

Instructional Guide



Pro wise Presenter

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 **ELB** | academy

This Quick Guide has been designed to help you get started with the Prowise Presenter software.
For more information on other Quick Guides available, please contact your local Education Consultant.

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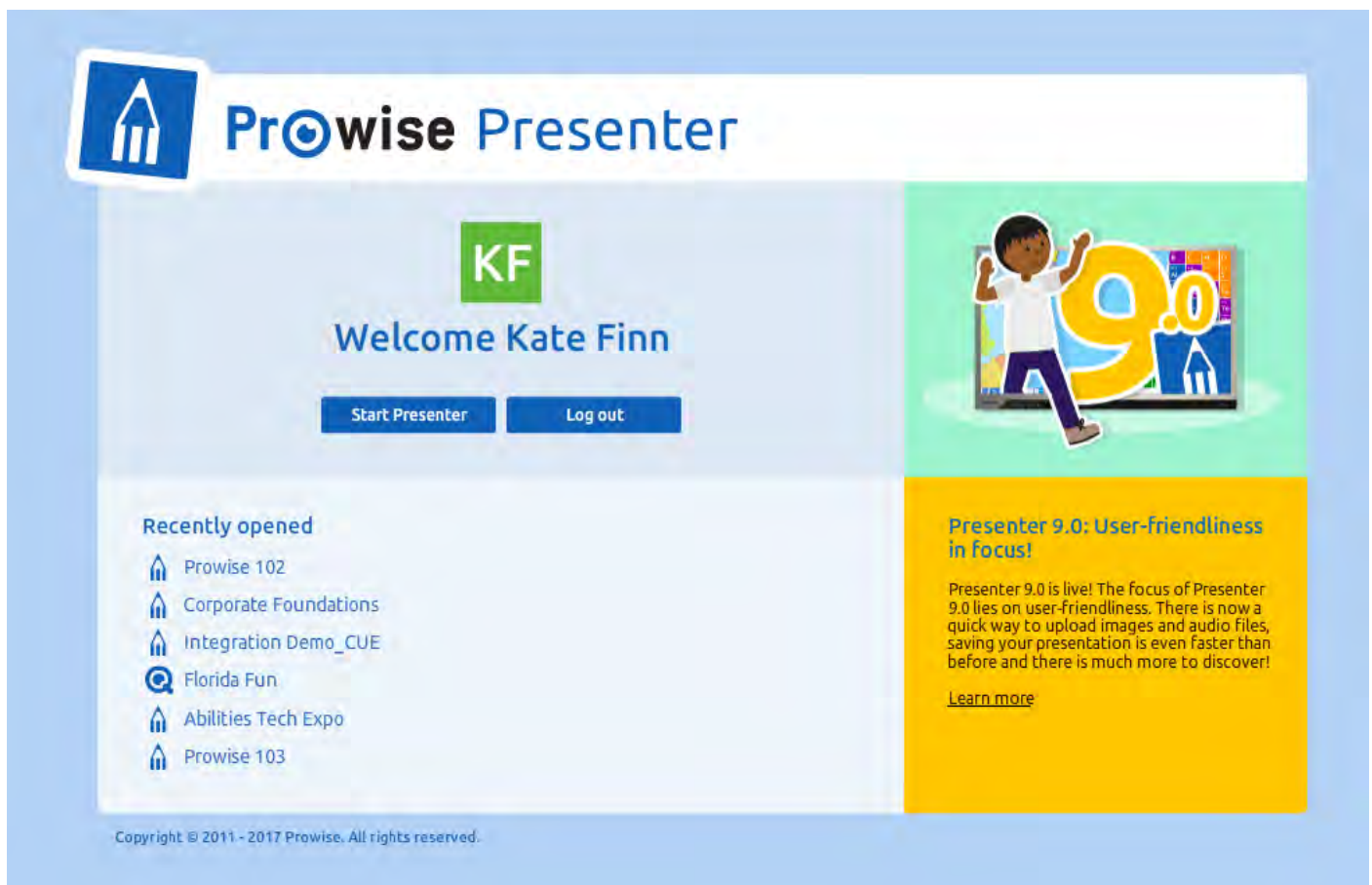
Introduction

Prowise Presenter is an intuitive and flexible software program that has been specifically designed for use with interactive panels – including Prowise touchscreen hardware.

Presenter can be used to create presentations, interactive lessons, group activity programs and individual activity resources. Special features in Presenter include embedded videos and interactive tools and games.

Presenter is accessible on any device with an internet connection. This is especially convenient for educators who need to move classrooms, and who prefer to plan lessons on the go.

The practical interface and interactive tools help teachers to facilitate collaborative, innovative and engaging lessons.



Prowise Presenter

KF

Welcome Kate Finn

Start Presenter Log out

Presenter 9.0: User-friendliness in focus!

Presenter 9.0 is live! The focus of Presenter 9.0 lies on user-friendliness. There is now a quick way to upload images and audio files, saving your presentation is even faster than before and there is much more to discover!

[Learn more](#)

Recently opened

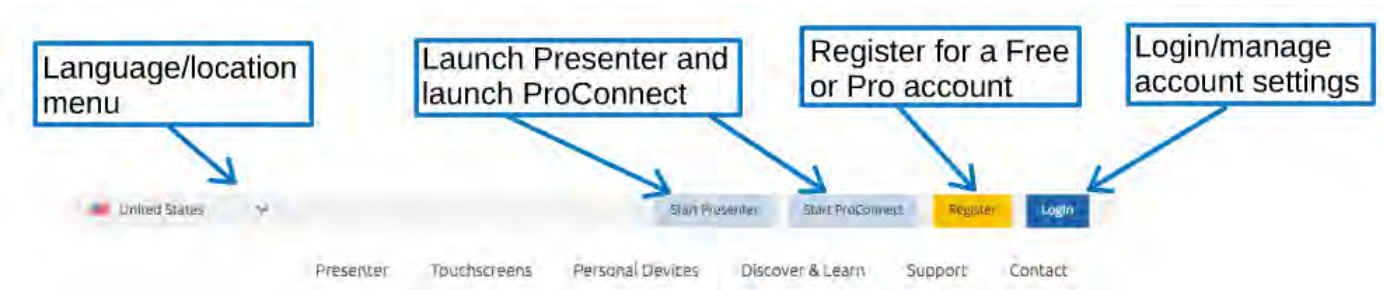
- Prowise 102
- Corporate Foundations
- Integration Demo_CUE
- Florida Fun
- Abilities Tech Expo
- Prowise 103

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Creating a Prowise Account

Step 1: Visit the Prowise home page at <http://www.prowise.com/us/>.

The toolbar on the top of the page is where you can login, launch Presenter and manage your account settings.



Step 2: Select [Register](#) and create either a Free Account or a (paid license) Pro Account.

Create a Free Account:

- Access to the shared community
- Save up to 5 files in the **Private** folder

Create a Pro Account:

- Access to the shared community
- Save unlimited files in the **Private** folder

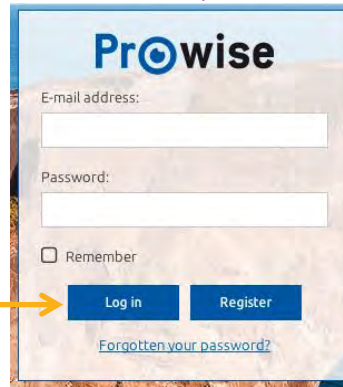
The registration form is titled 'Register' and has two tabs: 'Free account' (selected) and 'Pro account'. It contains the following fields: 'E-mail address:', 'Language / country:' (dropdown), 'First name:', 'User type:' (dropdown), 'Middle initial:', 'Surname:', 'Date of birth:' (calendar icon), 'Password:', and 'Repeat password:'. There is a note about password requirements: 'The password must contain at least 6 characters. In addition, it must contain 1 upper-case letter, 1 lower-case letter and 1 number.' At the bottom, there are checkboxes for 'I hereby agree to the Terms and Conditions and the Privacy Policy.' and 'Subscribe to the newsletter.' and two buttons: 'Register' and 'Cancel'.

Once you have entered the required information, click on the [Register](#) button. If you are creating a Pro Account, contact your local Education Consultant.

Logging into your Prowise Account

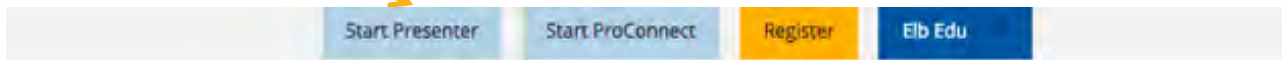
Step 1: Click the [Log In](#) button on the Prowise website at www.prowise.com/us/

Step 2: Enter your username and password and select the [Log in](#) button.

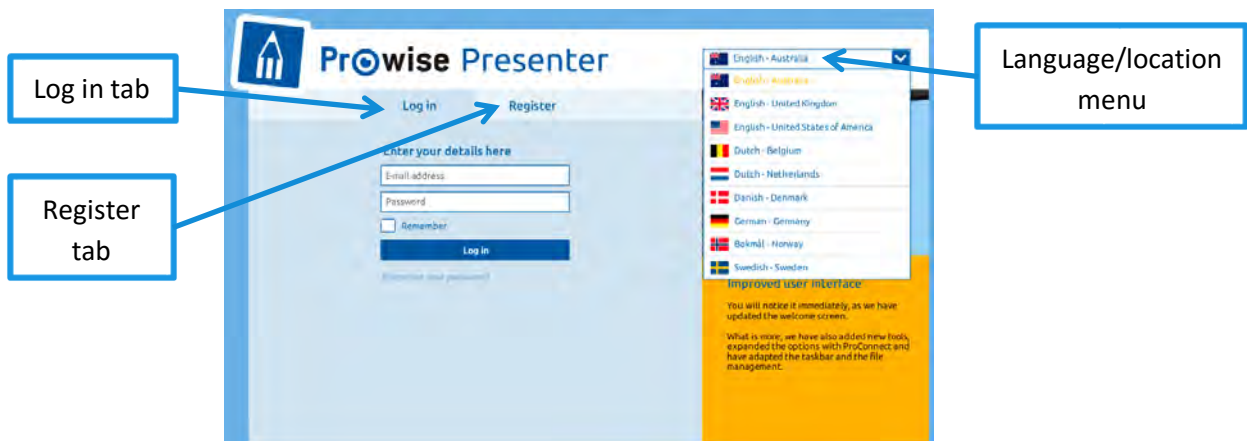


Opening Presenter

Step 1: Select [Start Presenter](#) from the toolbar.



If you have not already logged in, you will be directed to the following page:

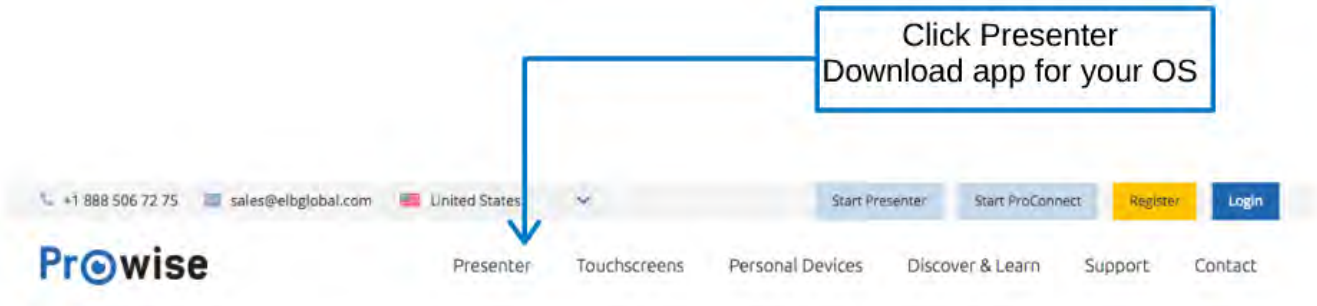


If you are already logged in, the screen below will be displayed.



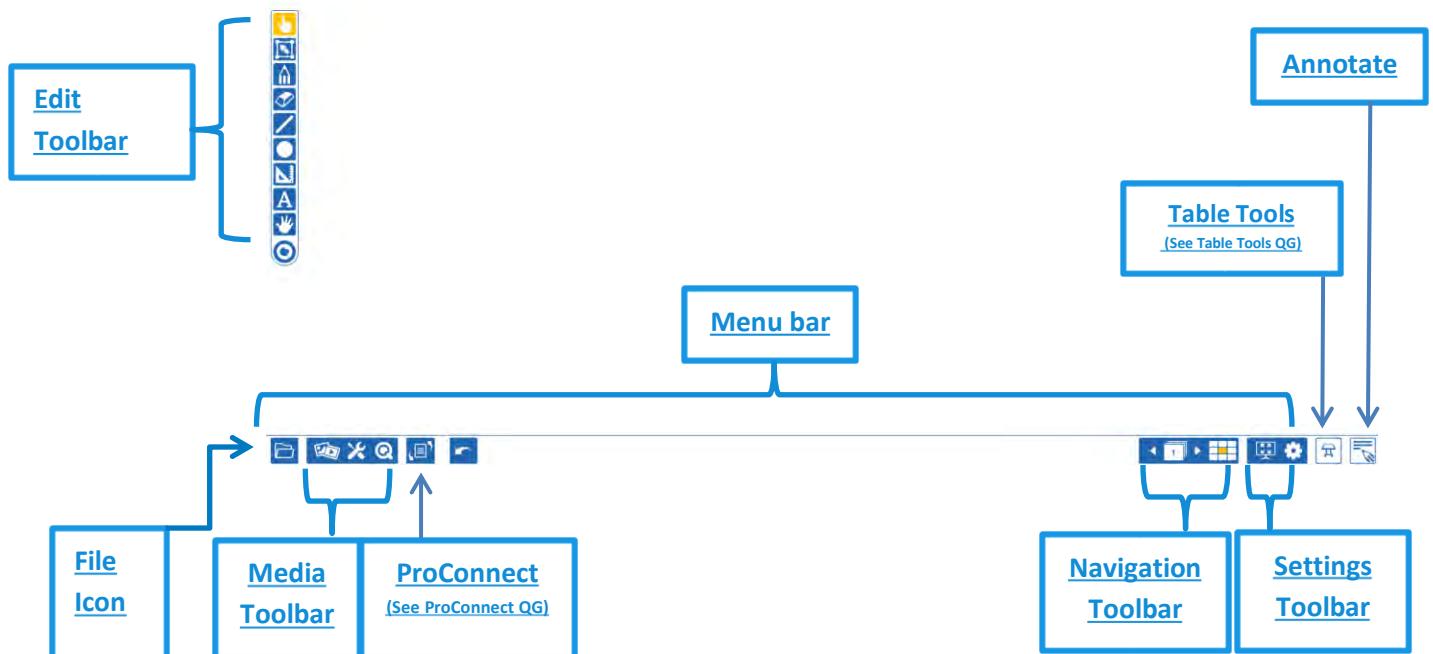
Desktop App

Once you have created an account it is recommended that you download the desktop app for either Mac or PC. This is free and can be done on www.prowise.com/us/. The desktop app allows for up to three resources to be open simultaneously and pages/objects can be copied and pasted between installations.



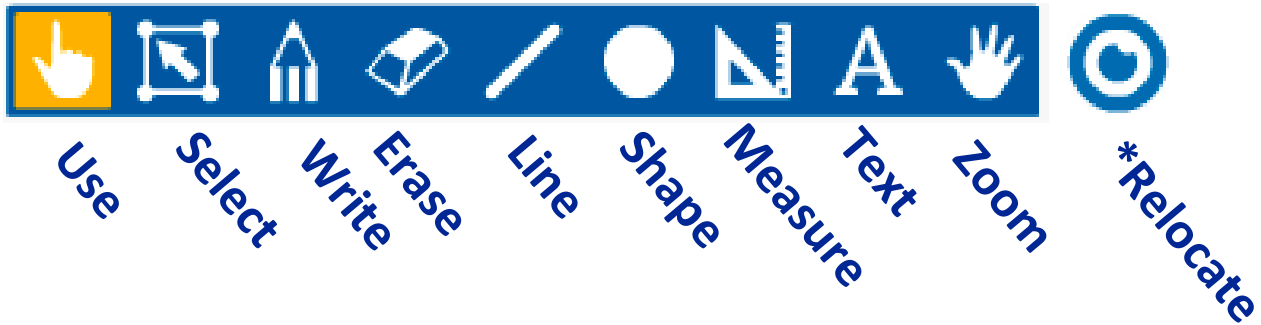
Presenter Layout



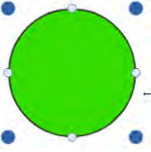




After starting Prowise Presenter, a blank presentation will open along with various icons and toolbars.






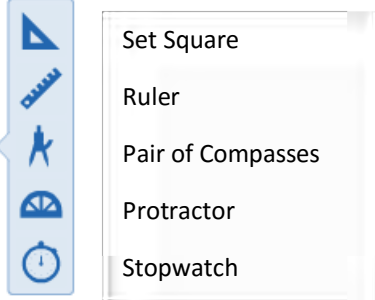

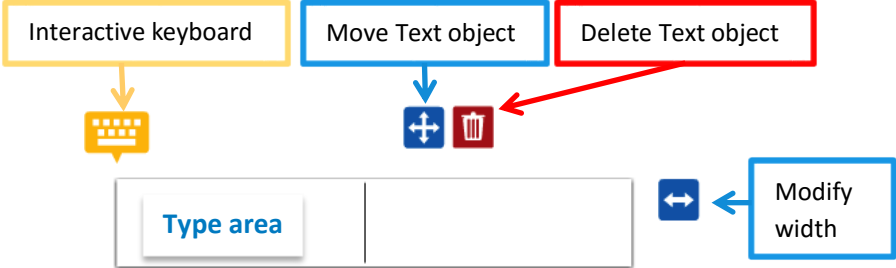
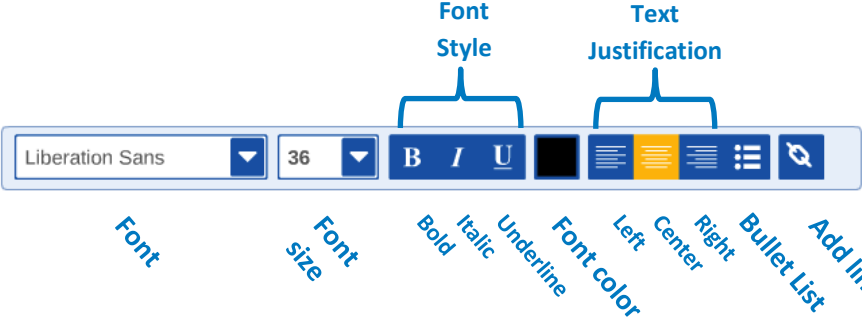


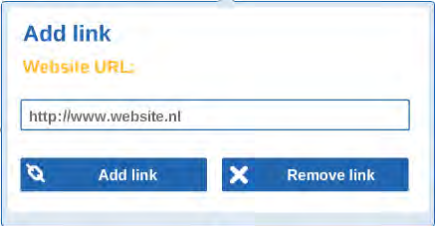
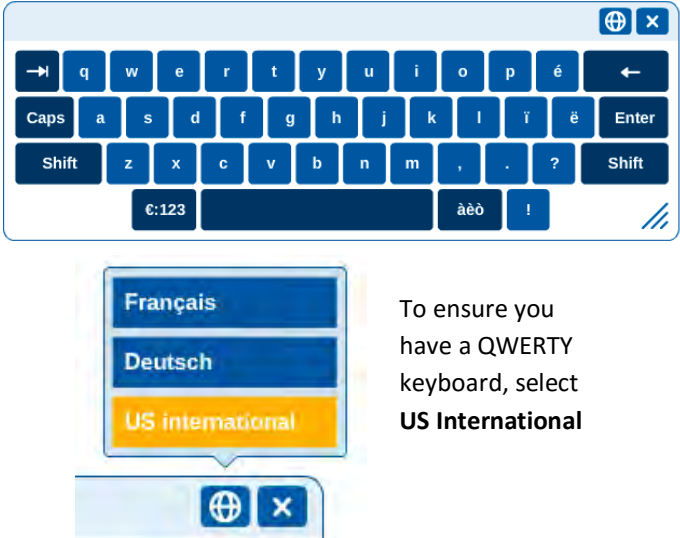






Edit Toolbar

The **Edit toolbar** has a variety of functions. Its default position is vertically on the left; however it can be re-positioned horizontally at the bottom of the screen by using the **Toolbar** option in the **Settings Toolbar**.



Icon	Name	Function
	Use	Interact with the presentation using a mouse, finger or a compatible pen.
	Select	<p>Select an object on your page (Edit mode).</p>  <p>You can resize your object by dragging on any of the eight dot points surrounding your object.</p> <p>A toolbar will appear above the selected object providing you with more options. Please refer to the Edit Object Sub-Toolbar section for more information.</p>
	Write	<p>Write in various styles:</p>  <ul style="list-style-type: none"> Write in the style of a pencil Write in the style of a calligraphy pen Write in semi-transparent colour in the style of a highlighter Write words free hand to be converted into typed text Write numbers free hand to be converted into typed numbers
	Erase	<p>Erase items from your page:</p>  <ul style="list-style-type: none"> Use the eraser to selectively erase writing and lines Clear all the writing on the current page Clear the entire page (including images and tools)

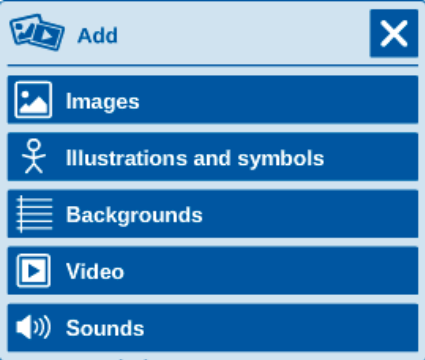


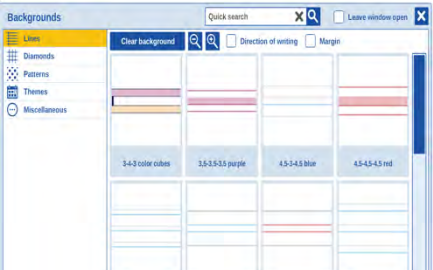
		 <ul style="list-style-type: none"> Straight line Dotted line One ended arrow Two ended arrow A curved arrow
	<p>Shape</p>	<p>Draw a variety of shapes:</p> 
	<p>Measure</p>	<p>Measure objects in your screen using a variety of tools:</p>  <ul style="list-style-type: none"> Set Square Ruler Pair of Compasses Protractor Stopwatch
	<p>Type</p>	<p>Insert a text object.</p>  <p>The diagram shows a workflow for inserting a text object. It starts with three boxes: 'Interactive keyboard' (yellow), 'Move Text object' (blue), and 'Delete Text object' (red). Arrows point from these boxes to icons: a keyboard icon, a move icon (crosshair), and a delete icon (trash). Below these is a 'Type area' box with a 'Modify width' icon (double-headed arrow) to its right.</p>
		 <p>The toolbar includes the following options:</p> <ul style="list-style-type: none"> Font: Liberation Sans Font size: 36 Font Style: Bold (B), Italic (I), Underline (U) Font color: Black Text Justification: Left, Center, Right Bullet List Add link



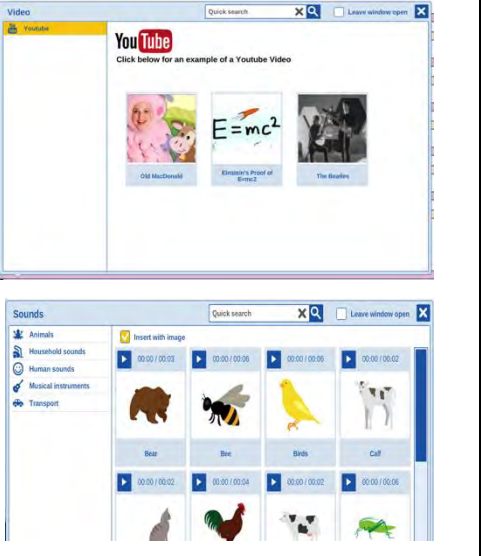

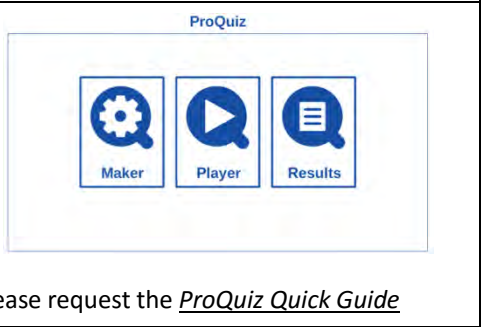

		
		<p>If you are using a touch screen, you can launch an interactive keyboard.</p> 
	<p>Zoom</p>	<p>Zoom in/out or freely navigate over the page:</p>  <ul style="list-style-type: none">  Zoom in  Zoom out  Reset to 100%
	<p>Relocate</p>	<p>Relocate the toolbar anywhere on the screen. NOTE: The toolbar will remain vertical. If you wish to place the toolbar horizontally on the menu bar, you will need to use the Settings icon in the Settings Toolbar.</p>

Media Toolbar


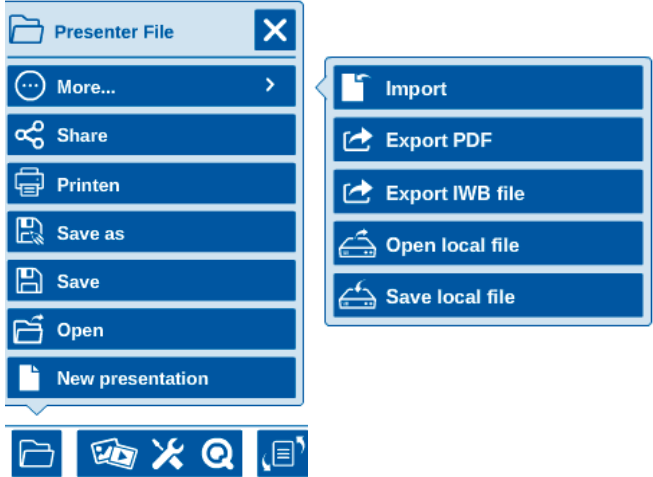
The **Media toolbar** has a variety of functions. These include:



Icon	Name	Function
	Media	<p>The Media icon allows you to add five different types of media to your presentation</p>  <p> Images</p> <p>Search the internet using keywords to find Images, insert images from Flickr Commons or NASA libraries, or upload an image from your computer.</p>  <p> Illustrations and symbols</p> <p>Insert Clip Art from the categories: Language, Mathematics, Environment, Nature, Art and more.</p>  <p> Backgrounds</p> <p>Set a Background pattern across your entire page. NOTE: Backgrounds are applied to the entire page, regardless of fields.</p> 

		<p> Video</p> <p>Search YouTube and directly insert a video into your presentation.</p> <p>NOTE: This feature only applies to YouTube videos.</p> <p> Sounds</p> <p>Insert a sound with or without a corresponding illustration. Import your own sounds from your desktop</p>	 <p>The top screenshot shows a YouTube search results page with three video thumbnails: 'Old MacDonald', 'Einstein's Proof of E=mc²', and 'The Beatles'. The bottom screenshot shows the Windows 'Sounds' library with categories like Animals, Household sounds, Human sounds, Musical Instruments, and Transport. It features a grid of sound icons including a bear, a bee, a bird, a cow, a dog, a rooster, and a frog.</p>
	<p>ProQuiz</p>	<p>ProQuiz is a quiz tool with three functions:</p> <ul style="list-style-type: none"> • Create a quiz • Play a quiz • Find out results from your quiz. 	 <p>The screenshot shows the ProQuiz interface with three main buttons: 'Maker' (with a gear icon), 'Player' (with a play button icon), and 'Results' (with a list icon).</p>
	<p>ProConnect</p>	<p>ProConnect allows you to connect a number of computers or BYODs and share screen, vote, play games and more. For more information, please request the <u>ProConnect Quick Guide</u>.</p>	



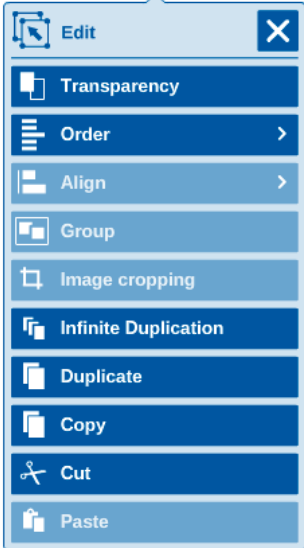
File Icon

Icon	Name	Function
	File	<p>Open, save or create presentations, export a PDF or Presenter App version of your presentation or import a variety of files (including .pdf, .doc, .ppt, .notebook).</p> 

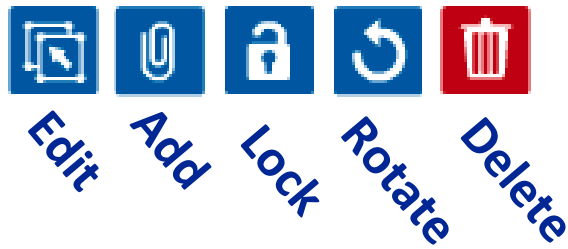
Organise Toolbar


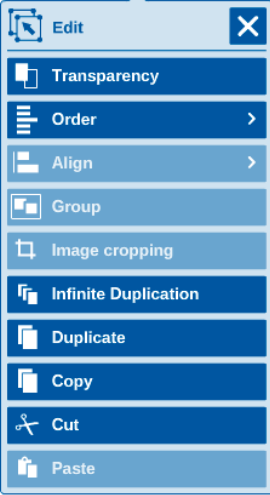

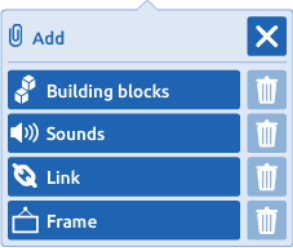



NOTE: The Organize toolbar will only appear when in **Select** mode.



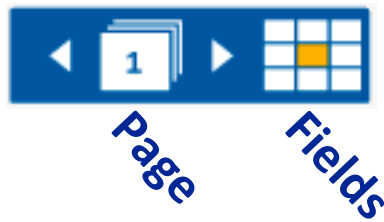
Icon	Name	Function
	Undo	The Undo the last action you have made.
	Edit	 <ul style="list-style-type: none"> Transparency Edit object transparency Order Change layer order of object Align Align objects (multiple must be selected) Group Group objects (multiple must be selected) Image cropping Crop image (imported images only) Infinite Duplication Create infinite duplication of an object Duplicate Duplicate an object once Copy Copy an object Cut Cut an object Paste Paste an object (must copy/cut first)

Edit Object Sub-Toolbar



Icon	Name	Function
	Edit	 <p>Edit object transparency Change layer order of object Align objects (multiple must be selected) Group objects (multiple must be selected) Crop image (imported images only) Create infinite duplication of an object (click and drag) Duplicate an object once Copy an object Cut an object Paste an object (must copy/cut first)</p>
	Add	<p>Add Building Blocks, Sounds, image Frames, URL Links or navigational links to your object.</p> 
	Lock	Lock an object into place so that it can not be moved in use mode.
	Rotate	Rotate your object by holding the Rotate icon. Objects can be rotated up to 360 degrees.
	Delete	Delete object


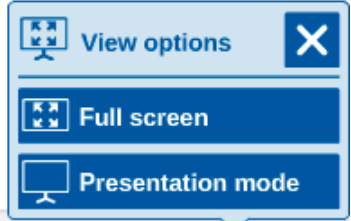


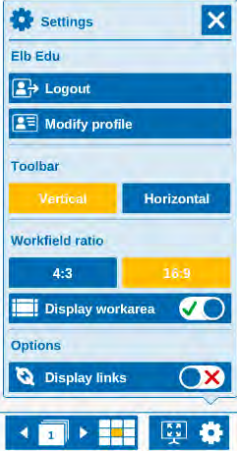
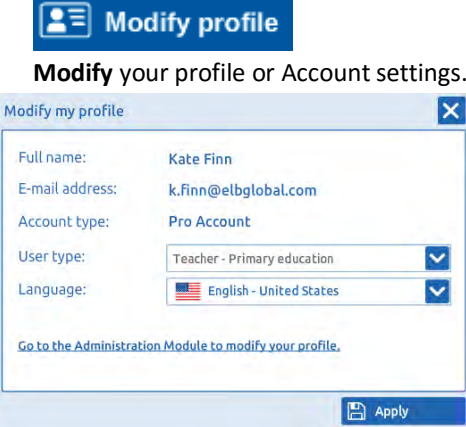
Navigation Toolbar



Icon	Name	Function
	Page Navigation	<p>View the pages within the presentation. To adjust the page order, click and drag a page to the desired location. Select a page to copy or delete using the buttons below. If you are using the desktop app, you can copy and paste pages between presentations.</p> <p>The screenshot shows a 'Page manager' window with a list of pages. A callout 'Add blank new page' points to a '+' button. A callout 'Copy page to another presentation' points to a copy icon. A callout 'Duplicate current page' points to a duplicate icon. A callout 'Delete current page' points to a trash icon.</p>
	Previous/Next Page	<p>Quickly navigate to the previous/next page in the presentation. Pressing next on the last page will create a new page.</p>
	Fields	<p>Each page is split up into 9 fields. The Fields icon displays all the fields in the current page.</p> <p>The screenshot shows a 'Navigate page' window with a 3x3 grid of fields. The center field is highlighted in yellow. Below the grid is a navigation toolbar with arrows and a settings icon.</p>

Settings Toolbar

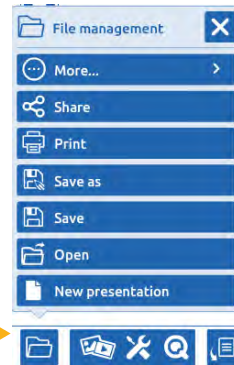


Icon	Name	Function
	View Options	<p>Change the way your presentation is displayed.</p> <p>Full screen - fills the screen with your presentation</p> <p>Presentation mode – replaces toolbars with a streamlined toolbar for presenting:</p>  
	Settings	  <p>Modify your profile or Account settings.</p> <p>Modify my profile</p> <p>Full name: Kate Finn E-mail address: k.finn@elbglobal.com Account type: Pro Account User type: Teacher - Primary education Language: English - United States</p> <p>Go to the Administration Module to modify your profile.</p> <p>Apply</p> <p>Toolbar</p> <p>Vertical Horizontal</p> <p>Change the orientation of the Edit Toolbar.</p> <p>Workfield ratio</p> <p>4:3 16:9</p> <p>Change your Work field ratio between 4:3 or 16:9 (widescreen).</p> <p>Display workarea <input type="checkbox"/> <input checked="" type="checkbox"/> → <input checked="" type="checkbox"/></p> <p>Display outlines of the work field areas in all edit modes.</p> <p>Options</p> <p>Display links <input type="checkbox"/> <input checked="" type="checkbox"/> → <input checked="" type="checkbox"/></p> <p>Make links visible throughout the presentation by toggling the icon on or off.</p>

Creating a new Presenter file

To create a blank file from within Presenter:

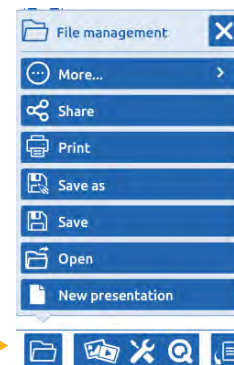
- Step 1:** Select the **Folder** icon on the **file toolbar**.
 - Step 2:** Select **New presentation**.
- NOTE:** Any currently open file will be replaced.



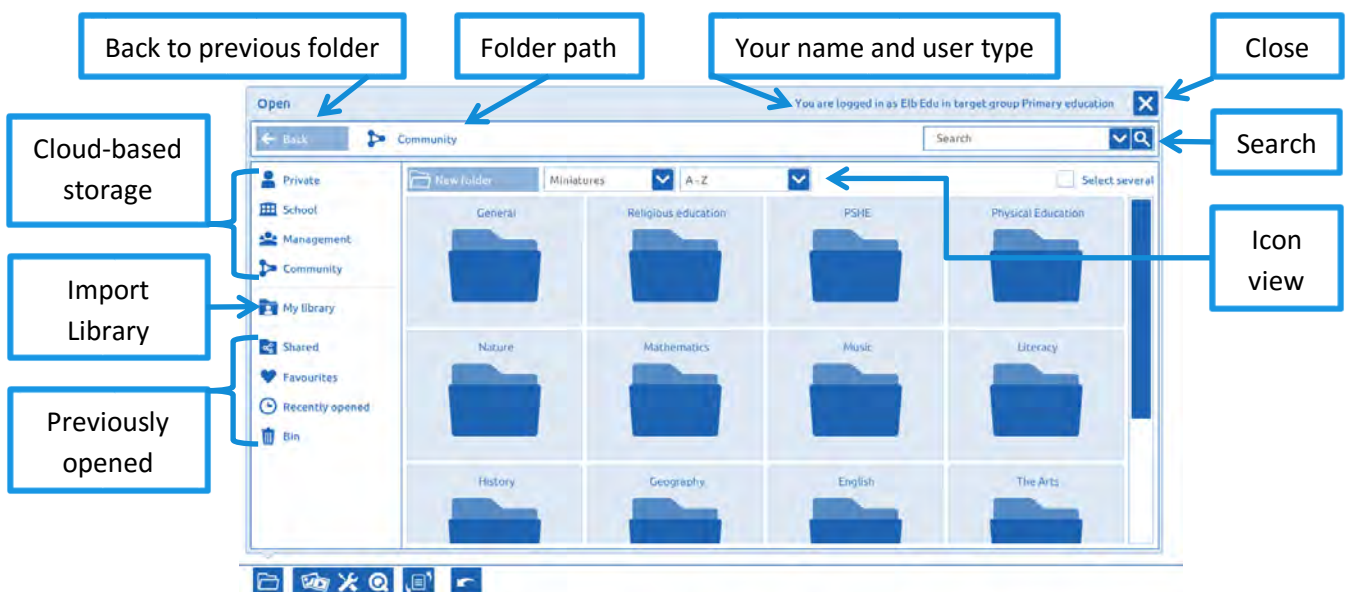
Opening a Presenter file

To open an existing file:

- Step 1:** Select the **File** icon on the **file toolbar**.
- Step 2:** Select **Open**.

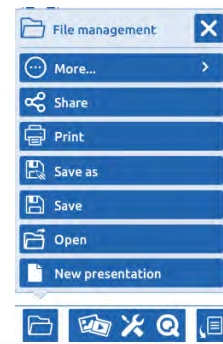


Select from the **Private**, **School**, **Organization (Management)**, **Community** or **My Library** folders:



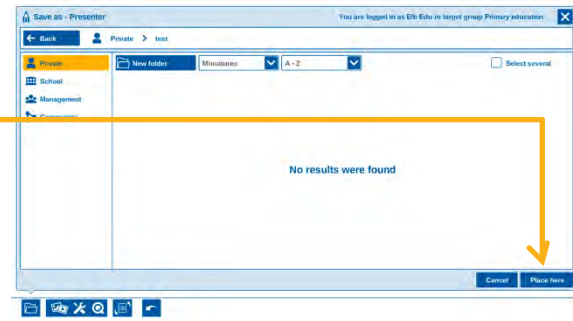
How to save your presentation

Step 1: Select the [File](#) icon on the file toolbar.
Step 2: Select [Save](#).



Step 3: Select your save location, then select the [Place here](#) button.

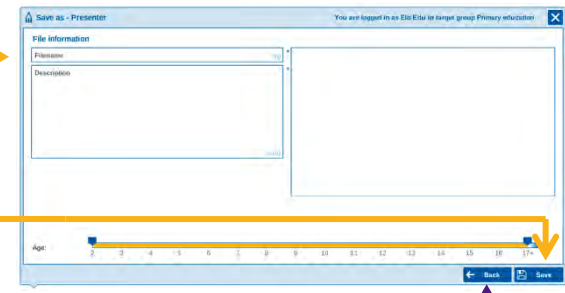
NOTE: Your chosen save location will determine who has access to your presentation (i.e. **Privately**, **School**, **Organization**, or the public **Community**).



Step 4: Enter your File name, Description and Target Age Range.

Step 5: Select the [Save](#) button.

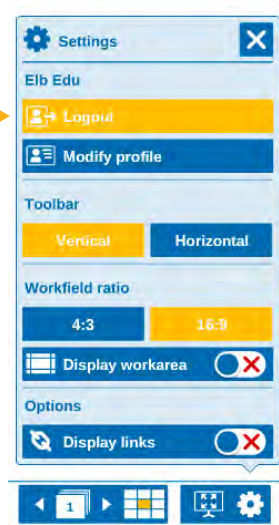
NOTE: If you change your mind on the saving location and decide you would like to save your presentation elsewhere, select the [Back](#) button.



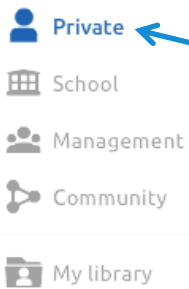
How to log out

Step 1: Select the [Settings](#) icon on the settings toolbar.
Step 2: Select [Log out](#).

Note: You will lose any unsaved work.



Private Folder



Your **Private Folder** is where you can save your personal presentations, presentations that are still works in progress or personal edits of presentations you have found on the **Community**.
Free Account users can save up to 5 files in their **Private Folder**, whereas **Pro Account** users have unlimited saves.

NOTE: If you would like to make a change to a presentation you have found in the **Community** to suit your personal, classroom or student’s needs, you can save an edited copy in your **Private Folder**. It is inadvisable to save this edited file in the **Community**.

School and Management Folders

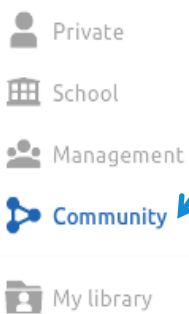


The **School** folder is for presentations and documents which pertain to all areas of your school, i.e. staff meetings, school policies, school-wide events, etc.

The **Management** folder is for specific key learning areas, year or stage levels and internal departments. This folder can be managed by Heads of Departments

NOTE: Your school or department will need to create their own rules and guidelines as to what is saved within these folders.

Community Folder



The **Community Folder** is where teachers can share their resources with other teachers across Australia. The **Community** is divided into Primary and Secondary Education **User Types**. You can change your **User Type** in your **Modify Profile** settings.

NOTE: The community is a great place to share your resources, however please take care to only share resources that will be beneficial to other teachers.

All files saved in the **Community Folder** MUST be appropriately referenced, contain no personal details (of your school or students) and do not contain inappropriate content (such as language, images or adult themes)

My Library



Any images, sounds and documents you upload/import into your presentations are saved in your library. There are two ways to import files into your account

Option 1: Importing directly into a Presenter file

Option 2: Pro Users can upload multiple files at a time either by batch import or by connecting their cloud storage (such as Google Drive) to their account via the **Account Management** page on the Prowise website.

