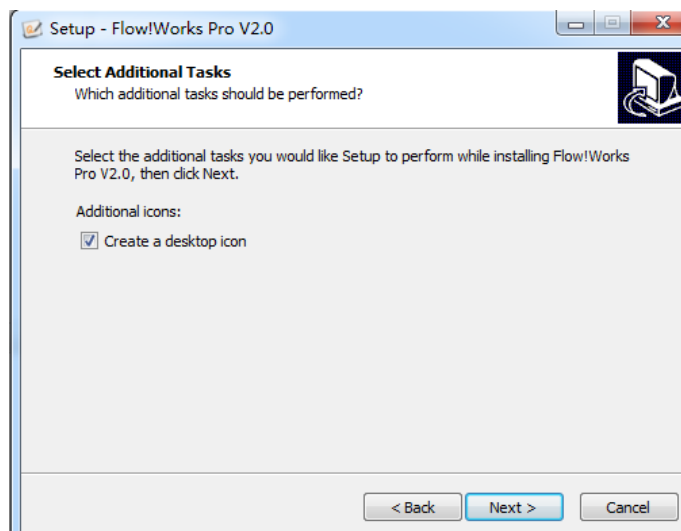
- 1) Double click the Flow!Works Pro Setup.exe to start the installation.
- 2) Click next to continue.



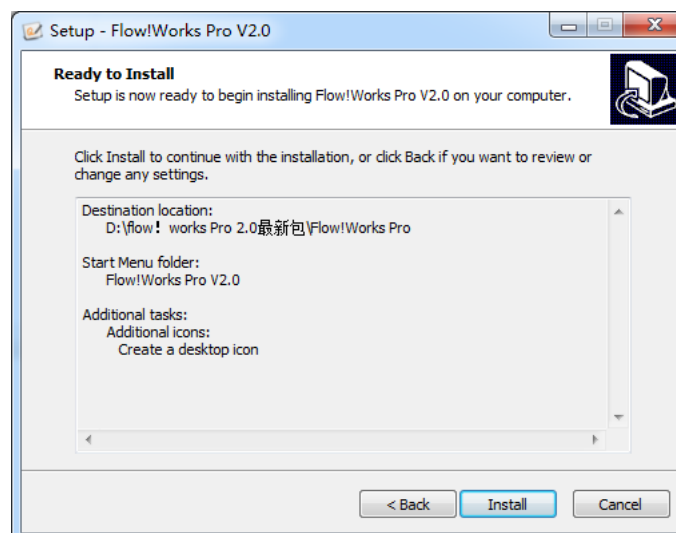
- 3) Select the desired installation path and then click next.



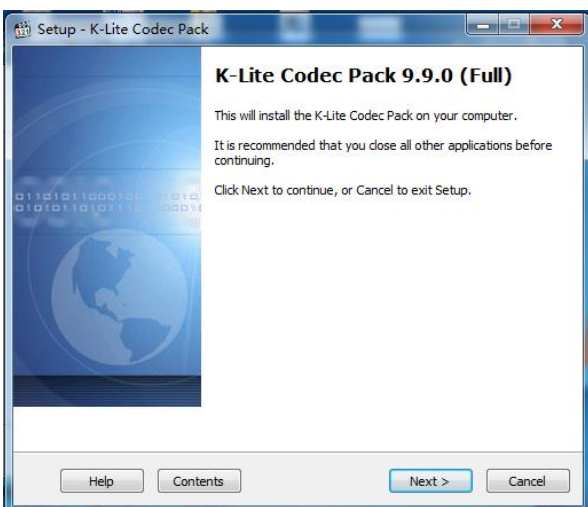
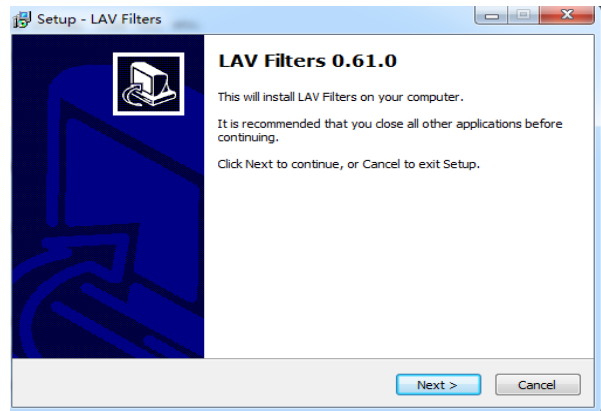
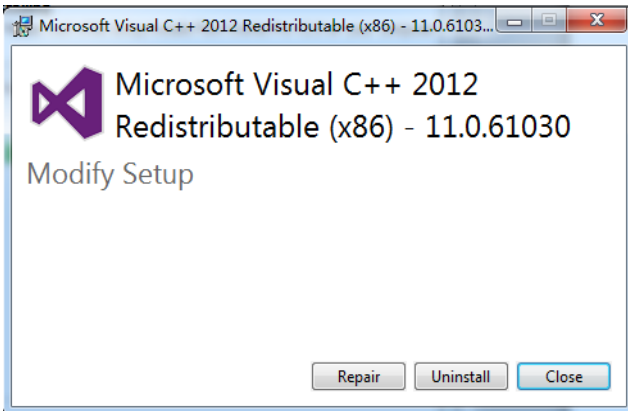
- 4) Select the additional task “Create a desktop icon” and then click next.



- 5) You are now ready to install the program. Click “Install”.

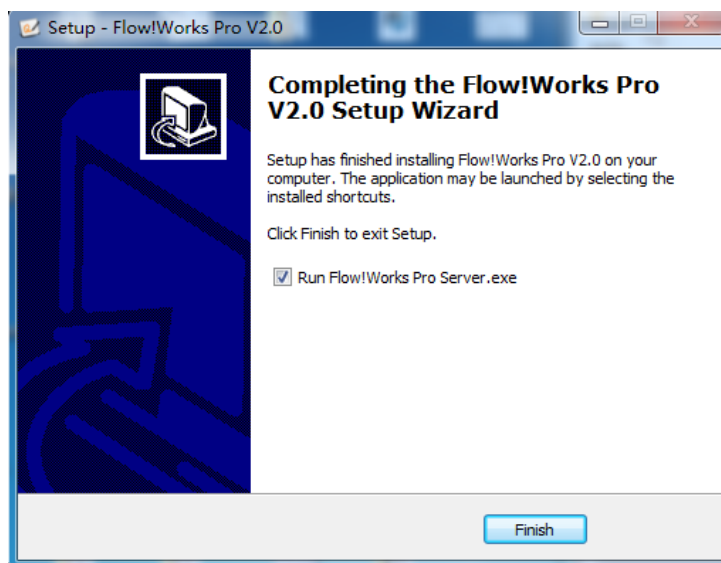


6) Click “Next” to install three Plug-ins: Microsoft Visual C++2012, LAV Filters 0.61.0 and K-Lite Code Pack.



Note: For Microsoft Visual C++2012 installation interface, if “Repair” appears on the interface, please select “Close”. If “Repair” does not appear, click “Install”.

7) Click “Finish” to exit setup.

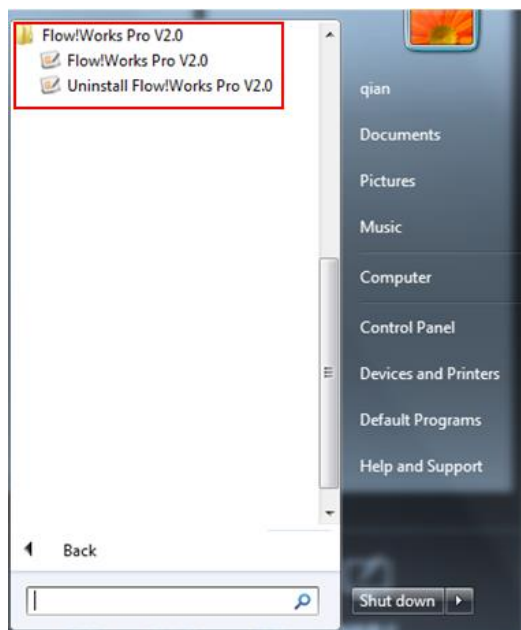


After installation, a shortcut icon  is created on the desktop.

1.3 Software Uninstallation

Note: Please exit Flow!Works Pro Server before uninstallation.

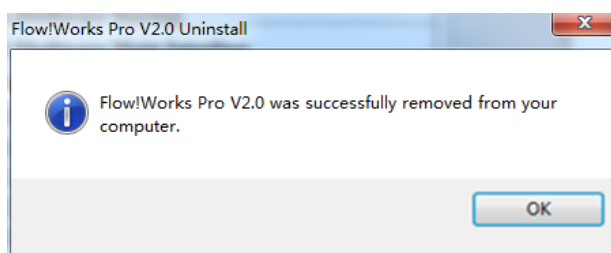
- 1) Open your Windows Start Menu, click all programs and select Flow!Works Pro V2.0 folder.



- 2) Click “Uninstall Flow!Works Pro V2.0” and select “Yes”.



- 3) When Flow!Works Pro is successfully removed from your computer you will receive the following message. Click “OK”.





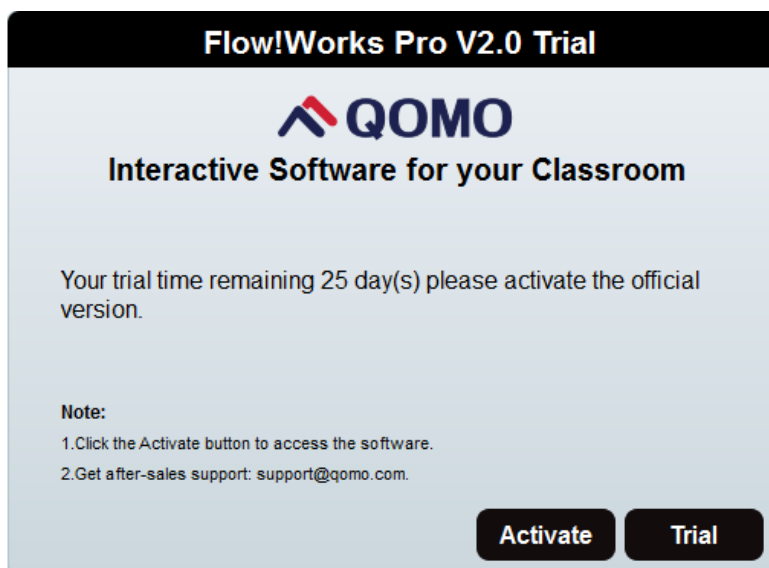
1.4 Software Startup and Activation

Start the software by double clicking the Flow!Works Pro icon  on the desktop.

QOMO provides a 30-day trial period for Flow!Works Pro. After trial period ends, a prompt will pop up when you enter the software interface. Click “Activation” on the prompt to activate or activate through **Menu-Help-Activate** before trial period ends. There are two activation ways: enter activation code and import file.

- **Enter activation code (Note: Please make sure it is well connected with Internet when you use activation codes to activate.)**

1) Click trial interface “Activate” button to enter activation interface;

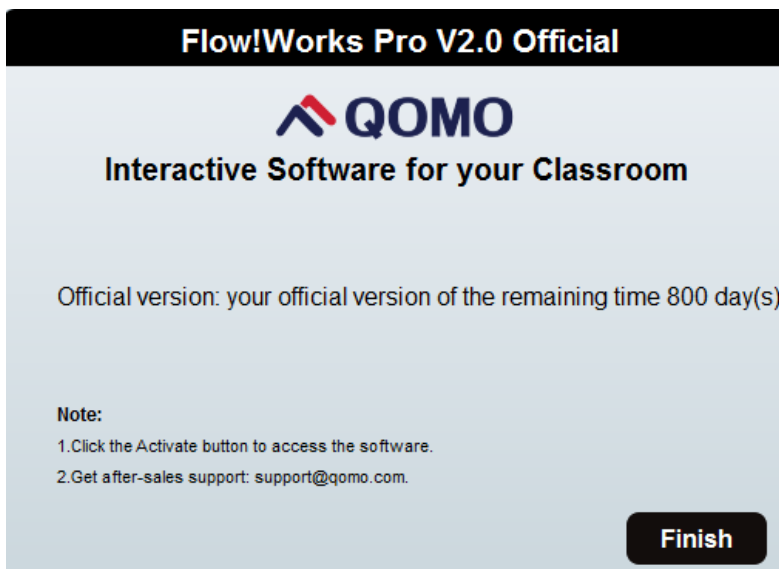


2) Select “Activate the software with serial number”, enter activation codes and click “Activation”.





- 3) When software is successfully activated, remaining time of official version will be displayed. Click “Finish”.



- **Import file**


















- 1) Copy the above Machine code and contact 1-886-990-7666 or Support@qomo.com for activation file.
- 2) Select “Import activation file”, click “Browse”, select activation file and click “Activation”;
- 3) When software is successfully activated, remaining time of official version will be displayed. Click “Finish”.

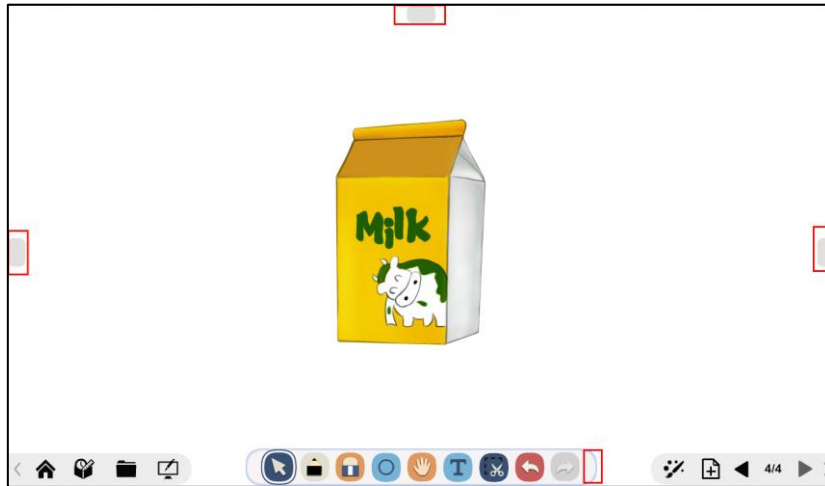
1.5 Software Main Interface

The Flow! Works Pro interface contains four parts: **Drawing board**, **Settings and Resources**, **Toolbar** and **Slide Management**.



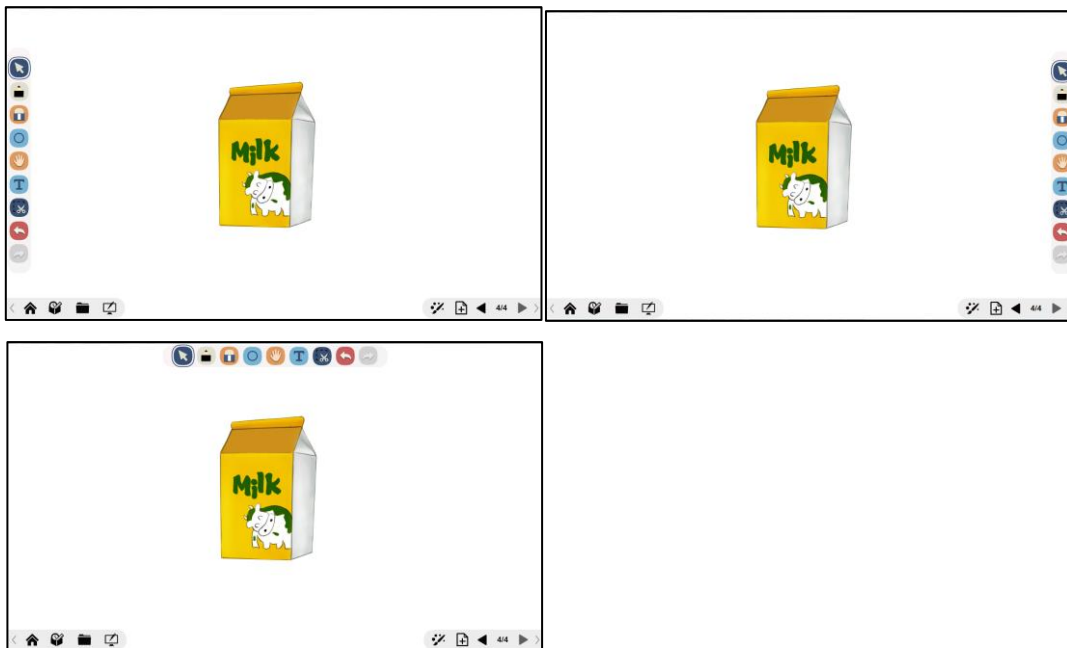
Flow! Works Pro Main Interface

- **Drawing Board** displays the contents of a selected slide in the file. It is also the area where objects are created and edited.
- **Settings & Resources:** It has four parts: **Menu** , **Tools** , **Resources**  and **Desktop Mode** .
- **Default/Standard Toolbar:** It includes 9 frequently-used tools like **Select** , **Pens** , **Erasers** , **Shapes** , **Roaming** , **Text** , **Capture** , **Undo**  and **Redo** .
- **Slide Management:** It manages slides like changing the background style  and adding a new slide  etc.



Movable Toolbar

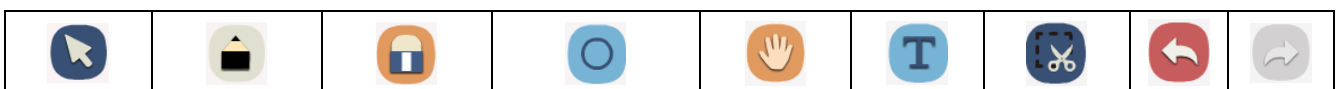
Double click the blank until the outline turns blue and square shade appears on both sides and top. Click the shade and the toolbar will move to the place correspondingly.












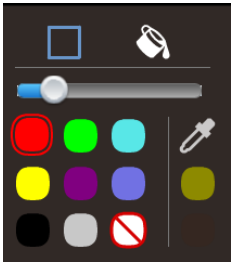






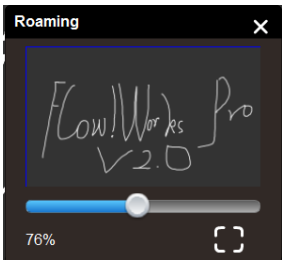














2. How to Use Flow!Works Pro

2.1 Default Toolbar Introduction


Default toolbar lists as follows:

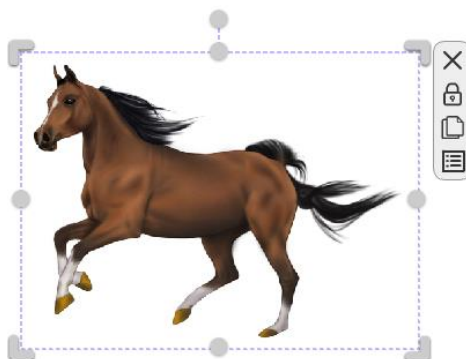






| Select | Pens | Eraser | Shapes | Roaming | Text | Capture | Undo | Redo |
|---|---|---|---|---|---|---|------|------|
| Function Descriptions | | | | | | | | |
|  Select | Select objects on the drawing board, change their position and resize them. Select multiple objects to group. | | | | | | | |
|  Pens |  Pen |  Highlighter |  Texture pen |  Laser pen |  Handwriting recognition | | | |
| Click the icon to select a pen type and choose a thickness and a color for the pen. Then use the selected pen tool to draw. | | | | | | | | |
|  Eraser |  Clear inks created by pens.  Clear selected object.  Clear all the inks and objects on the drawing board. Note: Locked inks and objects cannot be erased. Unlock the inks and objects to erase. | | | | | | | |
|  Shapes | Click the icon to select a shape type and choose a thickness, border color, fill color for the shape. Then create the selected shape on the drawing board. Note that fill color is only available for plan shapes. | | | | | | | |
|  | | |  Outline color selection;  Fill color selection;  Click this icon to set no outline color or fill color for the shape;  Set the thickness;  Use eyedropper to sample a color from an image etc. on Flow!Works Pro to use this color further. | | | | | |
|  Shape Recognition | | | Convert crudely drawn shapes into perfect circles, ovals, squares, rectangles, and triangles etc. | | | | | |
|  Roaming | Scroll the entire page to view all the content on the drawing board. | | |  | | Drag the slider  to zoom in/out the page. Click  to restore the page to be 1:1. | | |

| | | |
|---|---|---|
|  Text | Create the area where you want to enter the text on the drawing board and enter the text. | |
|  Capture |  Rectangular Capture | <ul style="list-style-type: none"> ✓: Add to current page (or double-click to add to current page) ; +: Add to a new Page; : Save the capture to a designated path; ✕: Cancel the capture;  |
| |  Full Screen Capture | Save the full screen capture automatically on the current page. |
| |  Irregular Capture | Save the irregular capture automatically on the current page.  |
|  Undo | Undo the previous process on the drawing board. | |
|  Redo | Redo the last process on the drawing board. | |

2.2 Work with Objects

After creating an object, you can click the Select  to select the object and then work with it. When you select the object, a selection box appears.



, , , : Drag any one of the four icons to zoom in and out.

: Rotate the object.

: Delete the object.

: Lock the object to make it immovable and inerasable or unlock the object.

: Create a duplicate of an object.

: Click the **Property** button to see all the commands: **Delete Clone, Lock, Order, Flip, Mirror, Link to object, Sound, Add to Resource and Set Background.**

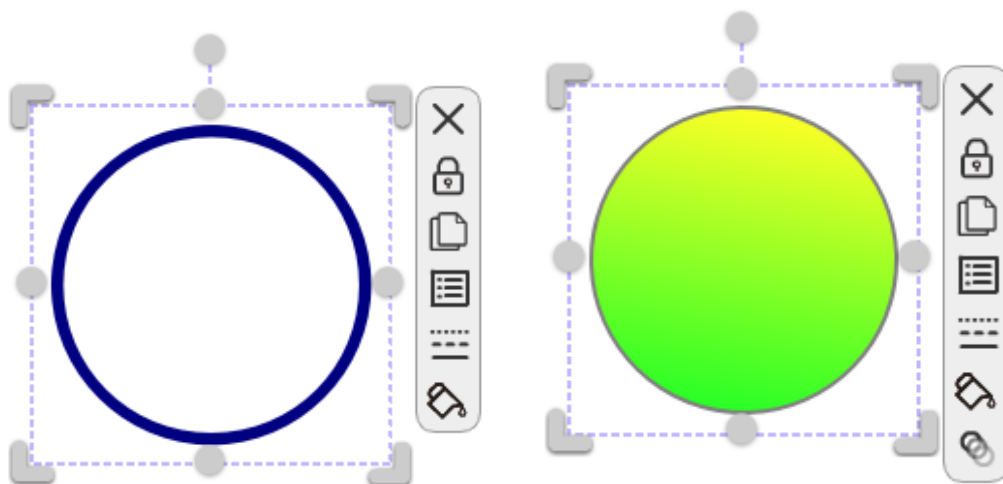
Note: Properties can be changed based on the selected object.

2.2.1 Change object properties

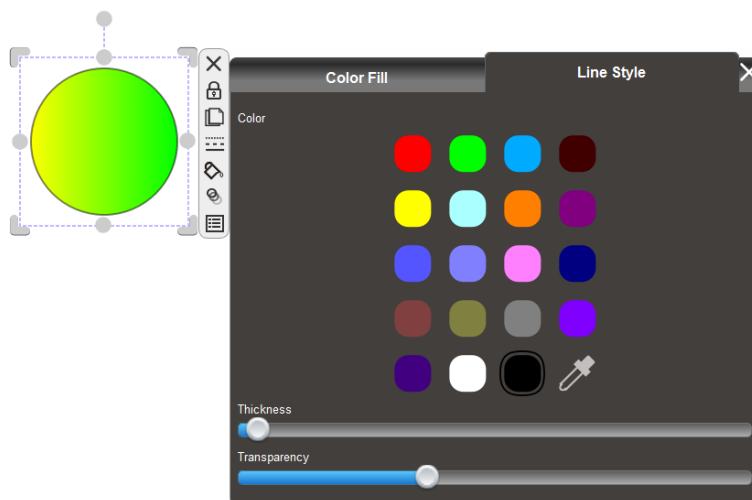
- **Change shape properties**



Select the shape and shape properties will pop up, including **Line Style** and **Color Fill** etc.

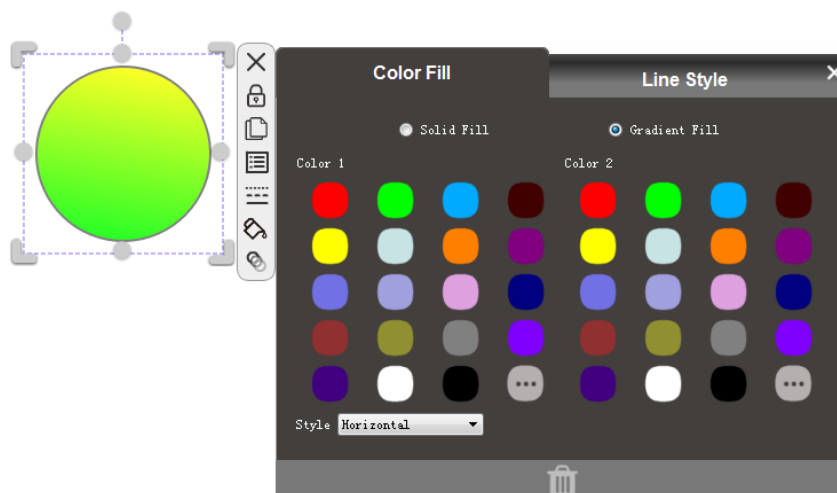
Transparency attribute icon appears when shape is color filled.



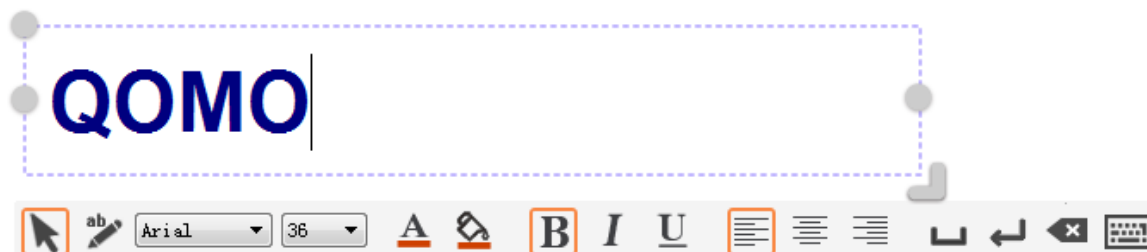
Click **Line style** to change shape outline color and move the slider to set its thickness and transparency.



Click **Color Fill**  to change a fill color. Select Solid Fill or Gradient Fill and its gradient style. Click the icon  to set the opacity of a fill.












- **Change text properties**



The icon  here functions the same as **Select** . Click  to use Handwriting Recognition function.



After entering the text, you can change the text properties by the toolbars listed.

| Icons | Functions | Icons | Functions |
|---|----------------------|---|----------------------|
|  | Change color |  | Set background color |
| B | Bold | <i>I</i> | Italic |
| <u>U</u> | Underline |  | Align text left |
|  | Center text |  | Align text right |
|  | Space text |  | Down one row |
|  | Delete one character |  | Use the keyboard |

2.2.2 Order objects

The order options allow you to change the stacking orders of objects.



To order an object:

- 1) Select the object.
- 2) Press **Property**  and **Order** .
- 3) Select the stacking order (Bring to front/ Bring to back/ Bring forward/ Bring backward).

2.2.3 Flip object

Flip the object horizontally and vertically.



To flip an object:

- 1) Select the object.
- 2) Press **Property**  and **Flip** .
- 3) Select **vertical** or **horizontal**.


2.2.4 Mirror object

You can make a mirror reflection of selected object with four options (Left/ Right/ Up/ Down).

To mirror an object:


- 1) Select the object.
- 2) Press **Property**  and **Mirror** .
- 3) Select the mirror direction (left/ Right/Up /Down).

2.2.5 Add a link to object

You can link any object on the page to a file on your computer, a webpage or a designated page in the file. Select the object, press **Property** , click **Link to object** and the link menu appears:

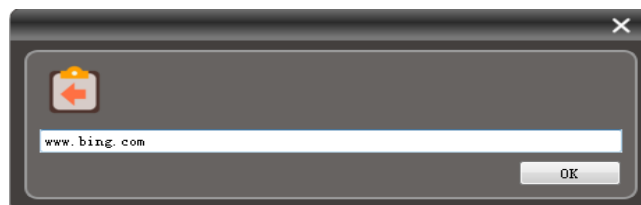



- **Link to File:**

- 1) Click **Link to File**.
- 2) Browse dialog pops up.
- 3) Select the desired file.
- 4) Click the Link icon  to open the file.

- **Link to Web:**

- 1) Click **Link to Web**.
- 2) Enter the website address and click OK button.

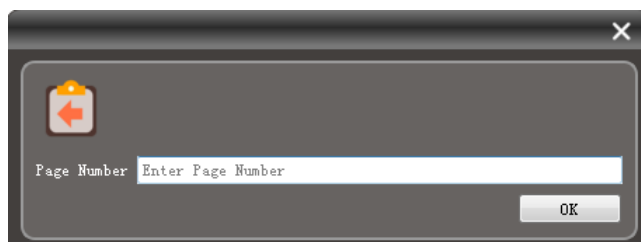


- 3) Click the Link icon  to enter the website.

- **Link to Page:**

- 1) Click **Link to Page**.


- 2) Enter page number and click OK button.





- 3) Click the link icon  to linked page.

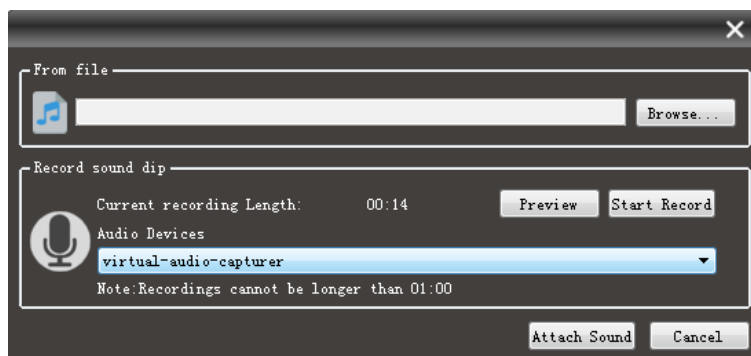
Note: One object can only be operated with one kind of links.

2.2.6 Attach a sound to object

You can attach a sound to an object and click  to play.

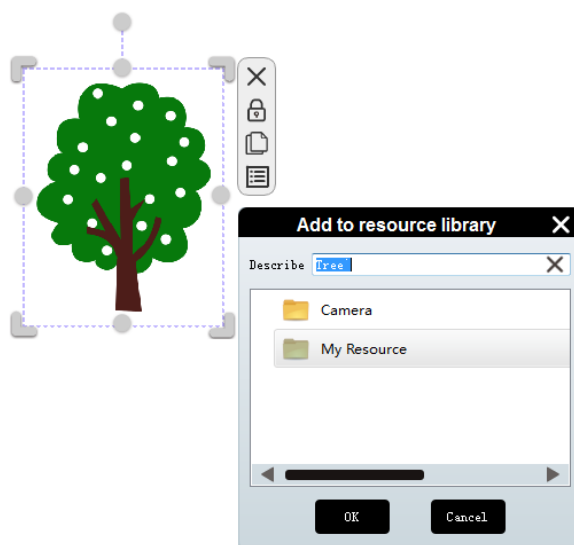
To attach a sound:

- 1) Select the object.
- 2) Press **Property**  and **Sound** .
- 3) Click **Browse** to attach a sound file or **Start Record** to attach a record sound.





2.2.7 Add to Resource

You can add you own resource like image, audio and video in the software and save it to **Personal Resource**.





To add to Resource:

- 1) Select the object.
- 2) Press **Property**  and **Add to Resource** .
- 3) Enter resource name, select a folder and click **OK** to save it.


2.2.8 Set as background



The inserted image can be set as background.
















- 1) Click the object.
- 2) Press **Property**  and **Set Background** .

Note: Only the image can be set as background. You can use Delete Background function on the Theme to remove the image background or set background opacity.




2.3 Menu

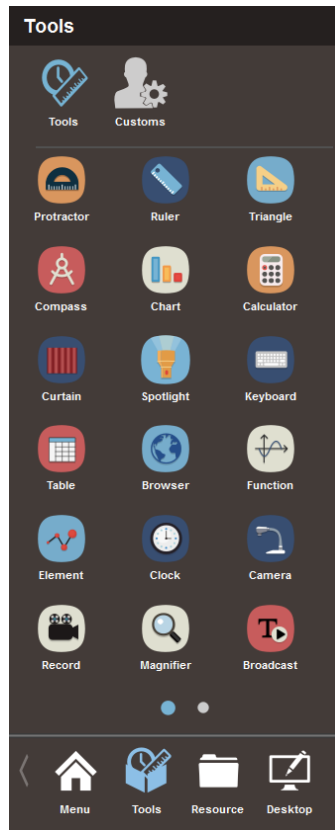
Menu: Click **Menu** button  and submenu pops up which lists functions as **File, Import, Export, Print, Settings, Help, Mode and Exit.**

| Icons | Menus | Functions Description |
|---|-------------|---|
|  | File | Click File button to unfold the submenu: Open, Save and Save As.  Open: Open a created .QBFfile; |



| | | |
|---|-----------------|--|
| | |  Save: Save the file you worked;  Save As: Change the file name and storage path. |
|  | Import | Import PDF, PowerPoint or IWB file. |
|  | Export | Export slides as PDF or BMP file. |
|  | Print | Print the slide you created.  Printer: Click to print the slide;  PrintView: Click to preview each slide as it will look when printed.  PrintArea: Drag to select the desired print area. |
|  | Settings | Software language, tooltips, handwriting recognition and dragged & dropped image settings. You can also set default pen color and background color. |
|  | Help | Flow!Works Pro version information and User Manual |
|  | Mode | Click Mode button to unfold the submenu: Window, Full and Desktop .  Window mode: Run Flow!Work Pro in a window.  Full screen mode: Run Flow!Works Pro in full screen mode.  Desktop mode: Run Flow!Works pro in desktop mode. |
|  | Exit | Exit the Flow!Works Pro. |

2.4 Tools



Tools: Click **Tools** button  and submenu pops up which lists **Tools**  & **Customs**  .





2.4.1 Customize toolbar

- Click Toolbars  and Standard button , a standard toolbar will display on the main interface. When you start Flow!Works Pro, the default toolbar displays as the same as the standard toolbar.





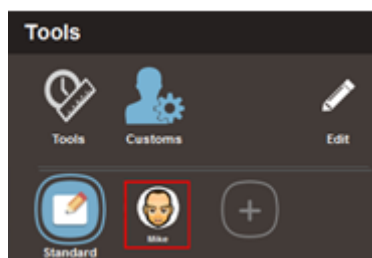
- Click  to customize your own toolbar.
 - 1) Click  button, a Custom Settings interface will pop up.



- 2) Enter the title and upload your picture.
- 3) Click corresponding icon to add it on the toolbar. When icons are added on the toolbar, plus  will turn to minus . Click corresponding icon with minus to remove it from the toolbar. Click Ok to save the customization. **Note: You can add 6 tools at the most.**



A customized image  will display on the menu. Click the image  and the customized toolbar will show on the interface.




Customized Image







Customized Toolbar

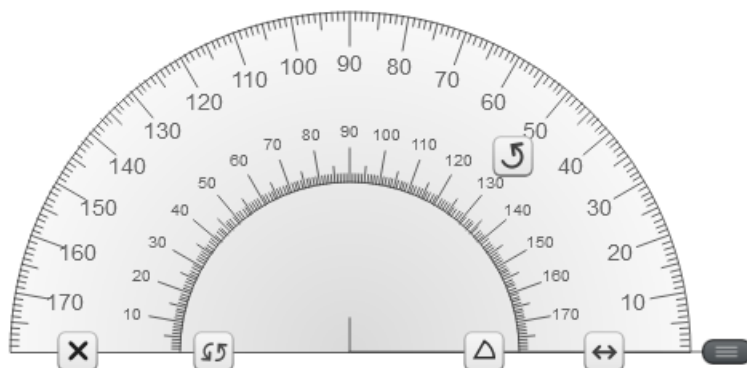
2.4.2 Use the Tools






Teacher friendly tools such as Spotlight, Camera, Rulers, Timer and Screen Record provide a comprehensive package for instructors to engage your audience. You can use the desired tools under Tool menu .

2.4.2.1 Use the Protractor

The **Protractor** is virtual representation of concrete instruments.




Select the **Protractor** button  from tool menu, Protractor will display on the drawing board. When the cursor is over the icon , it will change to icon . Drag the icon  to gauge sector.



-  Drag to zoom in and zoom out
-  Recover the Protractor to horizontal position.
-  Drag to rotate the Protractor
-  Click to create a sector
-  Delete the Protractor


2.4.2.2 Use the Ruler


Ruler is also a frequently-used tool for classroom teaching.

Click the **Ruler**  from tool menu, it will display on the drawing board. When the cursor is over the , it will change to , drag to customize the ruler length.



-  Rotate the ruler.


 Move the ruler.

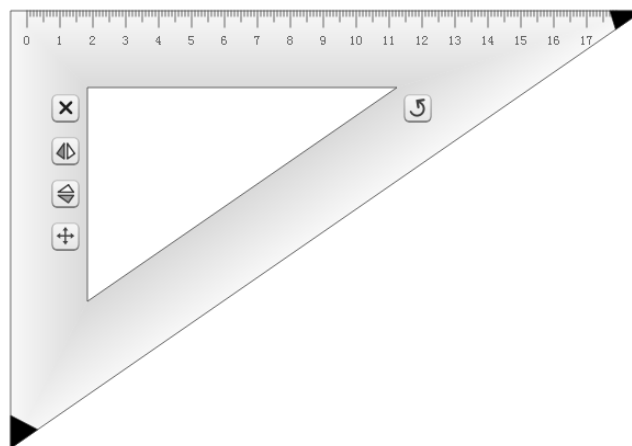
 Delete the Ruler.


Note: When the cursor is over the ruler, it will change to cross icon, you can draw a line over the ruler edge.


2.4.2.3 Use the Triangle


In addition to ruler and protractor, you can also use the Triangular Plate to present.


Click the **Triangular Ruler**  from tool menu, it will display on the drawing board.




 Drag to rotate the triangular plate.

 Click to be X-symmetrical




 Click to be Y-symmetrical.

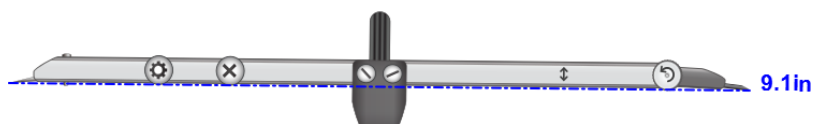
 Move the ruler.


 Delete the ruler.


Note: When the cursor is over the ruler top edge, it will change to cross icon, you can draw a line over the ruler edge.


2.4.2.4 Use the Compass

Click the **Compass**  from tool menu, and it will display on the drawing board. When the cursor is over the right side of its part , it will change to a pen icon. Drag the icon  to draw a circle.



 Cursor will change to \leftrightarrow when it is over this icon, drag to customize the radius.

 Set the diameter unit to be cm or inch.

 Delete the Compass.

2.4.2.5 Use the Chart


Bar graph or Pie chart can be used to display statistics during presentation.


- To make Bar graph
 - 1) Select the Bar chart option on the bottom.
 - 2) Input the title, label and value on the left side table.
 - 3) The Bar graph will display on the right side.



 : Make Bar graph;

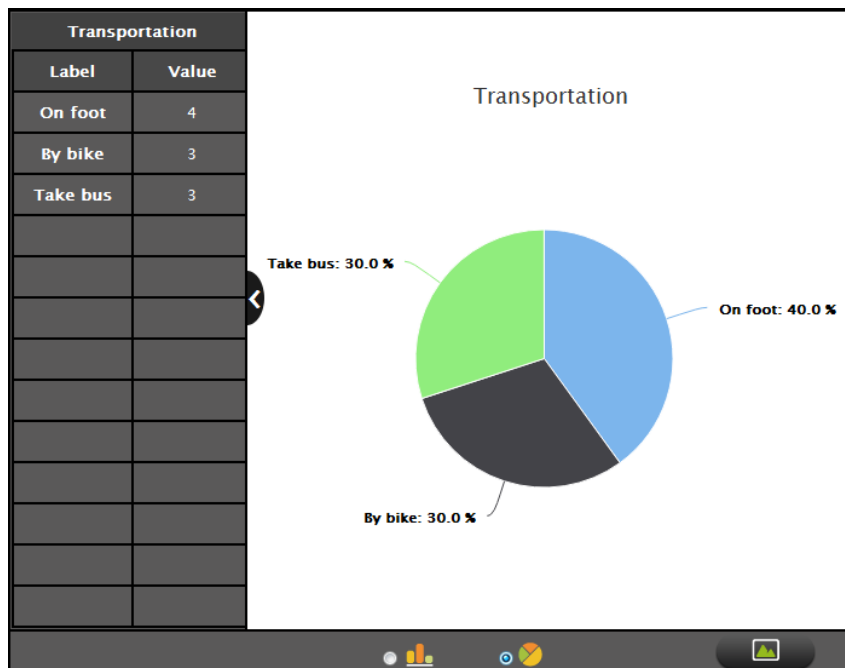
 : Make Pie chart;



 : Click to add the chart onto the board in the form of image;

 : Show or hide the table.


- To make Pie chart

- 1) Select the Pie chart option on the bottom;
- 2) Input the title, label and value on the left side table;
- 3) The pie chart will display on the right side.




Bar graph and Pie chart can be switched with each other. E.g.: A finished Bar graph can be switched to a corresponding Pie chart by clicking the icon   on the bottom.

2.4.2.6 Use the Calculator



Click  from tool menu, and it will display on the drawing board.


2.4.2.7 Use the Curtain


You can use **Curtain** tool to cover the page that doesn't want to be displayed. Click the Curtain icon , a curtain will cover the whole page. Hold the mouse and move to adjust the curtain location.



Some buttons show on the curtain for more operations:

 When the cursor is over the button and change to icon  , you can change the curtain height or width.

 Click the button to restore the Curtain, or just double click.

 Delete the Curtain.

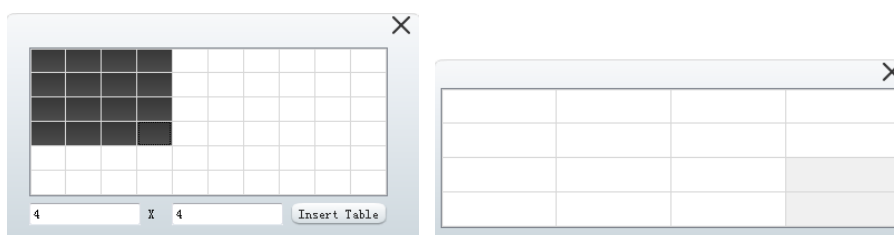
2.4.2.8 Use the Keyboard

You can use the on-screen Keyboard as an alternative to the physical keyboard

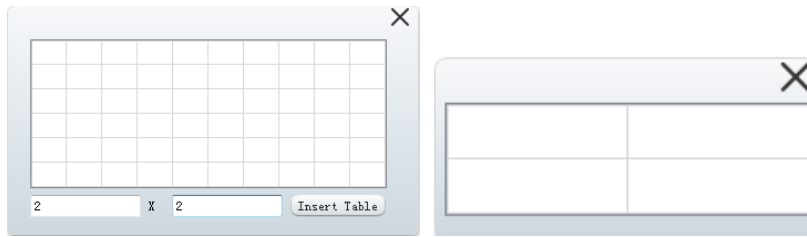
2.4.2.9 Use the Table

Click the button  , an insert table window will pop out. Two ways to insert a table:

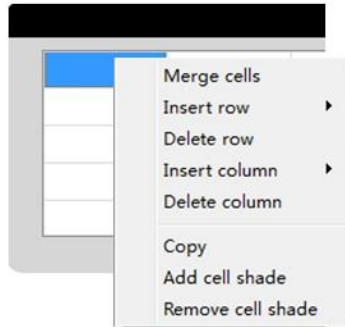
- 1) Drag to choose the columns and rows.




- 2) Enter values to the bottom cells to define the table columns and rows.

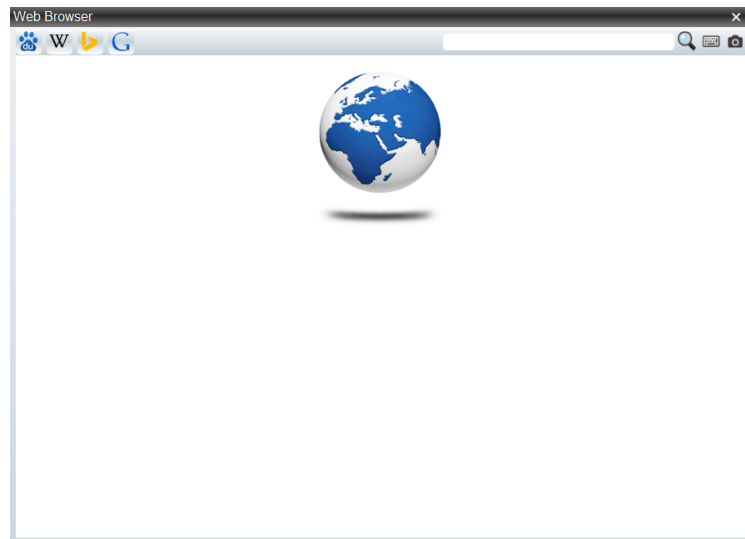


3) Right click the cell to realize multifunction like merge cells, insert row, delete row, insert column etc.





2.4.2.10 Use the Browser


Flow!Works Pro offers built-in web browser. You can visit the website through the icon  if your device is connected to the network.



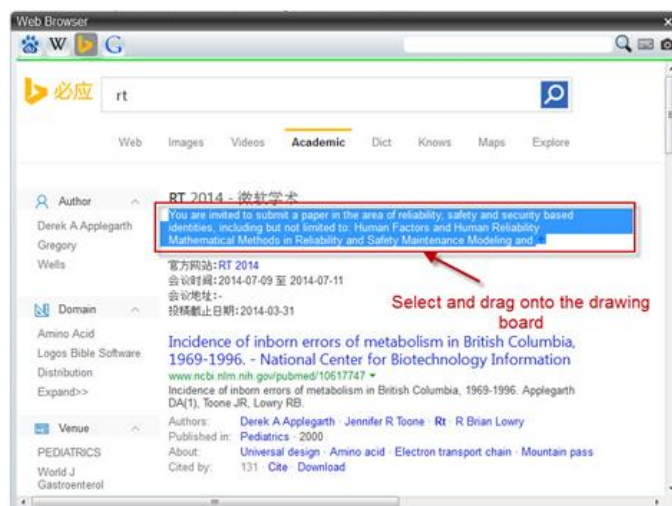
Enter the website on the top blank area to search the internet, or directly use the shortcut website options like Baidu, Wiki, Bing and Google.

 Click to enter search keywords

 Click to use the system keyboard

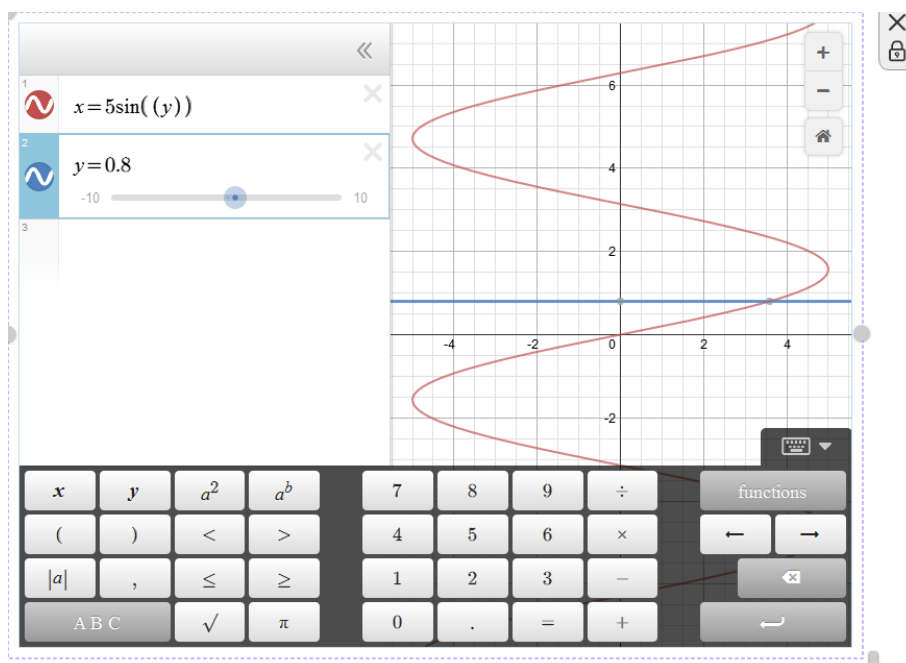
 Capture website image


Objects on the website can be inserted onto the drawing board for presentation use. During searching the website, you can select the desired object (images or text) and drag it onto the drawing board.




2.4.2.11 Use the Function

The function editor can be used to draw and display the Function picture, and multiple Function pictures can be showed at the same time.



 Zoom in Function

 Zoom out Function



Restore the function



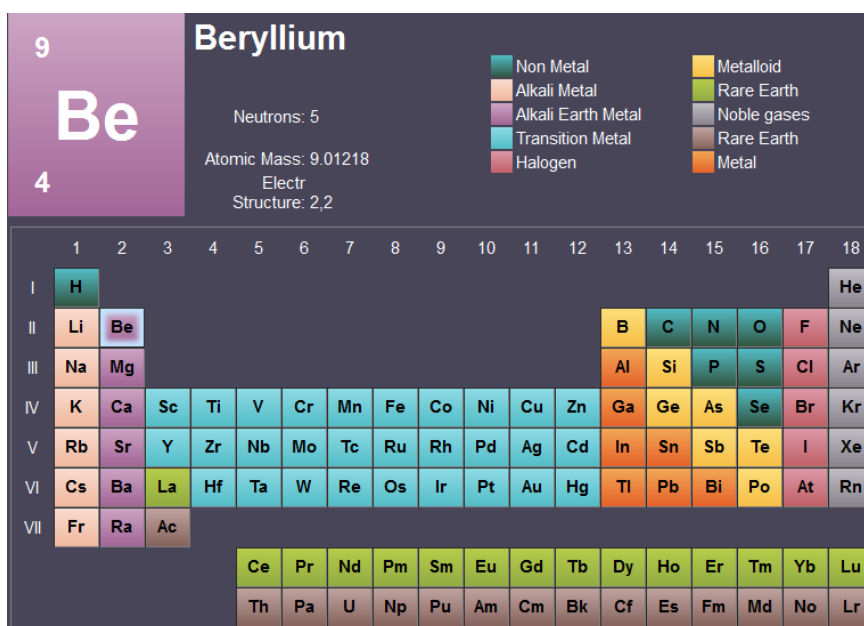
Retract keyboard

2.4.2.12 Use the Element

The periodic table is a tabular arrangement of the chemical elements, ordered by their atomic number. Click the icon




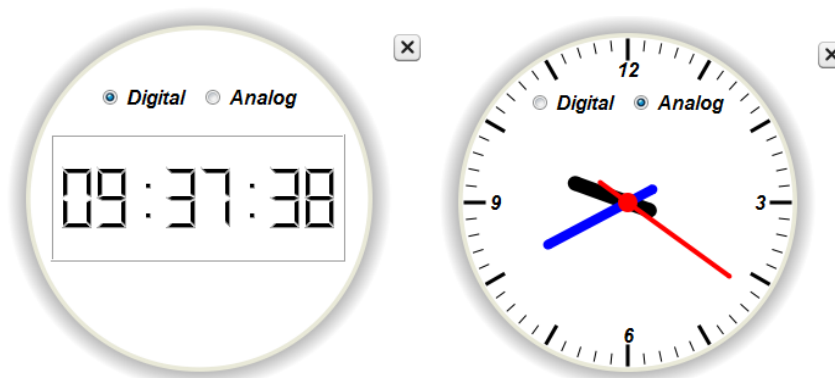
, periodic table pops out.



Top part of the table shows the selected element information. Click any of the elements and the corresponding information will be shown on the top left simultaneously.




2.4.2.13 Use the Clock

The clock function shows the current time. Click the clock , the current time will be shown on the drawing board.



Click **Digital** or **Analog** to switch clock display style. Drag the gray area of Clock, you can drag to resize or touch outside the Clock with two fingers to scale the Clock size.

2.4.2.14 Use the Timer

Click Timer  and it will be shown on the drawing board. : Count down; : Time.



Drag the yellow circle, you can drag to resize or touch outside the Timer with two fingers to scale the Timer size.


Note: A prompt will pop up when time is up. Click Ok to turn off the alarm.

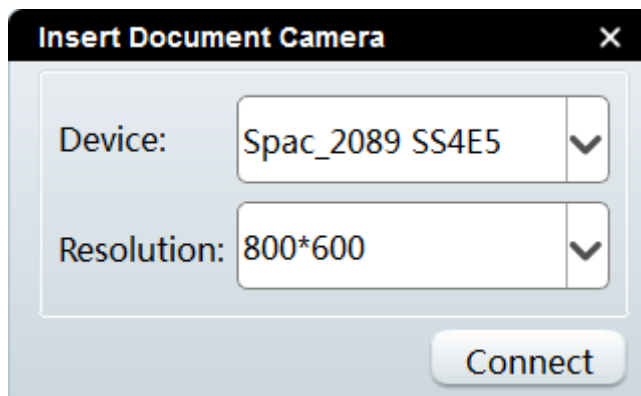
2.4.2.15 Use the Document Camera

Flow!Works Pro enables you to connect the external camera to show the vivid image and annotate over live image.

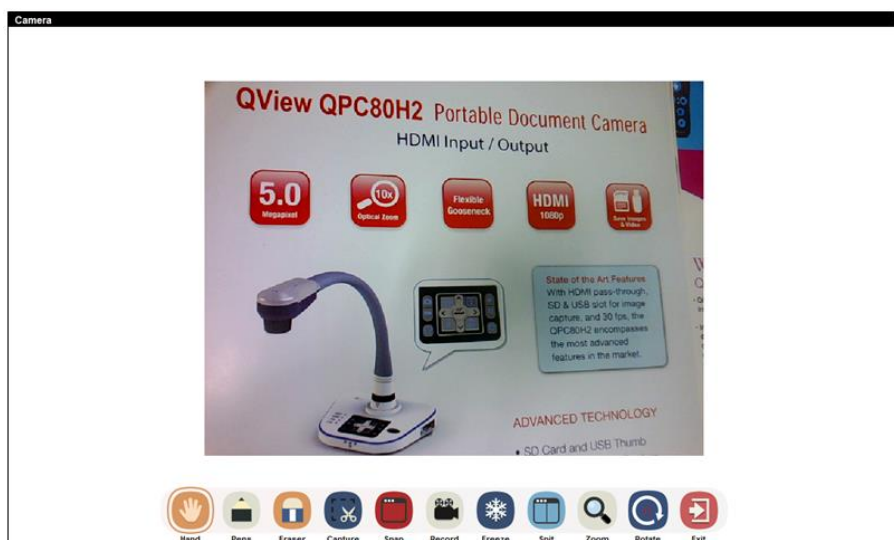
- To use the external camera:

1) Connect camera device through the computer.

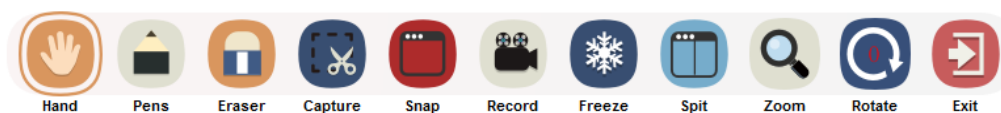
2) Press the  Camera, a device selection window pops out.



















3) Click connect button, document camera window appears.




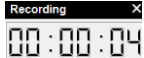

● **Document camera toolbar:**

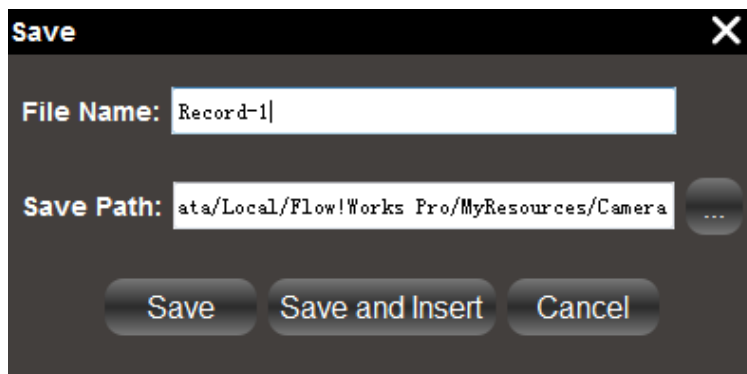



| Icons | Menus | Function Descriptions |
|---|-------|---|
|  | Hand | Drag the cam capture window to anywhere on the drawing board. |
|  | Pens | Click the icon to select its color and annotate or draw directly over the image. There are four color selections: black, red, green and blue. |

| | | |
|---|---|--|
|  |  Pixel eraser | Clear the selected object created by pen. |
| |  Clean out | Clear all the objects created by pen. |
|  | Regional screenshot | Select part of the region and take a screenshot. Click ✓ to add the capture to the drawing board and click ✕ to cancel. |
|  | Camera image capture | Capture real-time document camera image and add the capture to the drawing board automatically. |
|  | Record | Video and audio recording. |
|  | Freeze | Freeze the real-time document camera image. |
|  | Split | Splitting the document camera image into left and right screens. Left screen image is frozen while right screen image is live. |
|  |  Zoom in | Zoom in the image. |
| |  Restore | Restore to its original size. |
| |  Zoom out | Zoom out the image. |
|  | Rotate | Rotate image by 0°/90°/180°/270°. |
|  | Exit | Exit to the main drawing board. |


● **Record Function**

Click  icon, a timer  pops out to show you the recording duration. Click  icon or timer close button to finish the recording process. A dialogue box appears.





- ◆ Save: Save to the selected path (**Default path in the software: Resource> Personal> Camera**);
- ◆ Save and Insert: Save to the selected path and add the video to the drawing board in the meanwhile
- ◆ Cancel: Finish the recording directly and do not save it.
- ◆ Click  to select your desired path.


2.4.2.16 Use the Magnifier


Magnifier tool is useful to magnify the area of the content when you need to see all the details. Click  in the tool menu, Magnifier appears on the drawing board.



 Click to cover the background invisible except magnification area.

 Change magnifier shape

 Set to increase zoom in level

 Exit magnifier tool


Note: Unmagnified area will be locked when magnifier tool is used. Exit magnifier tool to unlock the area.


2.4.2.17 Use the Broadcast


Broadcast is used to display a continuous scrolling text. Click  in the tool menu and a scrolling text will appear on the drawing board.




Move the cursor over scrolling text and settings     will appear on the top.


 Pause text scrolling;

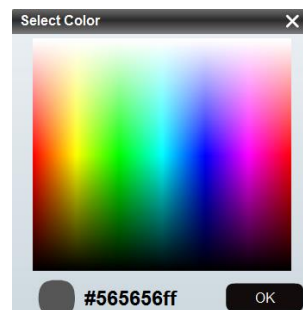
 Click the icon and text editing interface will pop up.

 Hide the text background


 Exit the scrolling text

2.4.2.18 Use the Fill

Click  in the tool menu and pick up a color to fill a selected closed area or page background.




2.4.2.19 Use the Multiscreen

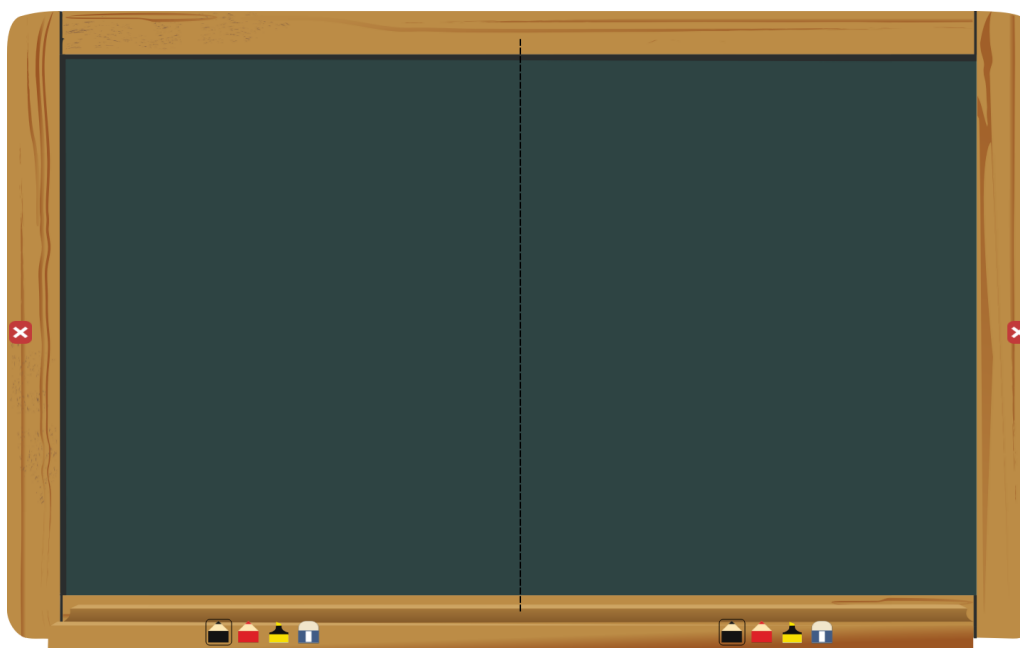
Multiscreen allows users to execute different actions (e.g., write or erase) on different areas simultaneously. Click  in

the tool menu and a setting interface will pop up.




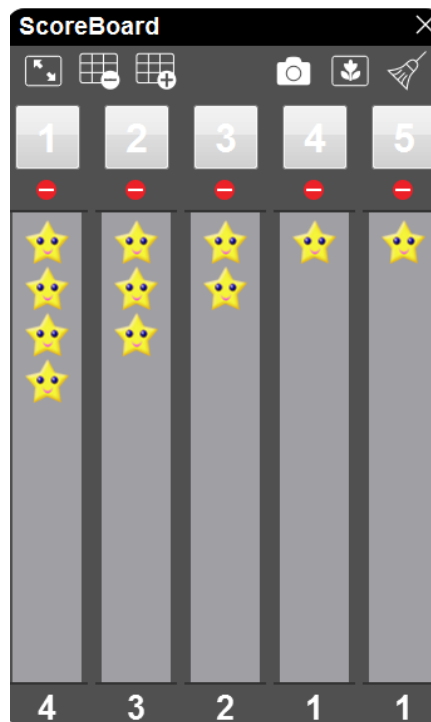
Select ScreenNum to split screen into 2, 3 or 4 and background style. Multiscreen will display on the drawing board.








Click  to exit Multiscreen tool and enter full screen mode. **Note that multiscreen annotation cannot be saved.**




2.4.2.20 Use ScoreBoard

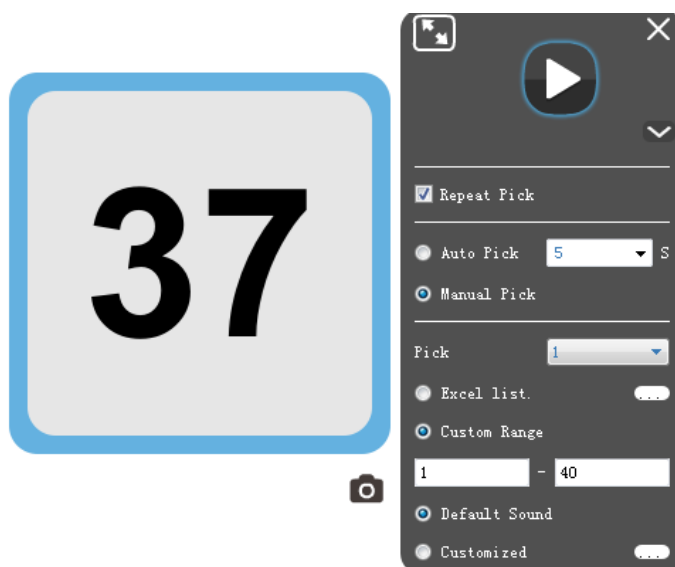
ScoreBoard is a powerful tool to keep order and keep things focused. Click ScoreBoard  in the tool and ScoreBoard will pop up.





-  Click to minimize the ScoreBoard;
-  Click to decrease the number of groups;
-  Click to increase the number of groups;
-  Take a screenshot of scoreboard;
-  Select the score style;
-  Clear score;
-  Click Group Number to add the score and "—" to reduce the score;



2.4.2.21 Use Pickout


Pickout tool  helps teachers choose students in a completely random way.




 Click to start to select student.


 Click to minimize the tool.




 / : Click to hide/show the settings


 This part shows the student selected.





 Click to take a screenshot of students selected, which helps you record the selections.

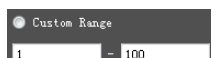

 Repeat Pick Tick the checkbox and the student has the chance to be selected again.

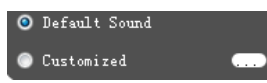
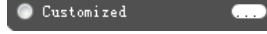

 Auto Pick 5 Automatically select student according to the time you set.

 Manual Pick Select student manually by clicking start  and stop  button.

 Pick 1 Set the numbers of students to select.

 Excel list.  Tick and click  to import an Excel list of students. The system has a sample of Excel list for your reference. Click  to find the storage path of the list.



 Custom Range  1 - 100 Tick Custom Range, enter the range to select the student from the range.

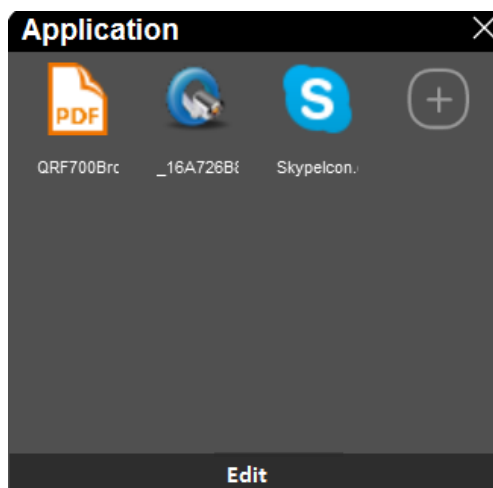
 Default Sound  Customized  Tick to use default sound or customized sound when selecting.

2.4.2.22 Use Shortcut tool


The function provides you the shortcut access to start any applications on your computer during presentation without switching to desktop mode. You can freely add the frequent-used applications from your computer, or remove the




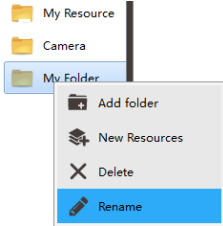


unwanted applications from your software.



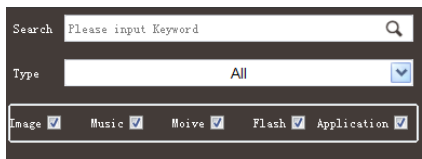

Click  and  to add any applications for quick access. Click “Edit” then click the one you want to remove from the list.




2.5 Resources

Click **Resources** button  and submenu pops up which lists **Computer, Local's, Personal** and **Search**.

| Icon | Function Description | | |
|---|--|---|---|
|  | Click Computer to quick access resources on the computer. | | |
|  | Click Local's to access built-in resources in the software. | | |
|  | Click Personal to access resources you saved in the software. Two default folders: My Resource and Camera . |  | Right click the folders to have more options: Add folder, Add resources to save in the software, delete the folder and Rename the folder. |
|  | | Click the icon at the bottom to add a folder. | |
|  | | Select all the files in the folder. | |

| | | | |
|---|---|--|-----------------------------------|
| | |  | Delete the selected file. |
|  | Search the file in the software. |  | Input keyword |
| | | | Select a type to locate the file. |
| | | | Check or uncheck file format. |
|  | Go up one directory and go down one directory | | |

2.6 Desktop Mode

Flow!Works Pro enables you to switch between software and desktop mode. During presentation, you can switch to desktop through clicking  icon to work on multiple programs at the same time on computer, make annotations, capture into drawing board and also embed the annotation into the Microsoft offices.

Desktop: Click **Desktop** button  to enter desktop mode.



Folded Desktop Mode Toolbar



Unfolded Desktop Mode Toolbar



Click the icon to unfold the tools.



Select the mouse icon to switch to other programs operations.



Click to annotate or select pen color.



Erase the annotation.



Clear the annotations all at once.




Take a capture.



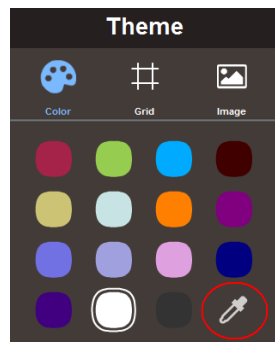
Return to drawing board.

2.7 Slide Management

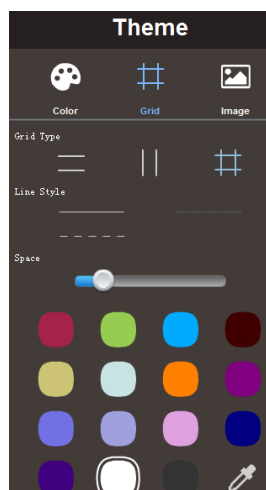
2.7.1 Theme

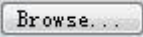
Click **Theme** to set slide background style: **Color**, **Grid** and **Image**. Click the delete icon  at the bottom of the background interface to delete the selected background fill.

- **Color Fill:** Fill the page background with a selected color. Use eyedropper tool to pick colors from the software interface and click **Ok** to set the background color.



- **Grid Fill:** Fill the page background with a selected grid. Under the grid fill, you have more options like grid types, line styles, space and colors.



- **Image Fill:** Fill the page background with a selected image, or click the browse  button to select the image from your PC. Under the image fill, you have two options: keep image size and scale image size.





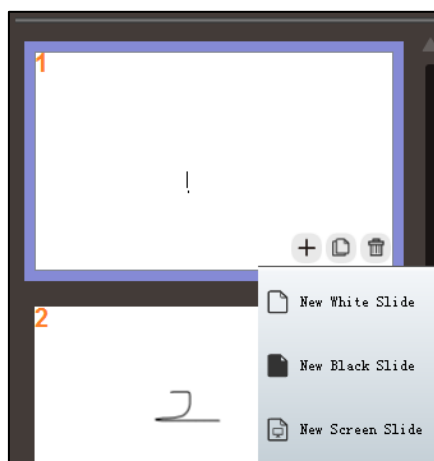
2.7.2 Page Management

Click Page Sorter  to display the pages.




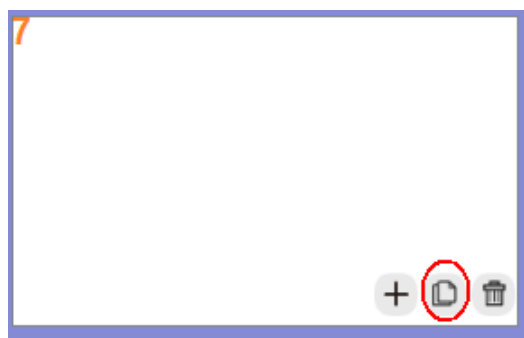
2.7.2.1 Add Page

- Click  shortcut icon to add a new white slide.
- Click  icon on the slide and submenu pops up. Choose the style of slide: **White, Black or Screen**. New Screen Slide will use desktop snapshot as slide background.







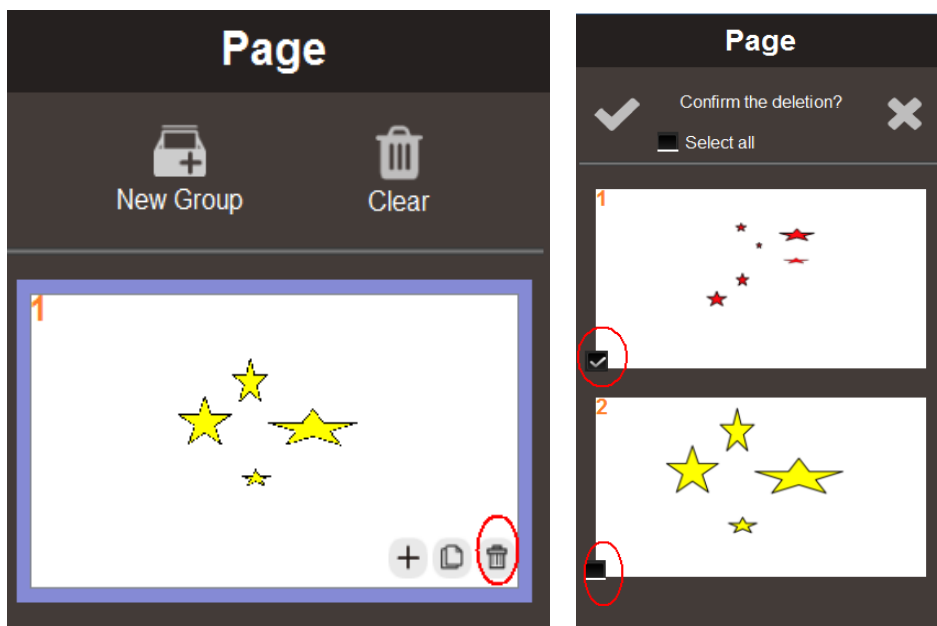
2.7.2.2 Duplicate Page

Click  icon on the slide to duplicate the page.



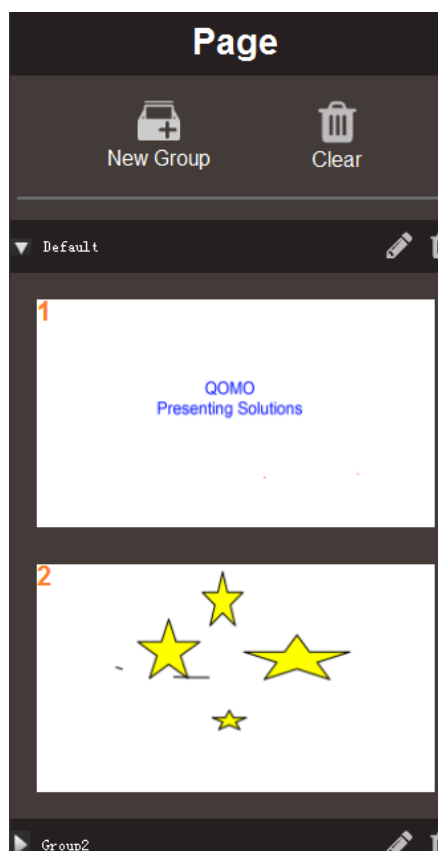
2.7.2.3 Delete Page

Click the selected page button  or click clear button , check the page you want to delete and click . Click  to cancel.



2.7.2.4 Group Pages

Grouping pages enables you to find a particular group quickly within the Page Sorter and display its pages.



To create or edit a group



1) Click  to create a new group and a new bar appears.



2) Click  to type a new name for the group; Click  to delete the group; Click  to unfold/fold the group.



3) To move a page into a group, click a page's thumbnail, and then drag it below the group's bar and to the right of the thumbnail you want it to follow.

To rearrange the order of pages within a group, click a page's thumbnail, and then drag it to the right of the thumbnail you want it to follow.

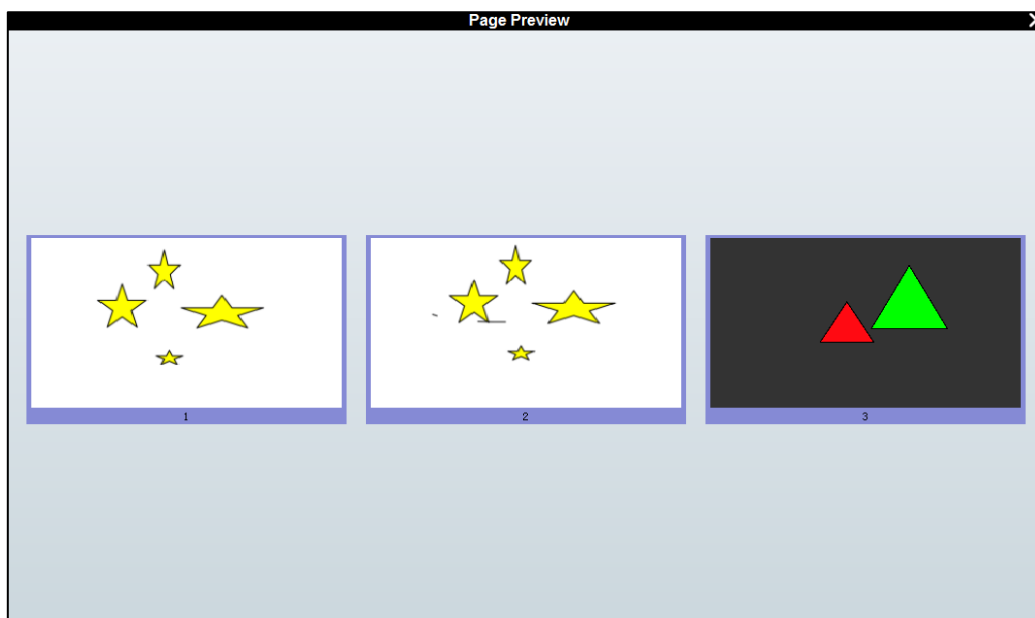
To rearrange the order of groups, click a group's blue bar, and then drag it below the blue bar of the group you want it to follow.

Note: You need drag a page to a new created group in order to add a new page in this blank group.

2.7.2.5 Preview All Pages



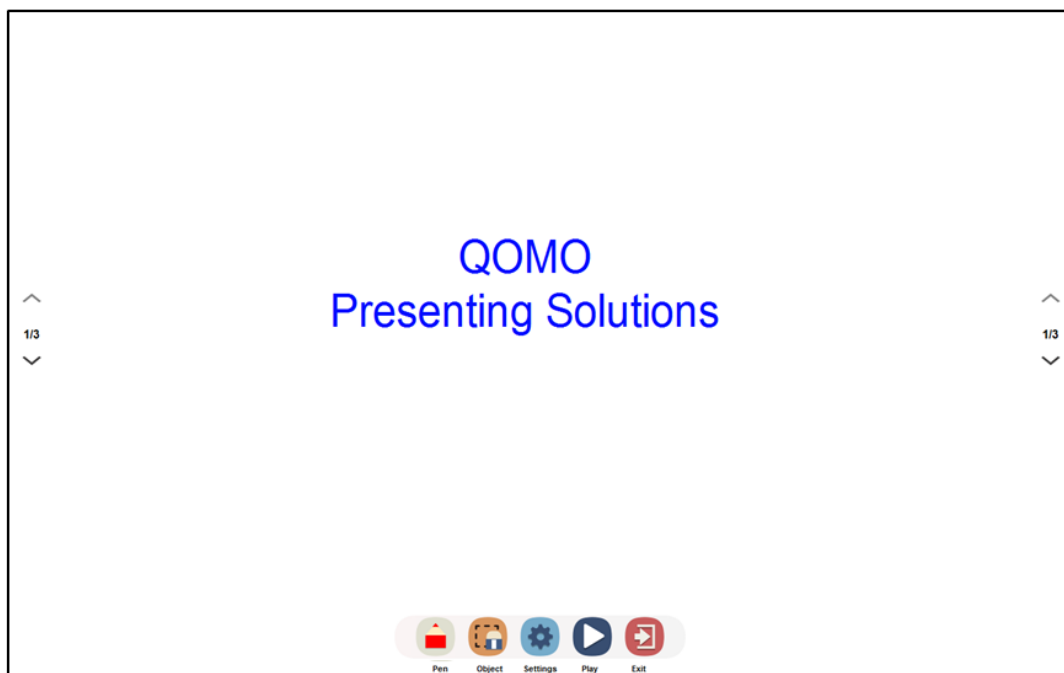
Click  to preview all the pages. Click corresponding page to enter the page.



2.7.2.6 Slide Show Mode



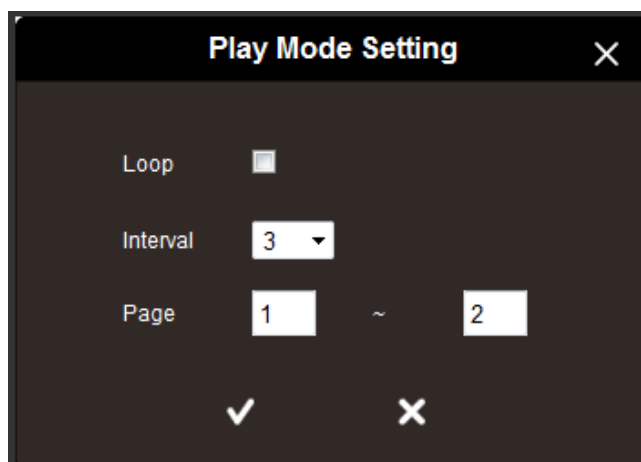
Click  to enter slide show mode.



Slide Mode Interface



Click to change slideshow settings.



- 1) **Loop:** Check to create a looping slideshow.
- 2) **Interval:** Set the length of time each slide appears.
- 3) **Page:** Set slides to show.




Click to enter the slideshow according to the settings.



Click to exit slideshow mode.

3. Server Settings

The Flow!Works Pro Server automatically starts with the icon  displaying in the notification area after installing Flow!Works Pro. The server includes QPen, Pentray, IWB and QClick settings.

3.1 QPen Setting

Interacted with Flow!Works Pro, QPen buttons can be customized to be your favorite and most-frequently used functions.

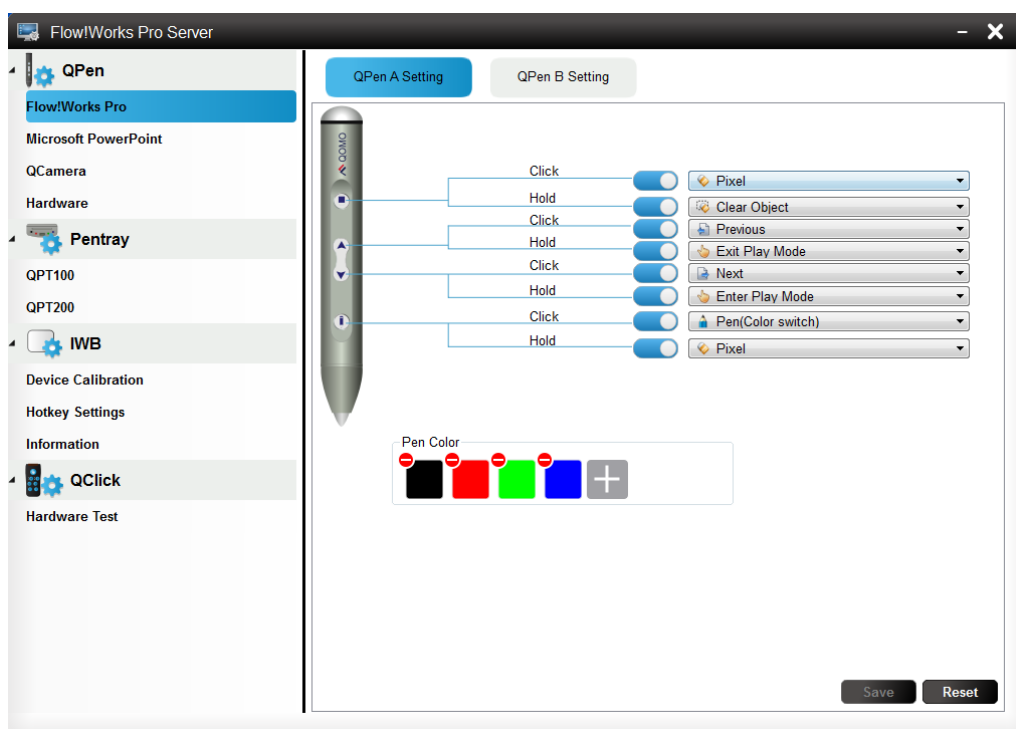
3.1.1 Software

The four buttons on QPen serve as Flow!Works Pro shortcuts with default functions like color change, eraser change and page turnover.

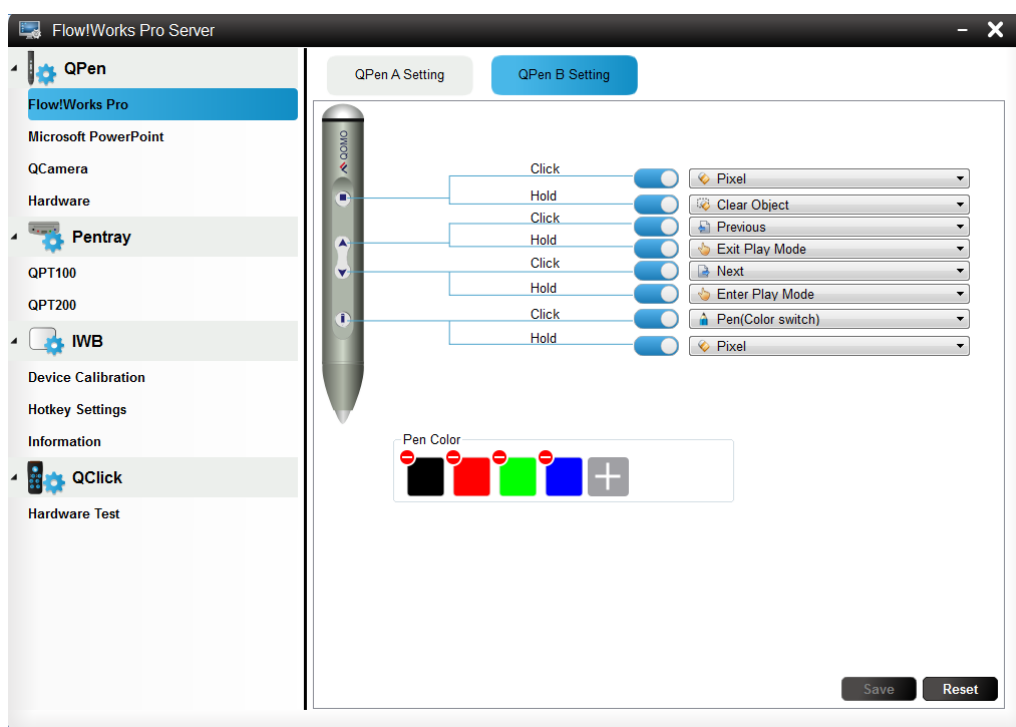
| | | |
|-------------------------|------------------------|---|
| Default buttons setting | Eraser button | <ol style="list-style-type: none"> 1. Click to erase ink. 2. Hold to erase objects. 3. Release after holding to switch back to pen function. |
| | Page turnover button | <ol style="list-style-type: none"> 1. Page up and down in remote distance. 2. Hold to start/end Play Mode. |
| | Color selection button | <ol style="list-style-type: none"> 1. Click to change pen's ink colors. 2. Hold to erase ink. 3. Release after holding to switch back to pen function. |

Customize QPen functional buttons to interact with Flow!Works Pro.


- 1) Click Flow!Works Pro server icon  and QPen software, a setting window appears.



QPen A setting interface





QPen B setting interface

- 2) Select functions from the dropdown list on the right option boxes;
- 3) Click Save to finish setting. Slide left  to disable a button function.



Note: QPen B setting is the same as QPen A. The software supports 7 colors switching for QPen. Click this icon

 to select and add new colors; Click Minus icon on the top-left  to delete the corresponding color.

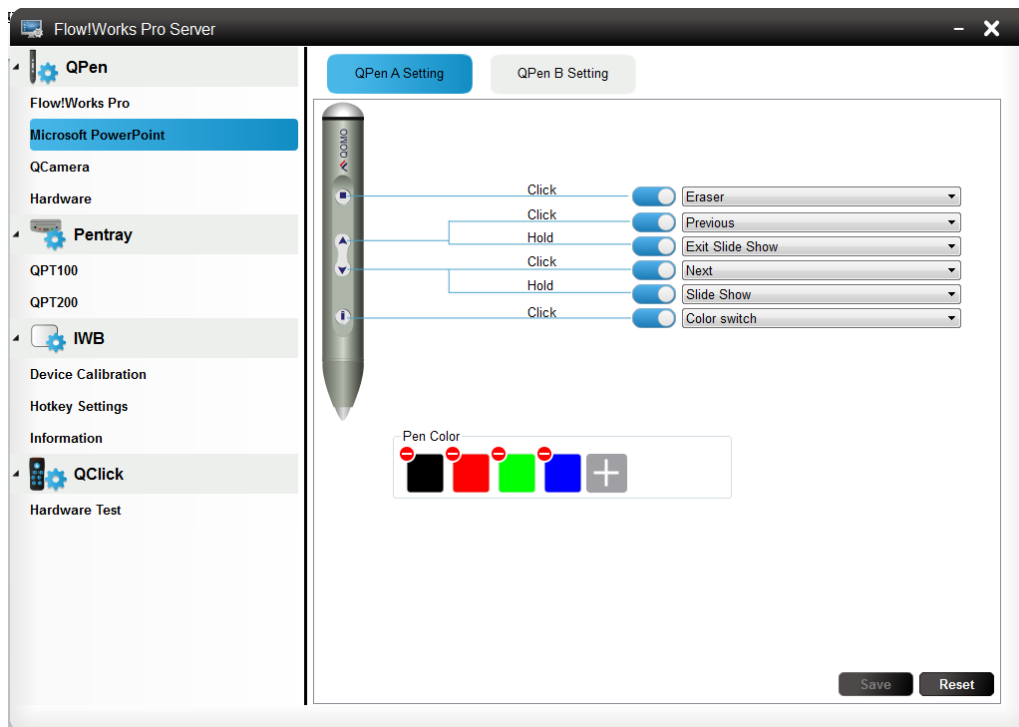
3.1.2 Microsoft PowerPoint



QPen can interact with PowerPoint like starting/ending slide show, page turnover, annotating over the slide etc.

| | | |
|-------------------------|------------------------|---|
| Default buttons setting | Eraser button | 1. Click to erase. |
| | Page turnover button | 1. Click to go to previous/next slide. 2. Hold to enter/exit slide show. |
| | Color selection button | 1. Click to change pen's ink colors. |

Customize QPen functional buttons to interact with PowerPoint.

- 1) Click Microsoft PowerPoint and setting interface displays as follows:



- 2) Click  button, select relevant function from the drop-down list.
- 3) Click OK to finish setting. Slide left  to disable a button function.

Note: The software supports 7 colors switching for QPen. Click this icon  to select and add new colors; Click

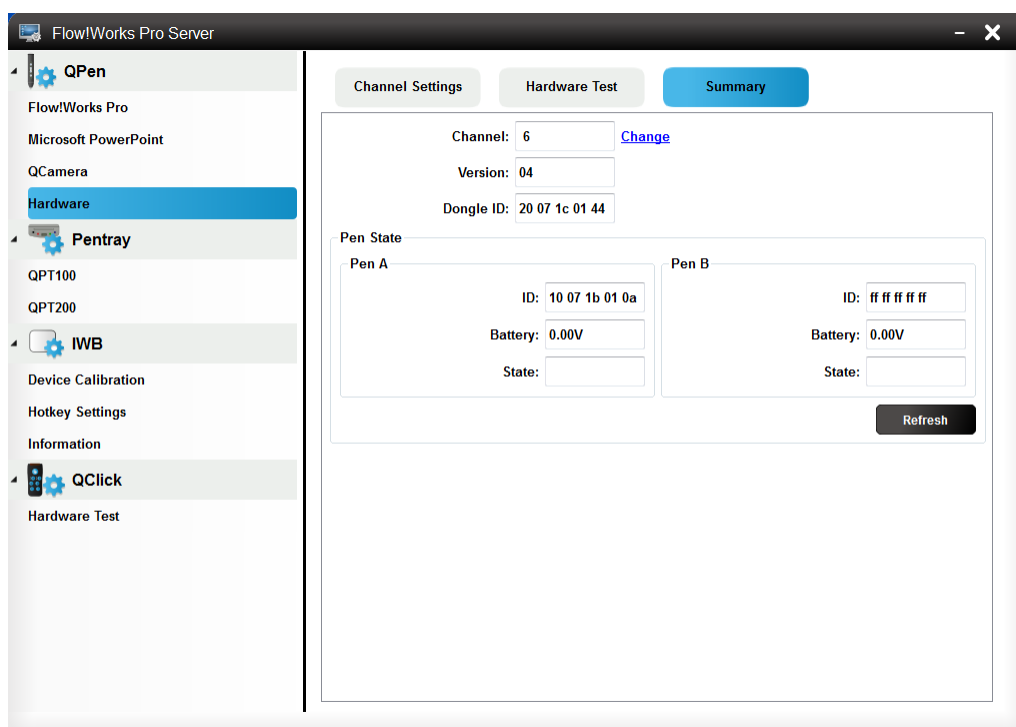
Minus icon on the top-left  to delete the corresponding color.

3.1.3 Hardware

Hardware menu includes hardware parameters, channel settings and hardware test.

Hardware parameters

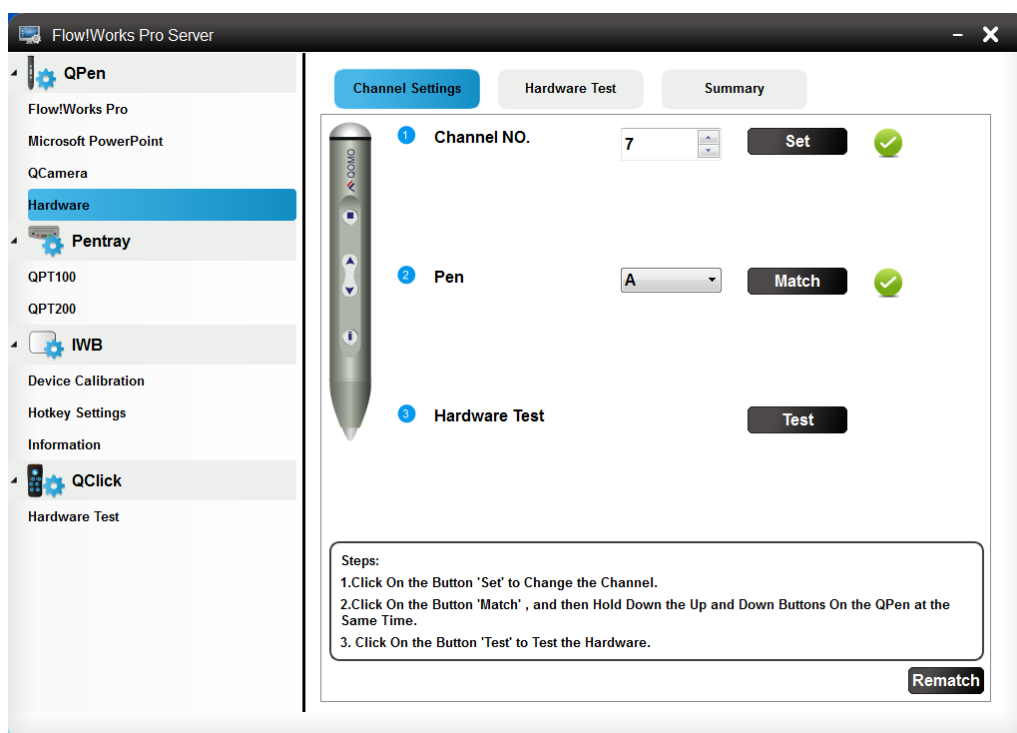
When Qpen is connected, hardware parameters will automatically obtain QPen information including channel NO., dongle ID and battery level and charging state.







Note: The only parameter that can be changed in Hardware parameters is channel number setting. Click Change and it will automatically jump to channel settings interface where you can set a new channel number.

Channel settings

Channel setting is used to change QPen or QPT200 channel No. and match QPen with the receiver.

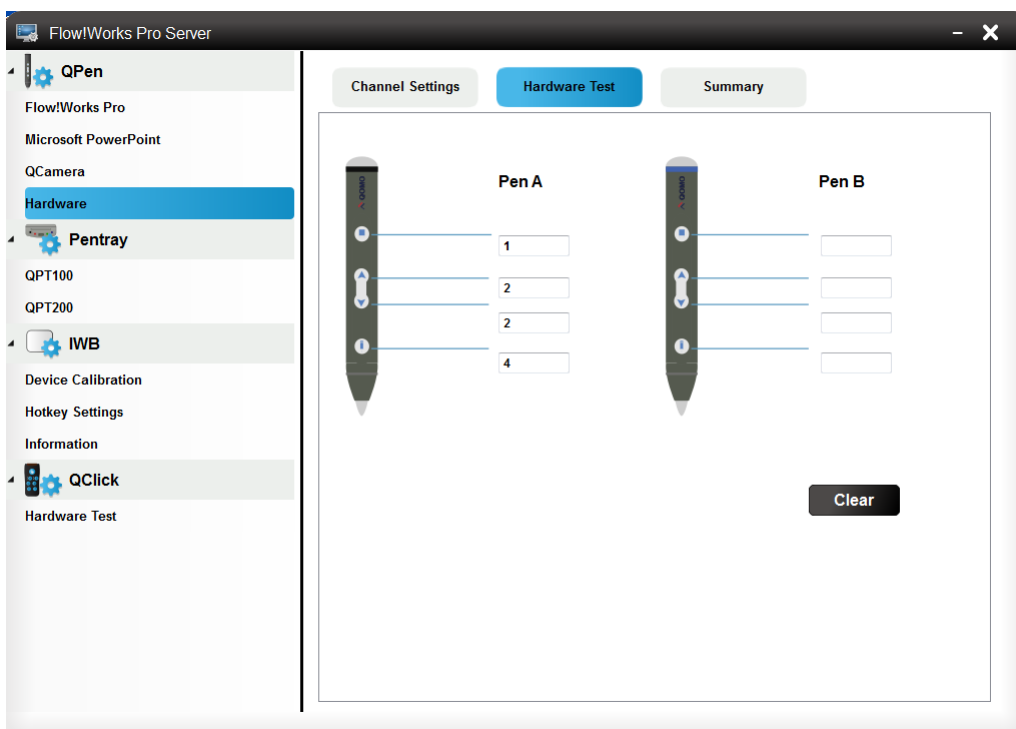


- 1) Input channel number or click  button to change the channel number. The valid numbers are from 1 to 16.
- 2) Click Set button, icon  will appear when receiver is successfully connected with Flow!Works Pro.
- 3) Select A or B from the dropdown list  to match QPen with the receiver.
- 4) Click Match button then hold down the up and down buttons on QPen simultaneously. Icon  will appear when QPen is successfully matched with the receiver.

Note: Click “Test” to jump to hardware test interface to test if QPen can be used after match.

Hardware test

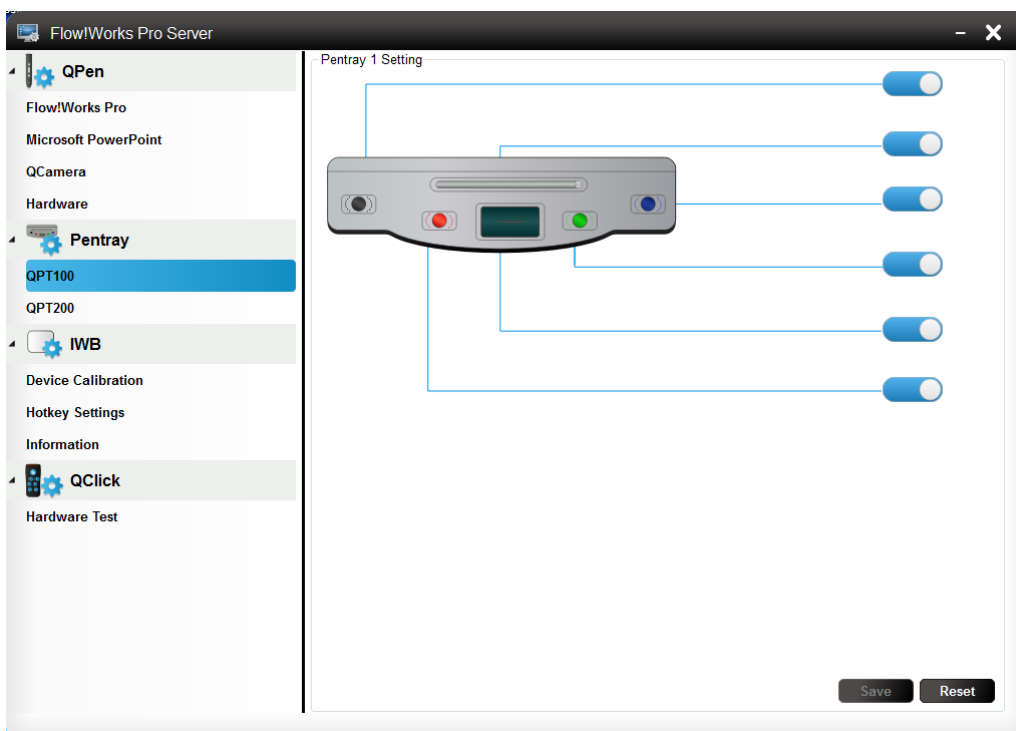
Press every single button on QPen. The corresponding box displays times you press the button which indicates that QPen has been successfully connected with receiver.




3.2 Pen Tray Setting

Pen Tray setting includes QPT100 and QPT200

3.2.1 QPT100 Setting

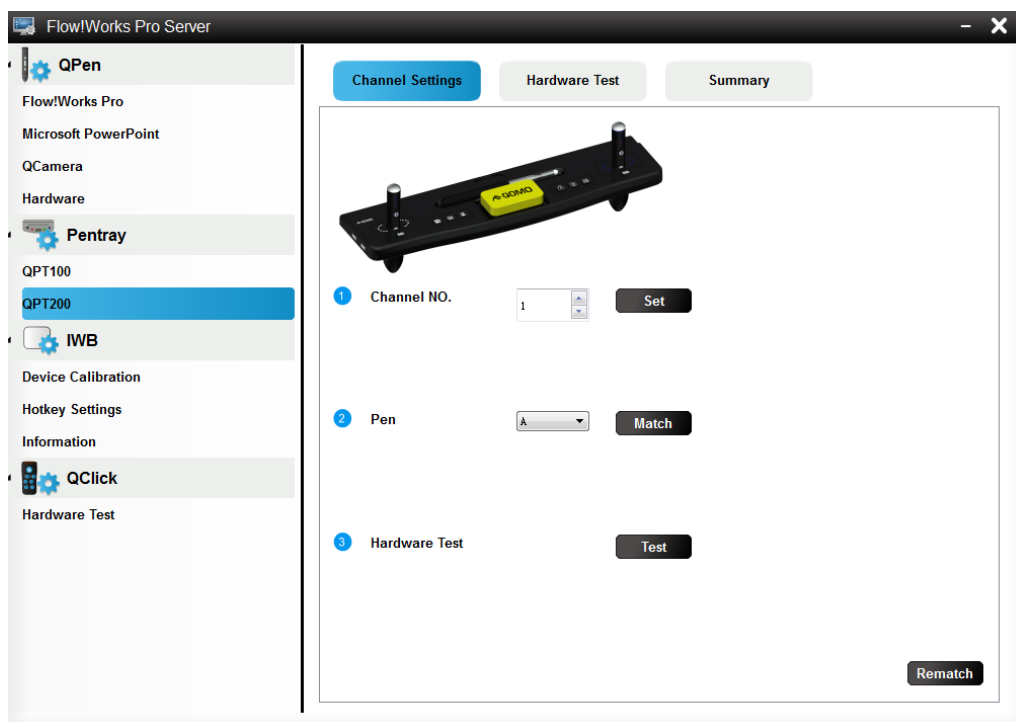




Click QPT100 and its setting interface will appear. Slide right or left  to receive or shield pen tray signals to prevent interference.

3.2.2 QPT200 setting

Click QPT200 and its setting interface appears:



When QPT200 is connected, its information will automatically be obtained including channel NO., version, dongle ID and QPen information.

Note: When several receivers are connected, the system will recognize the first connected one. For more details please refer to QPT200 user manual.

3.3 IWB (Infrared Whiteboard Driver)

For guide of IWB, please refer to Infrared Whiteboard User Manual (Calibration).