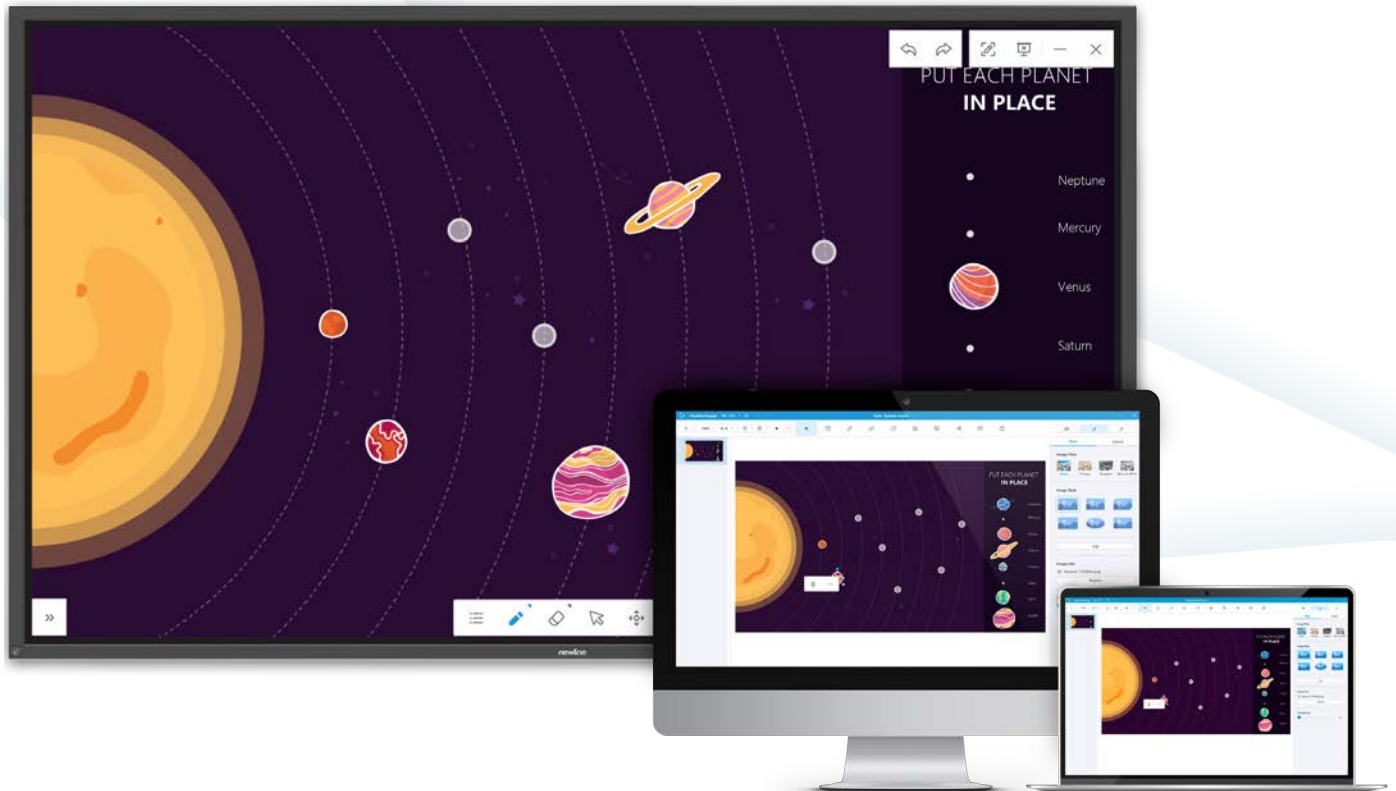




EDTECH SOFTWARE
NEWLINE **ENGAGE**



newline **ENGAGE**

QUICK START GUIDE

INDEX

Introduction	3	6.12 Interactive templates	26
1. Software activation and user settings	4	6.13 Concept mapping	29
1.1 Entering the licence key	4	6.14 Other Whiteboard Tools	30
1.2 Language and standard settings	4	6.15 Some additional tools available in presentation mode	34
1.3 General	4	7. Adding links to an object /preparation mode	39
1.4 Page	5	7.1 Files	39
1.5 Style	5	7.2 Website	40
2. Screen modes	6	7.3 Text	40
2.1 Preparation mode	6	7.4 Page	40
2.2 Presentation mode	6	7.5 Tool	40
2.3 Desktop mode	7	8. Cover layer for objects /preparation mode	40
3. The basics of creating your lesson	8	9. Google Drive Login	41
3.1 Setting a background	8	9.1 QR Login - Presentation Mode	41
3.2 Adding text	10	9.2 QR Login - Preparation Mode	41
3.3 Adding shapes	10		
3.4 Adding images to the canvas	12		
3.5 Adding video to the whiteboard canvas	13		
3.6 Arranging objects on the stage	15		
4. Opening and saving your files	16		
4.1 Opening Newline Engage files	16		
4.2 Importing other file formats	16		
4.3 Saving your lesson	17		
5. Sharing your lesson	18		
6. Main toolbar /preparation mode	19		
6.1 Add Page	19		
6.2 Zoom	19		
6.3 Screen Format	19		
6.4 Move	19		
6.5 Reset	19		
6.6 Start Presentation	20		
6.7 Select Mode	20		
6.8 Pen Tools	20		
6.9 Eraser tool	24		
6.10 Shape tool	24		
6.11 Resource	25		

INTRODUCTION

Newline Engage is an easy to use interactive teaching tools, which comes with lesson creation tools and subject specific content and interactive activities, which allow for the quick and easy creation of interactive lessons, combine images, shapes, text, video, PDF, PPT, files into one application that can be presented to your students on the whiteboarding stage.

Make use of all your existing lessons created in other whiteboard software as engage allows import of .IWB file format as well as SMART Notebook files and Promethean Flipchart files.

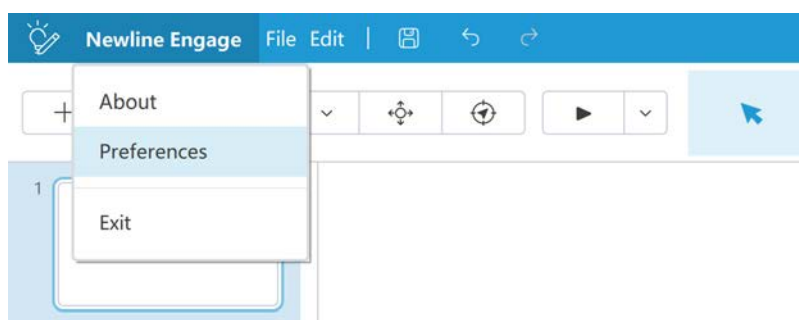
1. SOFTWARE ACTIVATION AND USER SETTINGS

1.1 Entering the licence key

Newline Engage requires a 20 digit licence key to operate for longer than the 30 day trial period available on installation, once entered the software will upgrade automatically if required and the licence is perpetual so will not expire, each licence key can be used up to 10 times, allowing teachers to install on multiple devices that they own.

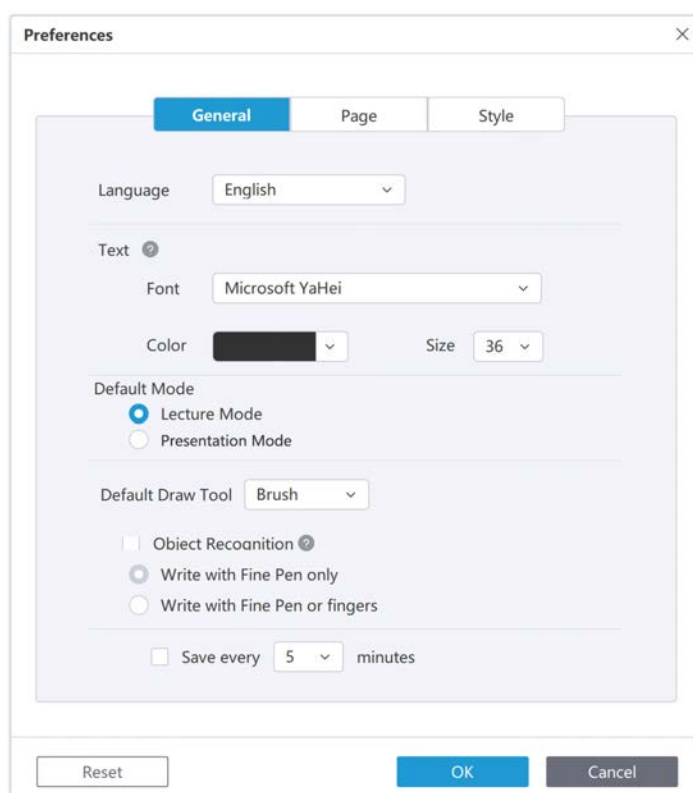
1.2 Language and standard settings

Newline Engage requires a 20 digit licence key to operate for longer than the 30 day trial period available on installation, once entered the software will upgrade automatically if required and the licence is perpetual so will not expire, each licence key can be used up to 10 times, allowing teachers to install on multiple devices that they own.



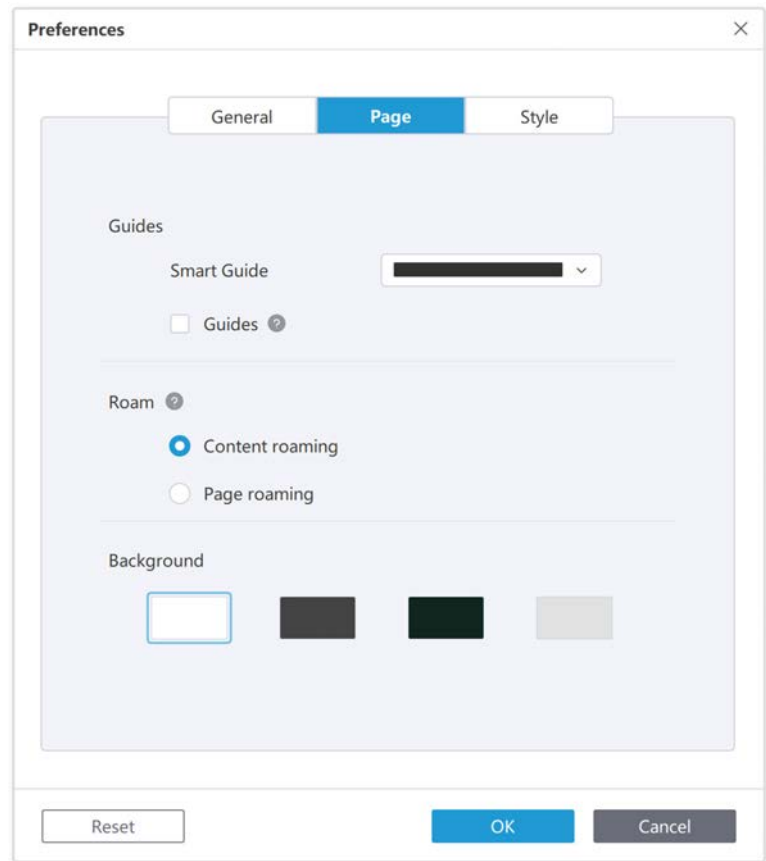
1.3 General

Newline Engage requires a 20 digit licence key to operate for longer than the 30 day trial period available on installation, once entered the software will upgrade automatically if required and the licence is perpetual so will not expire, each licence key can be used up to 10 times, allowing teachers to install on multiple devices that they own.



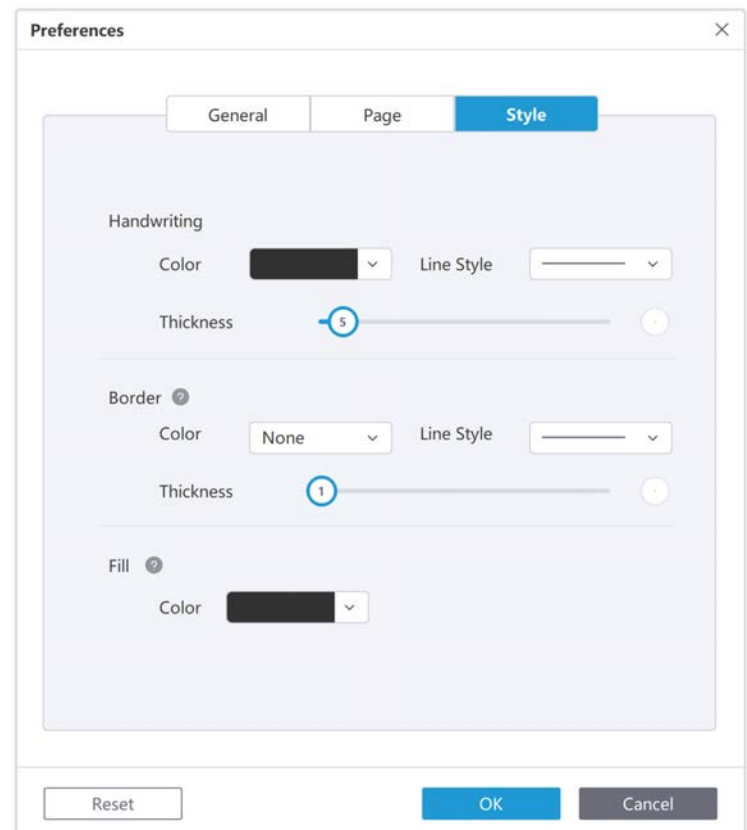
1.4 Page

This allows the end user to enable smart guides for making content placed on the canvas much easier to align, Roaming allows you to control how content behaves when the canvas is expanded, background sets the default canvas background colour when a new page is created.



1.5 Style

These settings allow you to control the default pen and shape styles and colours.

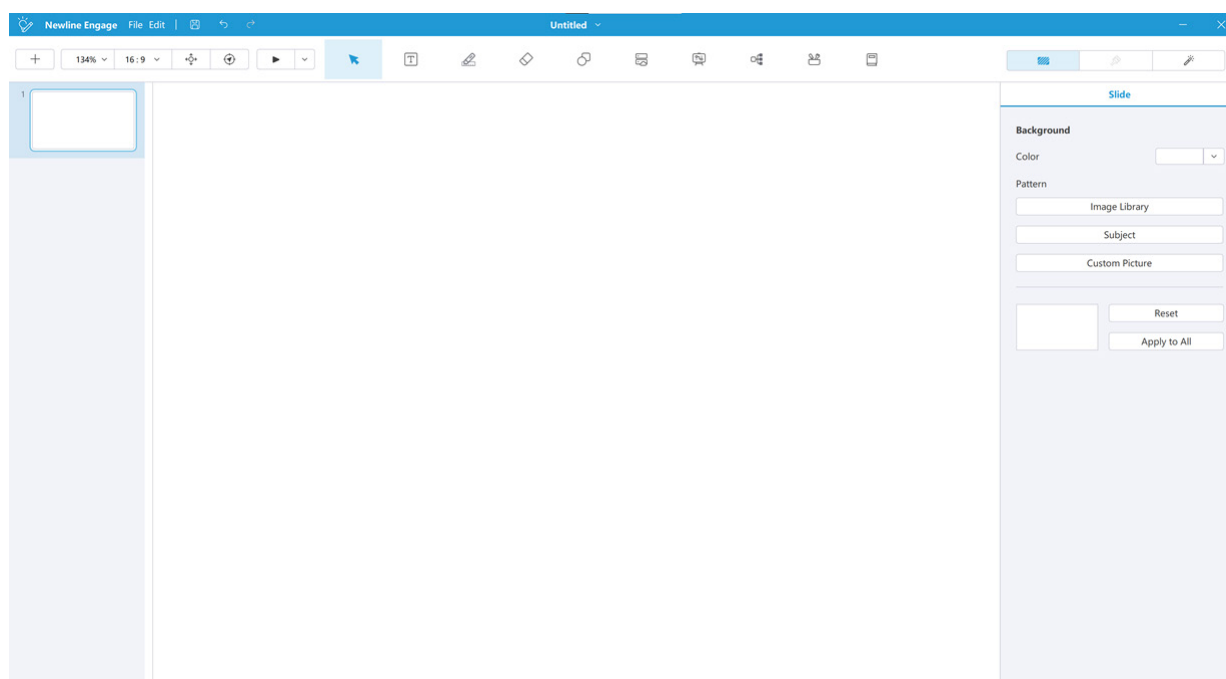


2. SCREEN MODES

The software comes with 3 different screen modes that you can work in, you are able to set the software to start in either preparation mode or presentation mode from within the preferences menu.

2.1 Preparation mode

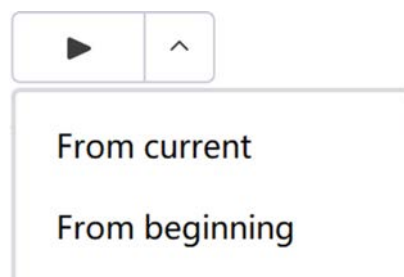
This is the main mode for creating and editing your lessons on a desktop or laptop device, although you can also edit content created on your newline interactive flat panel you are able to easily navigate your content using the slide sorter and content sensitive preferences settings panel.

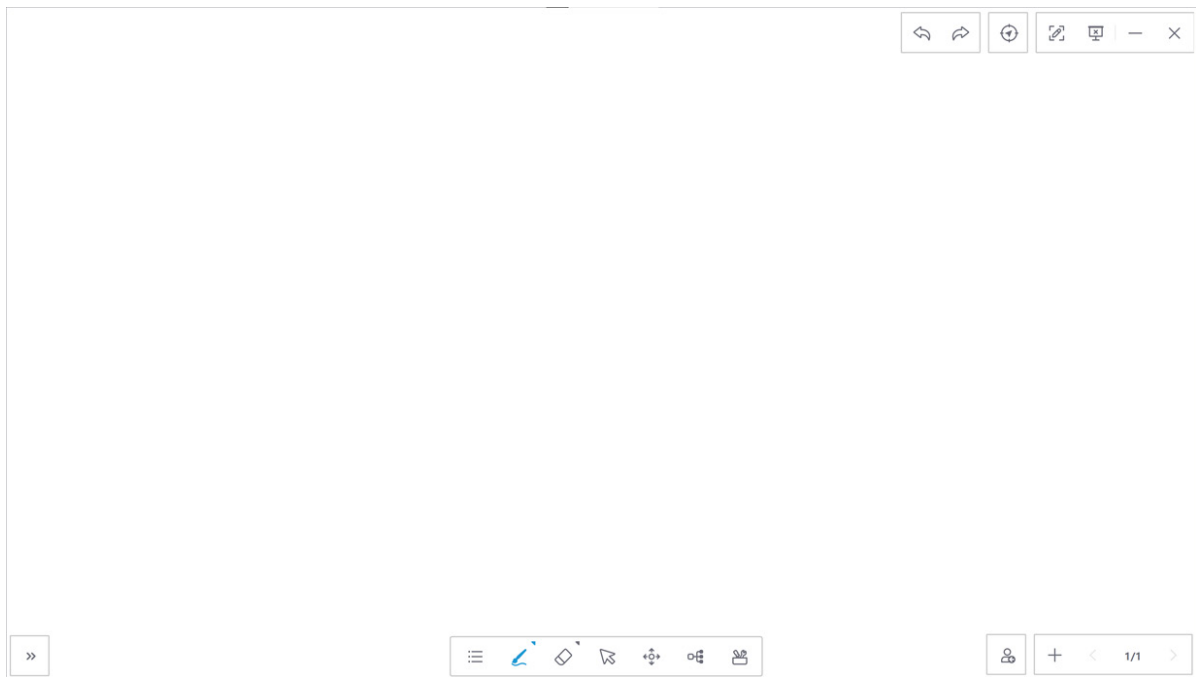


2.2 Presentation mode

This is the main mode for presenting your lesson on the newline interactive flat panel and removes the page sorter and preferences settings to give you more room to present, this gives you access to a floating toolbar for easy access to the main engage tools, the canvas is infinite and can be moved around easily.

You can enter the presentation mode by clicking on the play button on the top toolbar and selecting either to start the show from the current slide or from the beginning.



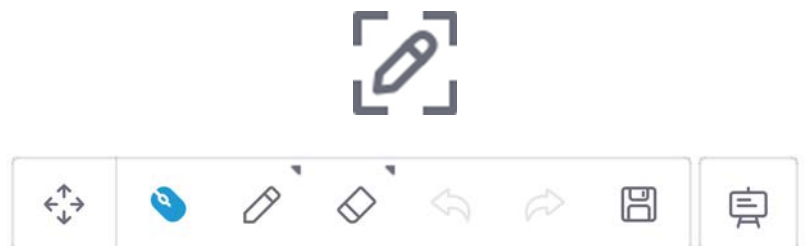


Presentation Mode View

2.3 Desktop mode

This mode is enabled through the presentation mode by selecting the pen icon and enables you to navigate and annotate over any other desktop program or web browser and then capture images straight back to the Engage canvas.

Options: move toolbar, mouse mode, Pen tools, erase ink, go back, go forwards, save to whiteboard or desktop, return to engage presentation mode.



3. THE BASICS OF CREATING YOUR LESSON

Newline Engage allows you to bring a multitude of content, images, videos, shapes, text, documents into one central place where your lessons can be created and then presented and interacted with the wide selection of interactive tools.

3.1 Setting a background

Newline Engage comes with a selection of starting backgrounds and subject backgrounds or its very easy to add your own customer picture, the options for adding a background can be find on the right hand side preferences settings section of the preparation mode.

You can choose to select from the image library, from the subject gallery or to choose your own image as a background.

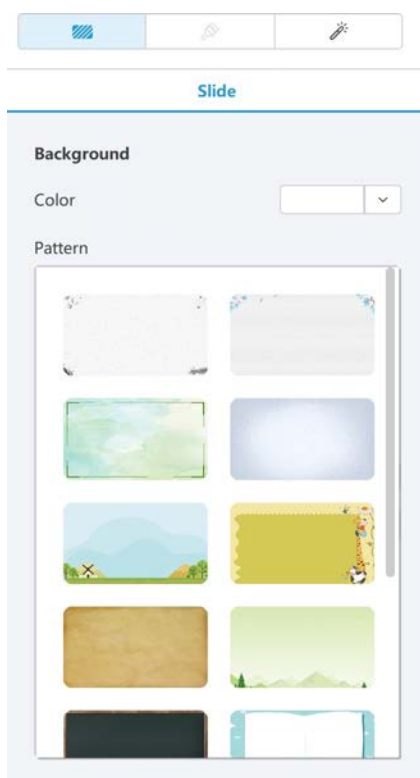
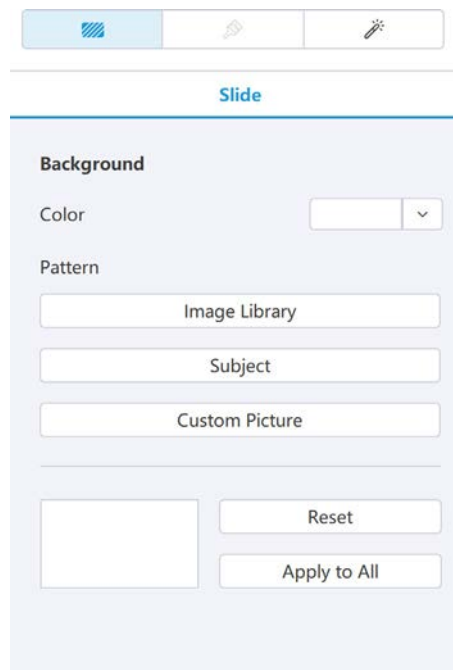
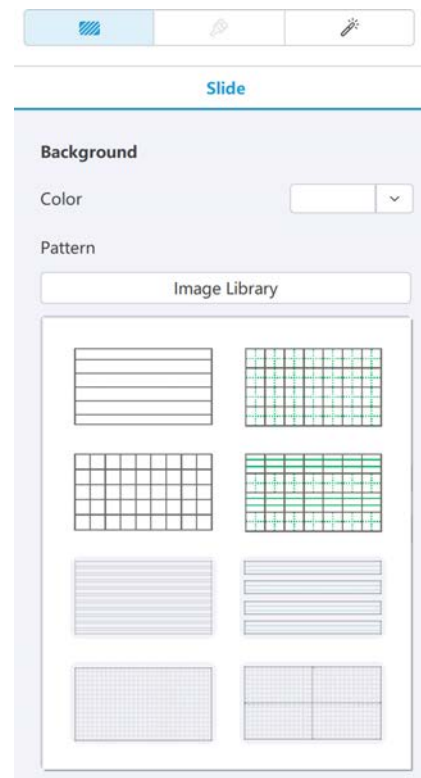
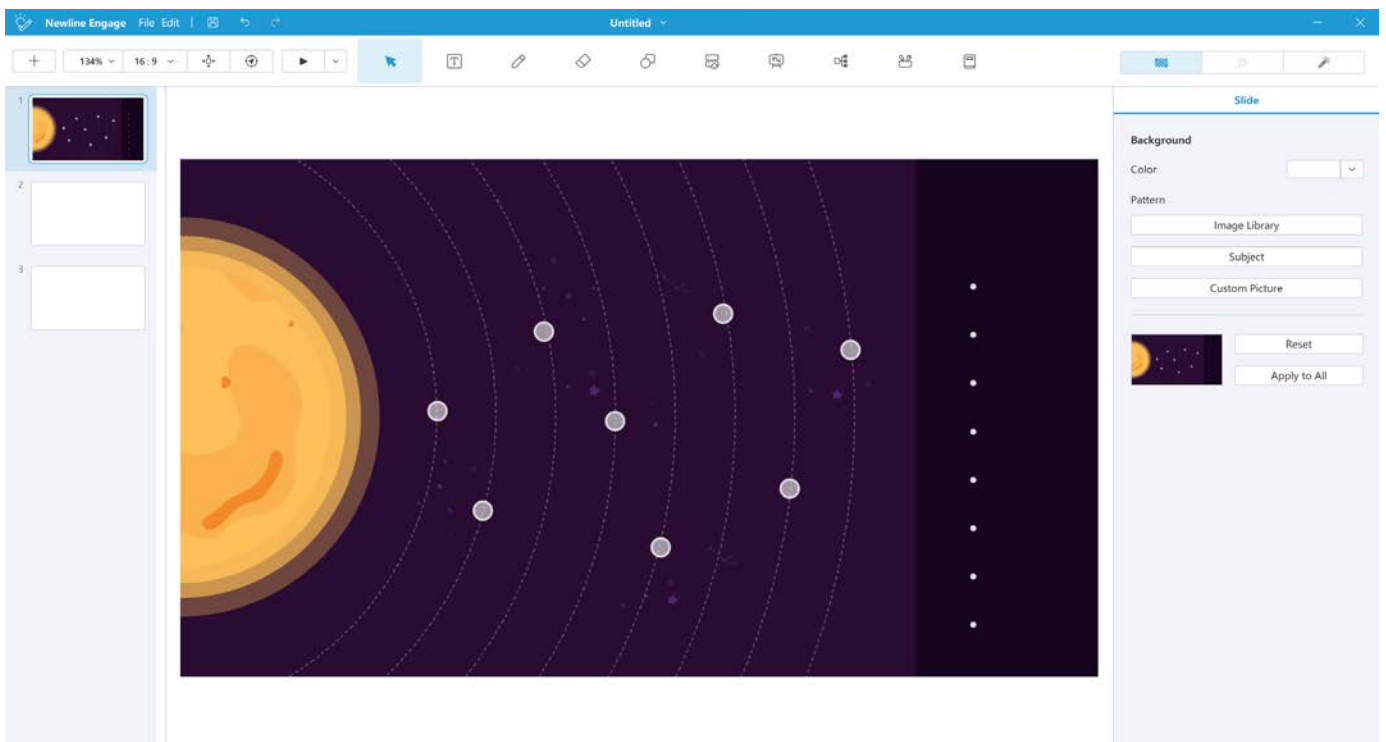
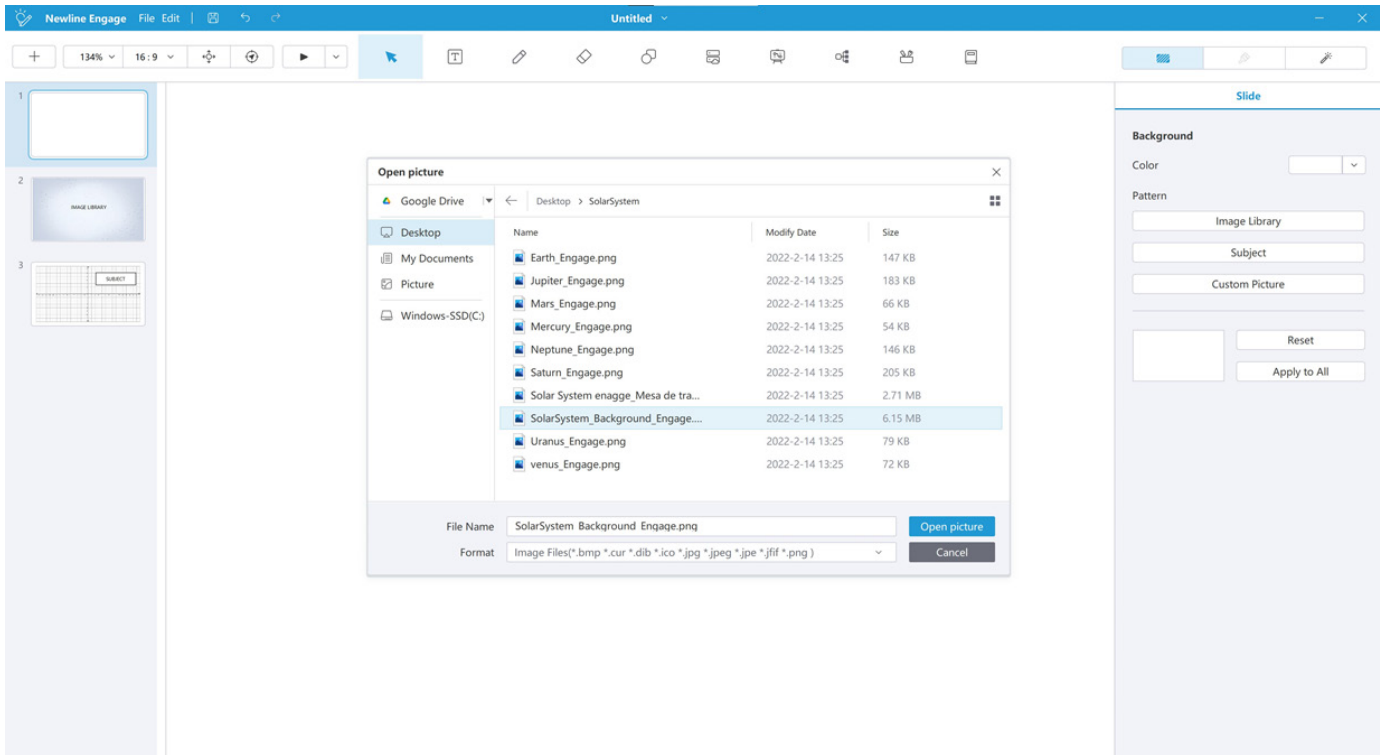


Image library



Subject gallery



Choose your own image as a background

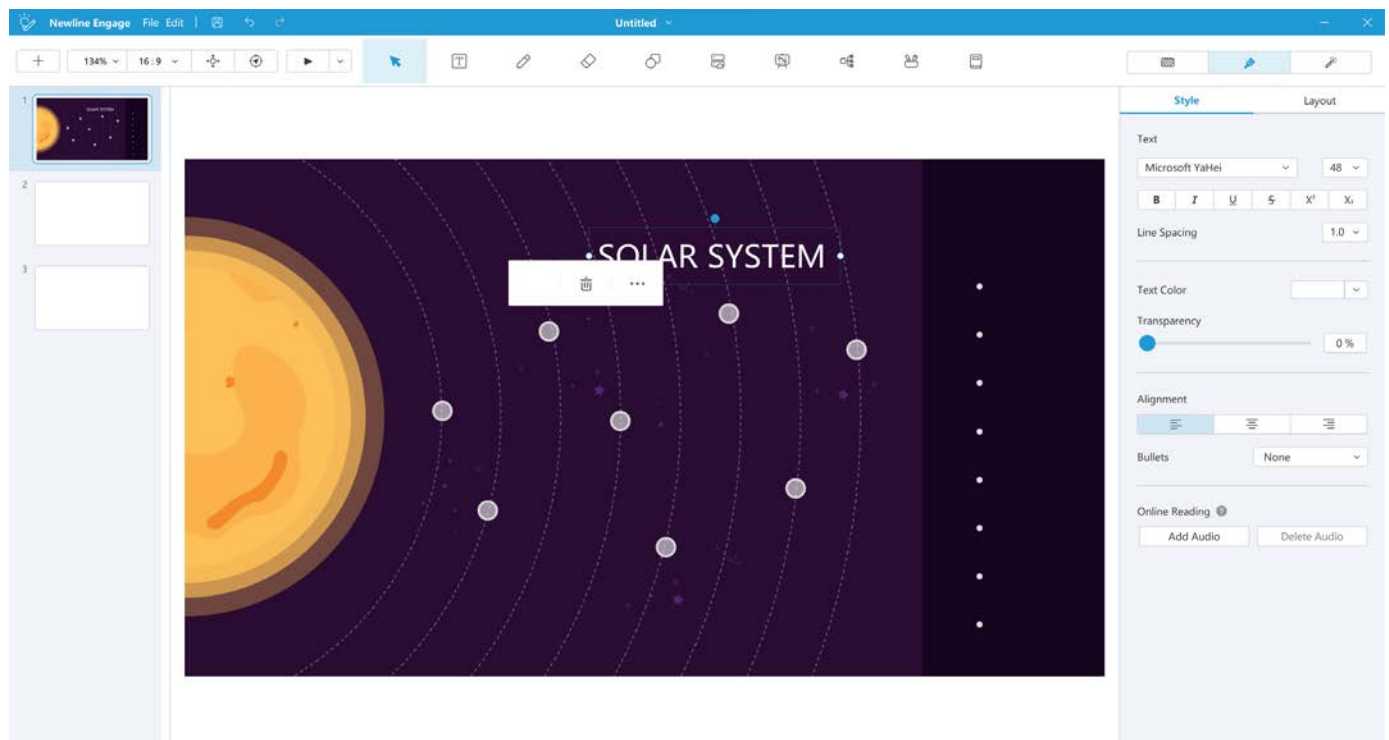
3.2 Adding text

Select the text icon from the main toolbar.

Then click on the canvas where you would like the text to be placed, you can edit the text parameters using the Format tab on the right hand side of the screen.



Text icon



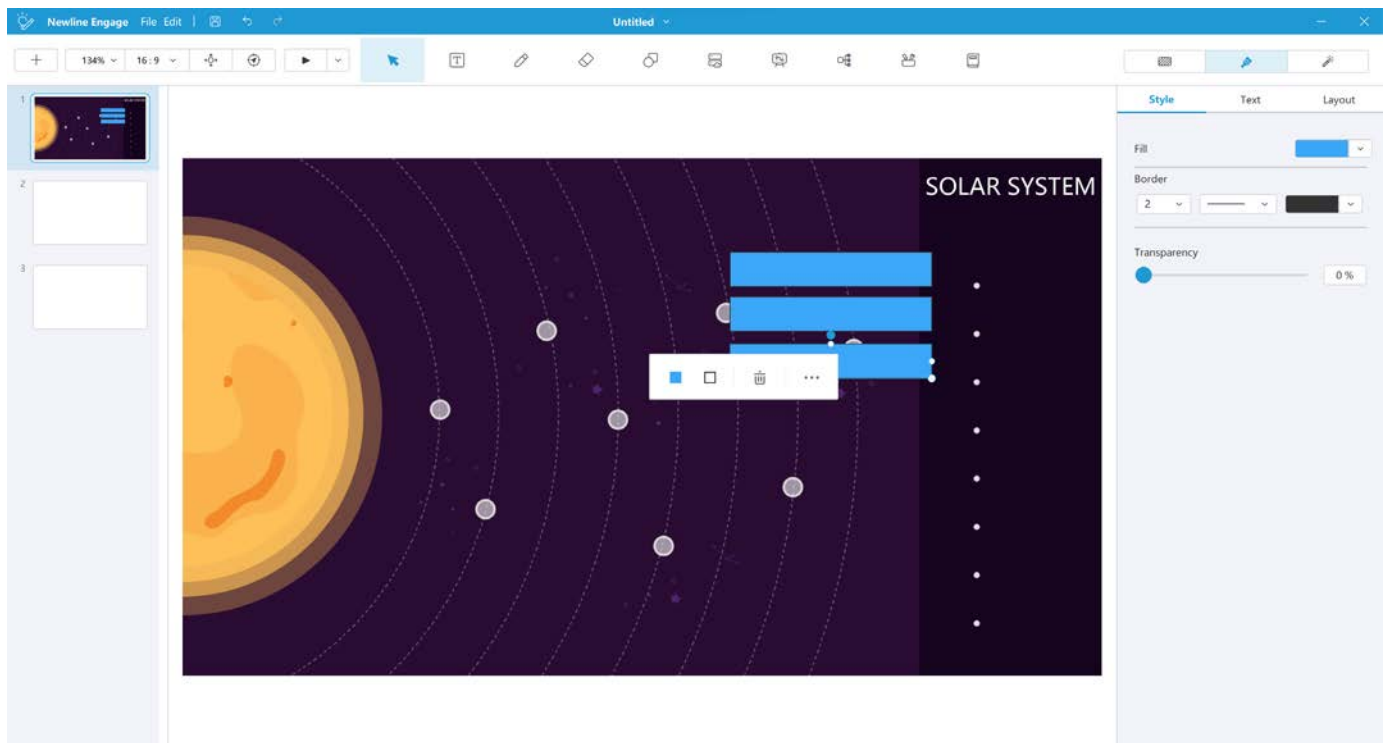
3.3 Adding shapes

Select the shape tool icon from the main toolbar.

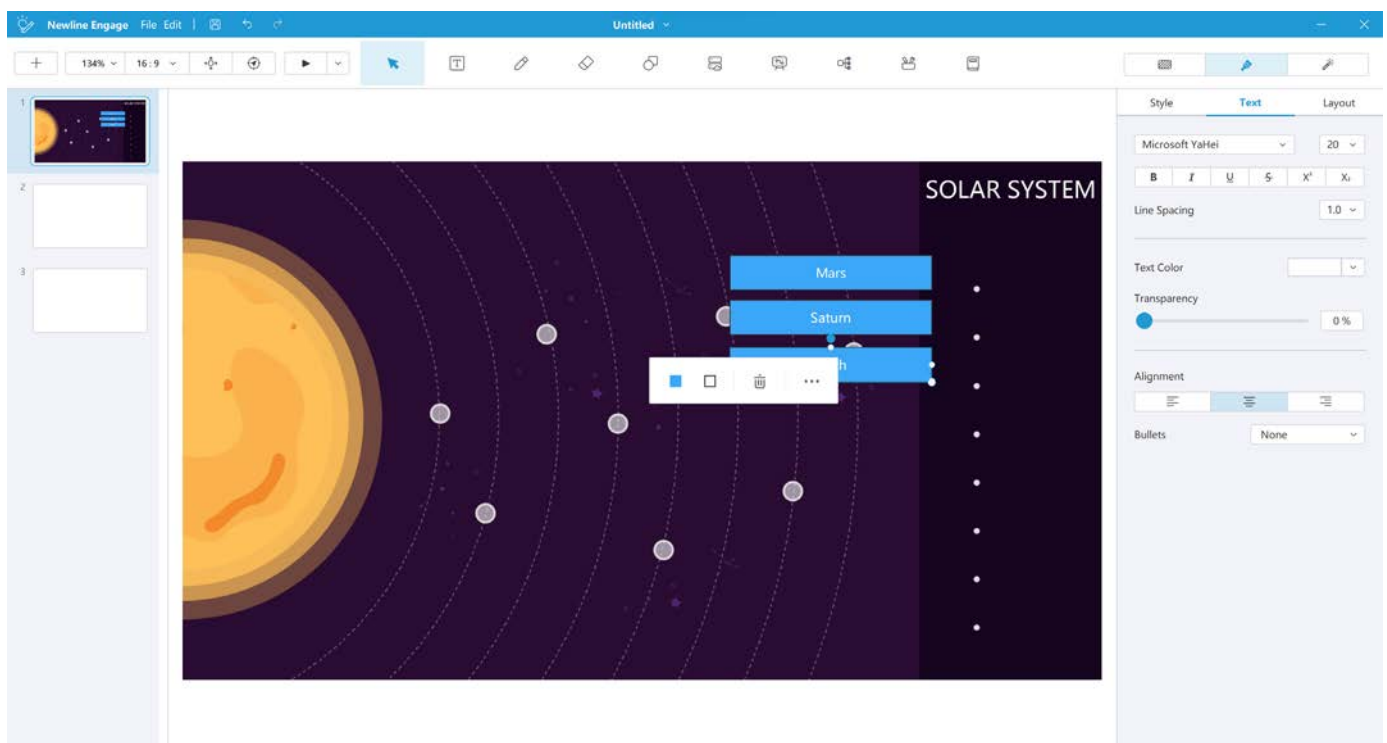
Select the shape required from the options available, the parameters for the shape can be customised using the Style tab on the right hand side of the screen.



Shape tool icon



You can also add text into any shape by clicking on the shape and starting to type below you can see we have now created labels for the planets



3.4 Adding images to the canvas

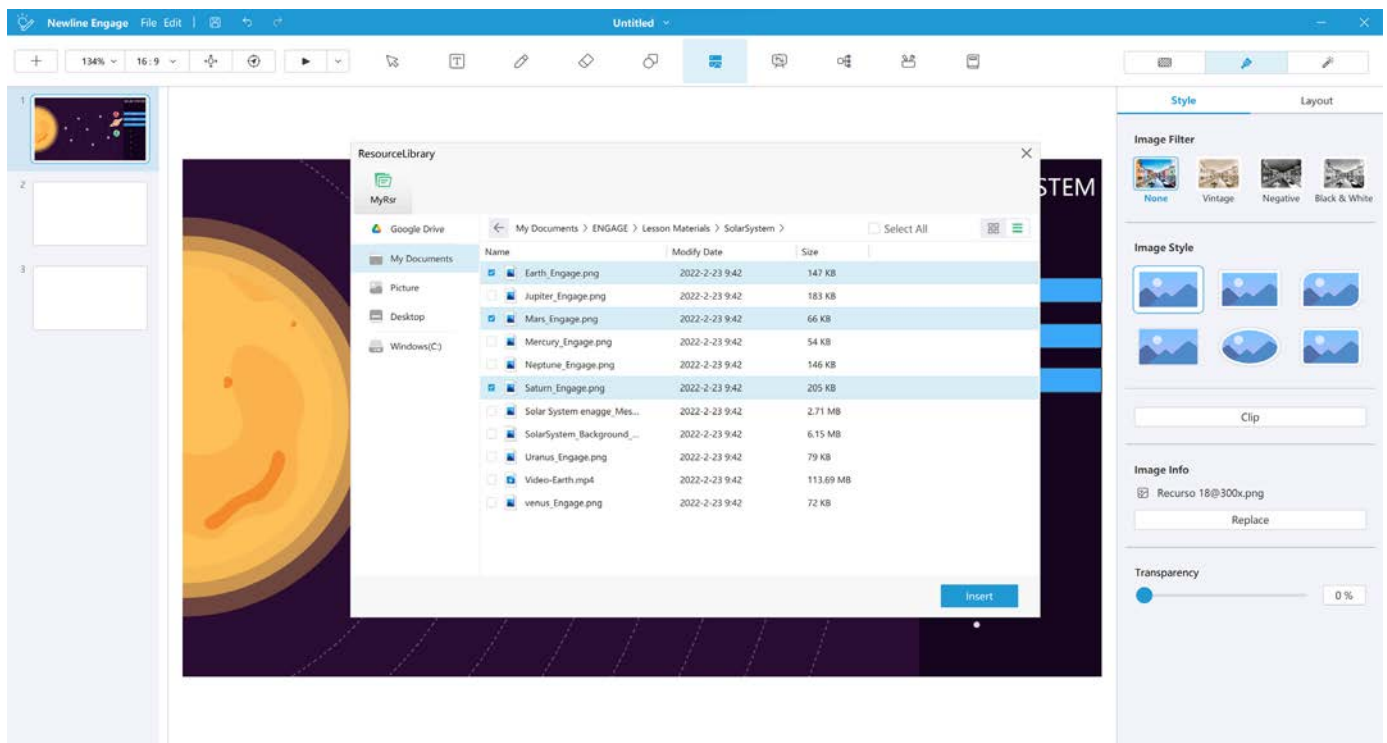
Select the resource icon from the main toolbar and select the images you would like to insert.



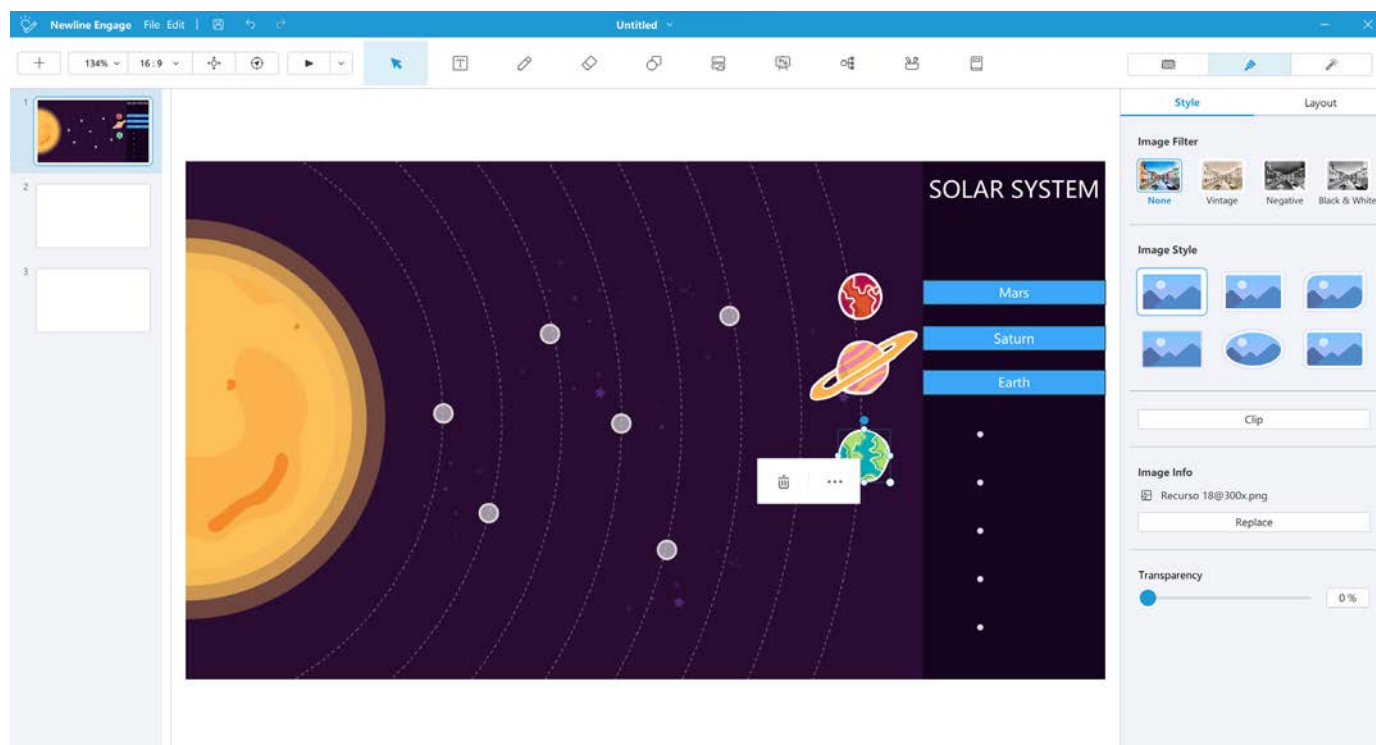
Resource tool icon



File formats supported



These are then added to the whiteboard canvas and can be moved and resized with the mouse image styles and filters can be added from the right hand style tab.



3.5 Adding video to the whiteboard canvas

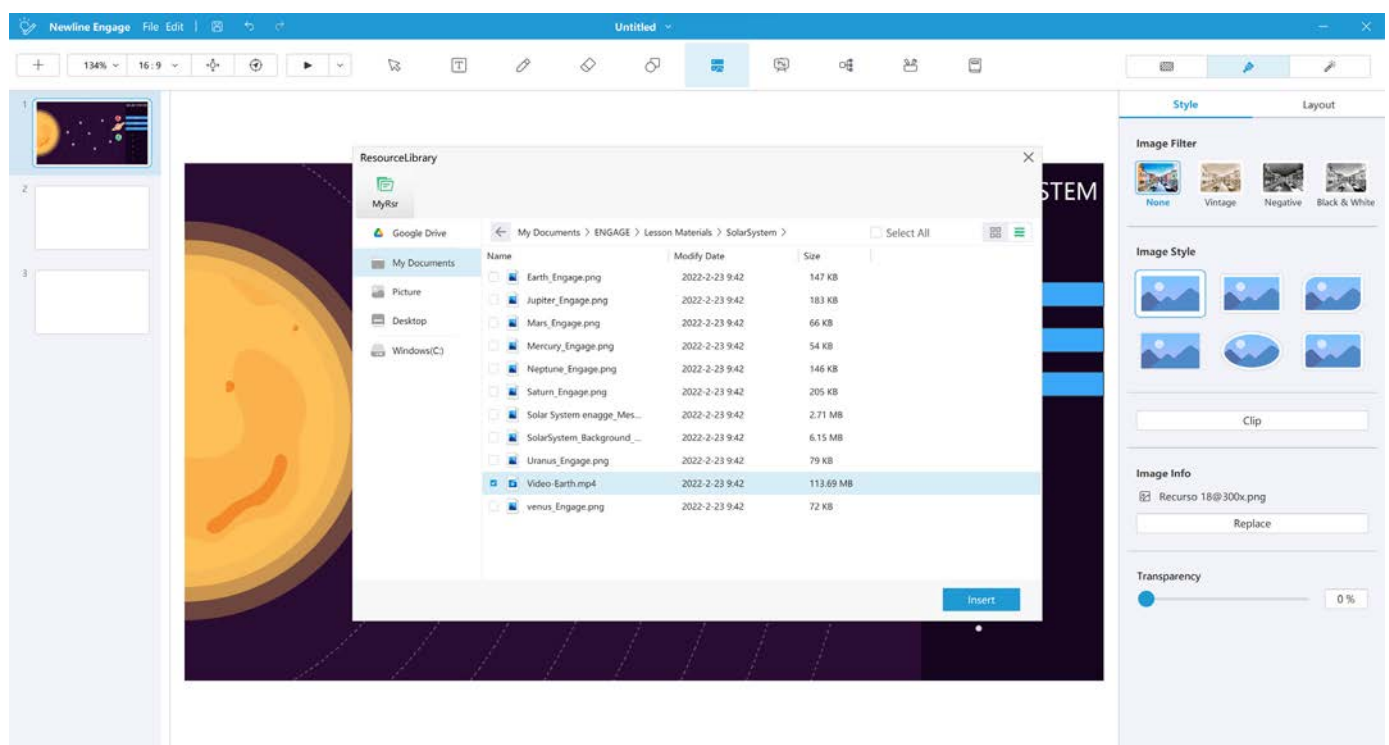
Select the resource icon from the main tool-bar and select the video you would like to insert the following formats are supported.



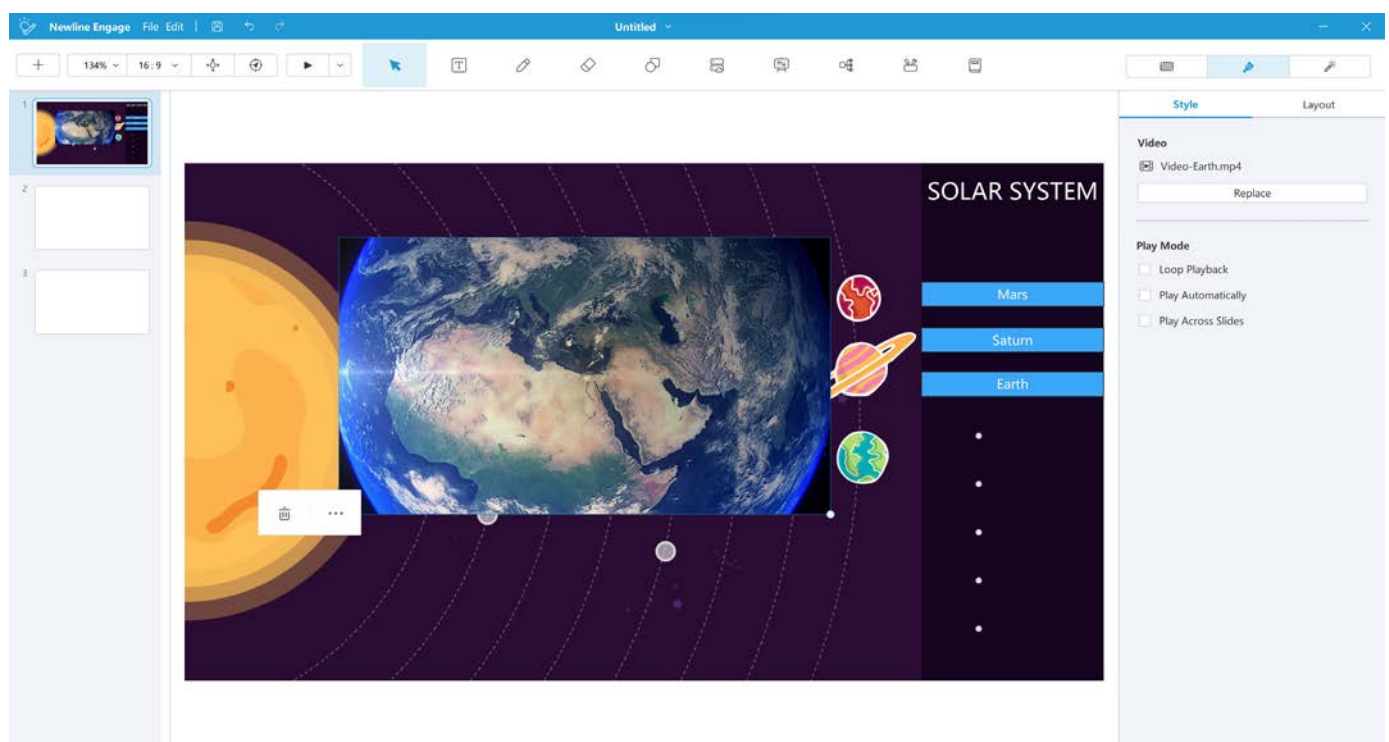
Resource tool icon



File formats supported

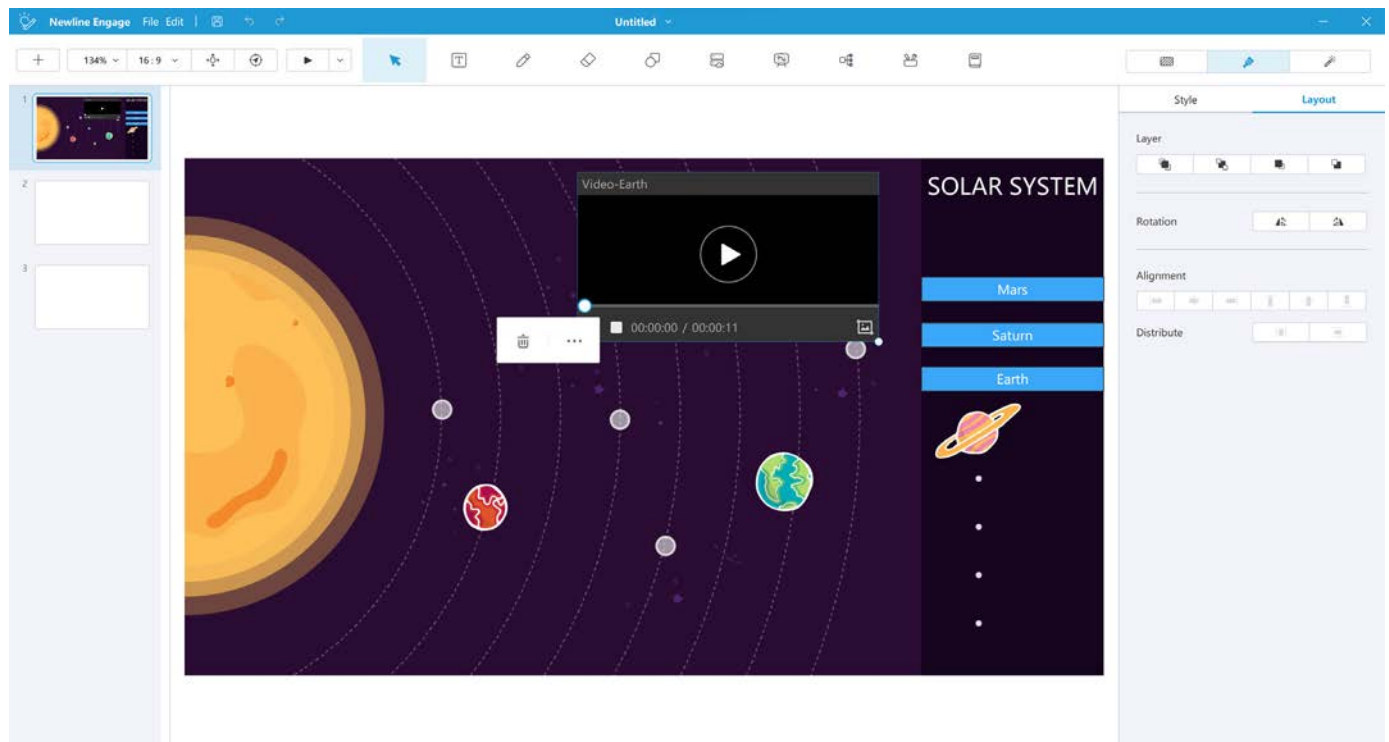


The video will be inserted onto the canvas, playback options can be selected in the style tab.

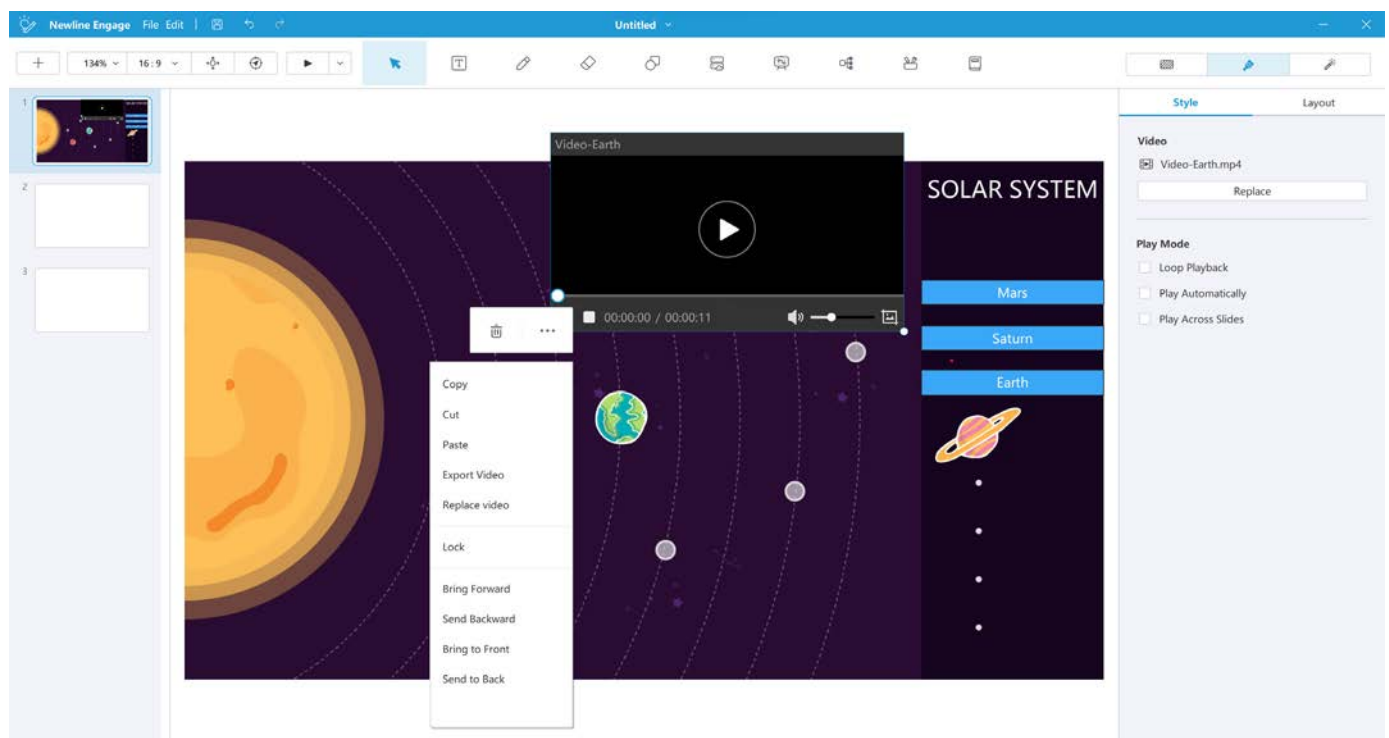


3.6 Arranging objects on the stage

Objects on the stage can be moved around, and resized using the mouse, the ordering and alignment of objects can be manipulated using the Layout tab on the right hand of the canvas.



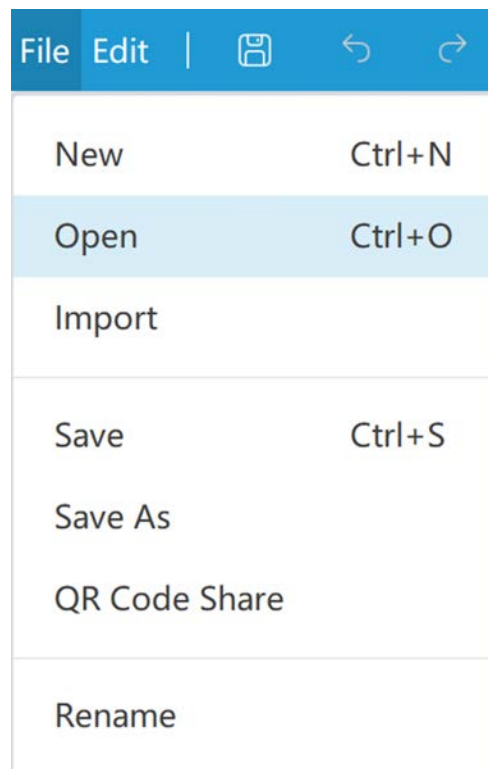
Or by right clicking on the object or selecting the 3 edit dots on the object.



4. OPENING AND SAVING YOUR FILES

4.1 Opening Newline Engage files

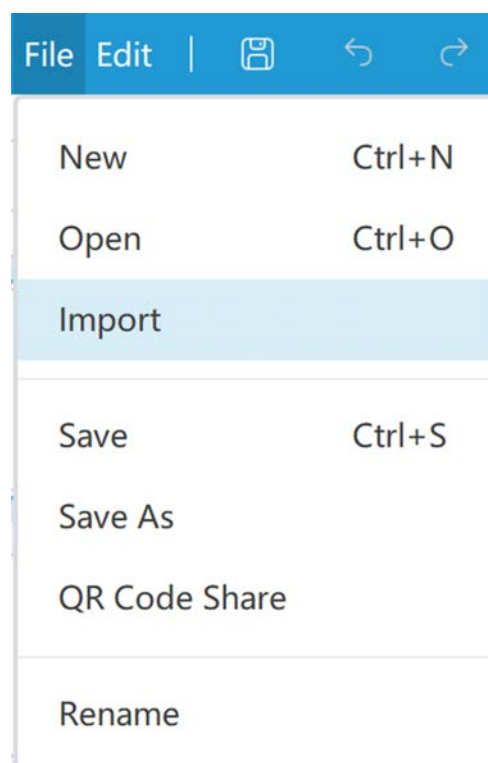
Select the "File" menu command and then select "Open" you can then navigate to where your files are stored and open them from here, the newline file format is called .hhtx this also means you can bring in files from the Android whiteboard app included with your panel.



4.2 Importing other file formats

Newline engage supports the direct import of a wide variety of file formats to make it easy for you to work with your existing lesson resources,

- .ppt and .pptx** - Microsoft PowerPoint files
- .iwb** - interactive white board the common file format for all whiteboard software
- .notebook** - smart notebook
- .flipchart** - promethean flipcharts
- .pdf** - adobe pdf files



4.3 Saving your lesson

Newline engage allows you to save your content in the following formats, select the save icon or the "Save" option in the "File" menu.



Save icon



Courseware - .hhtx the native format for newline engage



PDF - .pdf the Adobe acrobat file format



PNG - .PNG image file

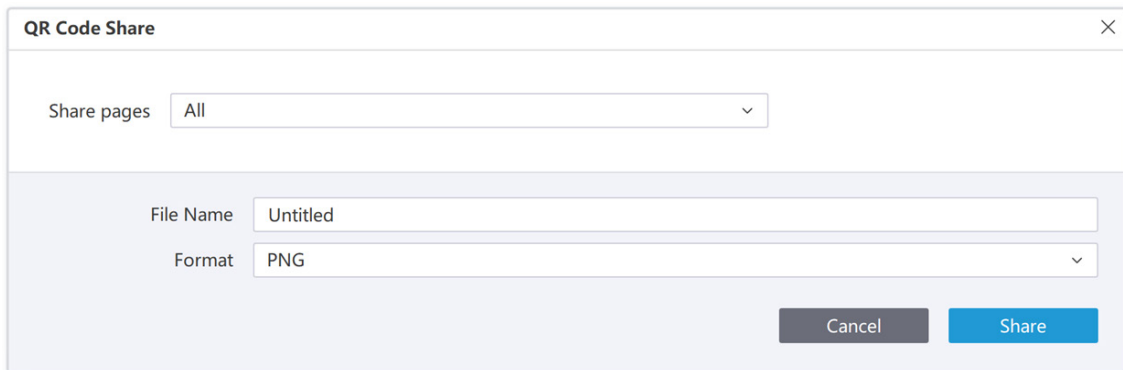


IWB - .IWB the internationally recognised common file format for whiteboards

5. SHARING YOUR LESSON

Newline engage also supports the quick sharing of files using a QR code to allow them to be directly and quickly saved to a mobile device.

Selecting the QR code option will allow you to select which pages you want to share as well as the format you want to share them in, options include .PNG (Image File) .JPEG (Image File) .PDF (Adobe acrobat).



The 'QR Code Share' dialog box features a title bar with a close button. It contains a 'Share pages' dropdown menu set to 'All'. Below this, there are two input fields: 'File Name' with the text 'Untitled' and 'Format' with a dropdown menu set to 'PNG'. At the bottom right, there are two buttons: 'Cancel' and 'Share'.

After selecting the format required a QR code will be displayed which can be scanned to download the file directly to your mobile device.



6. MAIN TOOLBAR /PREPARATION MODE

6.1 Add Page

This adds a blank page to the whiteboard canvas, pages can be moved up and down in the page sorter by selecting and dragging them.



Add page tool

6.2 Zoom

This allows you to zoom in or out of the canvas this is useful when the canvas has grown in size and you want to view everything on one page.



Zoom tool

6.3 Screen Format

This allows you to select the screen format this could be useful if you want to display your content in a format, options are 16:9 - 4:3 - 16:10.



Screen Format tool

6.4 Move

This allows you to move around the canvas and expand it from what is visible on the screen.



Move tool

6.5 Reset

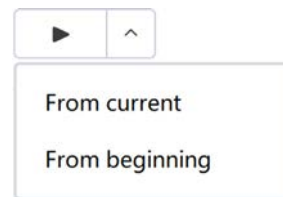
This resets the whiteboard canvas to its original starting position.



Reset tool

6.6 Start Presentation

This moves the display mode from preparation mode to presentation mode.



Start Presentation tool

6.7 Select Mode

This allows you to select and interact with menu and canvas objects.



Select tool

6.8 Pen Tools

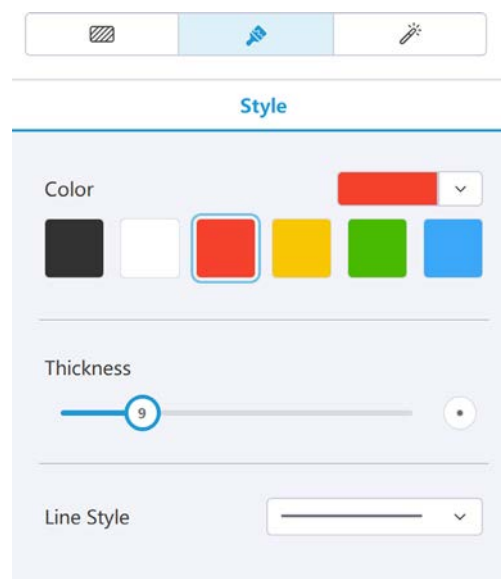
This allows you to ink on the whiteboard canvas with a variety of pens.



Pen tool

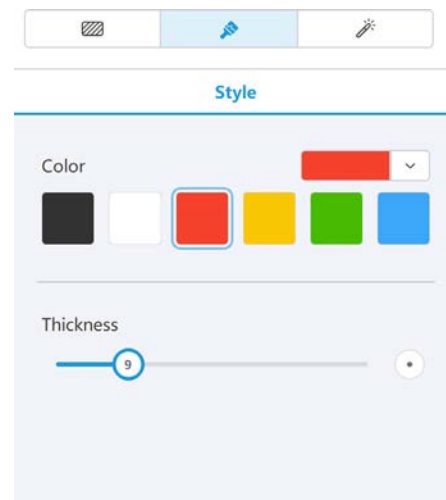
6.8.1 Standard pen

This allows you to move around the canvas and expand it from what is visible on the screen.



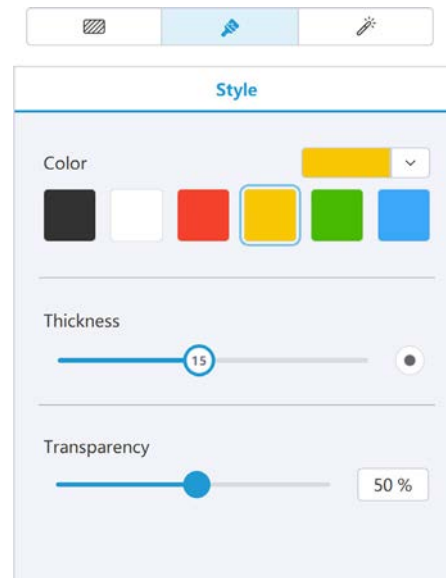
6.8.2 Shape pen

The shape pen will automatically turn hand drawn shapes into, lines, squares, circles, triangles offering option for colour and line thickness.



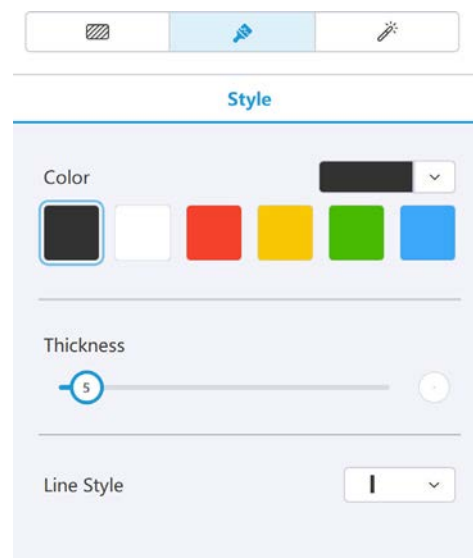
6.8.3 High lighter pen

Highlight text and images with this pen, offering options for colour, thickness and transparency.



6.8.4 Calligraphy pen

Stylised pen offering options for, colour, thickness and line style to create a calligraphic effect.

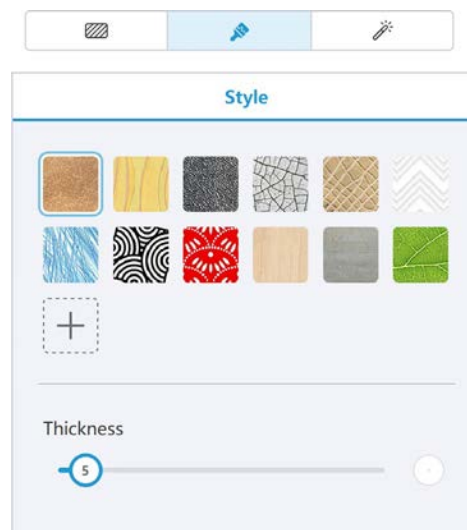


6.8.5 Pattern pen

Allows you to draw with with a pattern, offering options of some preset patterns and the ability to add your own images, supports the following formats.

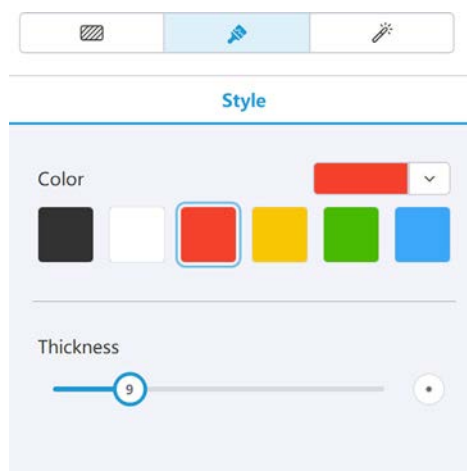
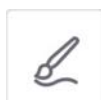


Format Image Files(*.bmp *.cur *.dib *.ico *.gif *.jpg *.jpeg *.jpe *.jfif *.png) ▾



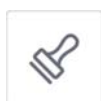
6.8.6 Paint brush

This pen makes your ink look like its been painted on the canvas, offering options for colour and thickness.

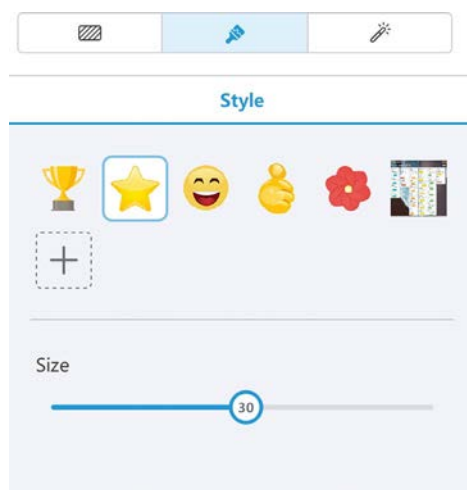


6.8.7 Stamp

Offers the ability to stamp images / emojis onto the canvas, offering options for pre-set images and the ability to add your own images, supports the following formats.

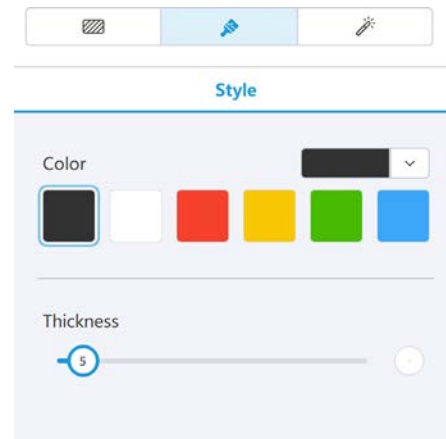


Format Image Files(*.bmp *.cur *.dib *.ico *.gif *.jpg *.jpeg *.jpe *.jfif *.png) ▾



6.8.8 Chalk

Simulates chalk on a blackboard effect, offering options for colour and chalk thickness.



6.8.9 Handwriting recognition

Converts hand written ink into text, offering options for colour, font, and transfer times, supports the following languages. English, French, Dutch, Spanish, Japanese, Korean and Chinese.



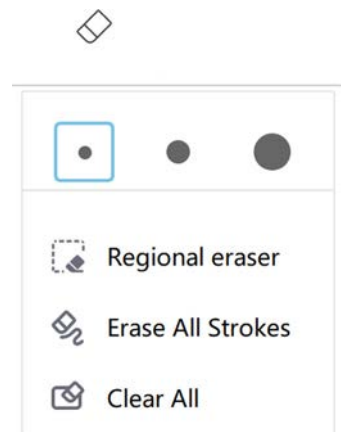
6.8.10 Laser ink pen / Only available in presentation mode

Offers the ability for the pen drawn ink to flash, offering options for colour, and blink time.



6.9 Eraser tool

This tool is used to erase any ink drawn on the whiteboard canvas, you can adjust the size of the eraser, erase only a certain region on the screen, erase all ink on the page, or clear all the page contents.



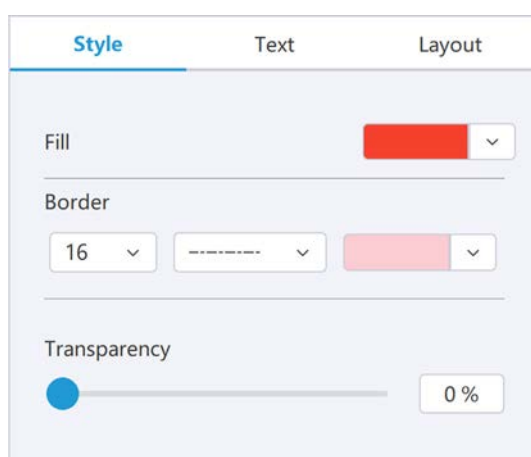
Eraser tool

6.10 Shape tool

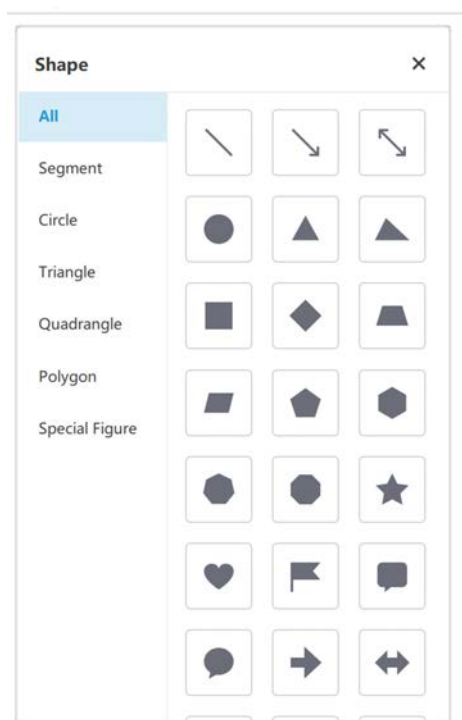
The shape tool allows you to add a wide selection of lines and shapes quickly to the whiteboard canvas, you are able to adjust shape colour, border colour, border style, border width, and shape transparency after the object has been added to the canvas, you can also add text into a shape.

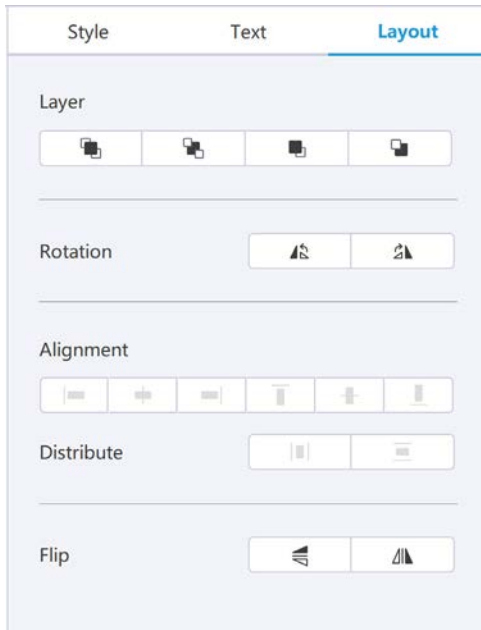


Shape tool

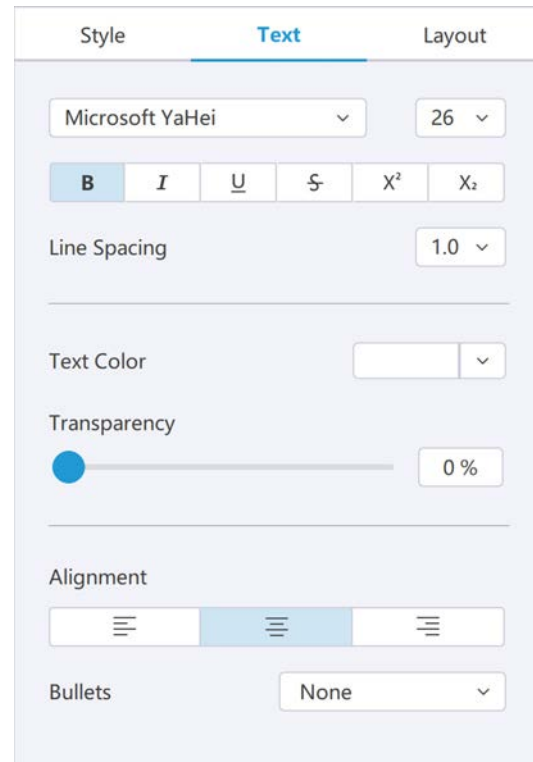


Shape style options





Shape style options



Shape text options

6.11 Resource

Select this icon to browser your local desktop, google drive, and then select the source and resource you want to add to the whiteboard canvas.



Resource tool icon

Please note

Documents added to the whiteboard from the resource icon will be added to the document as a link this allows you to add any document type to the whiteboard the application the documents were created in will be launched when the documents are clicked on.

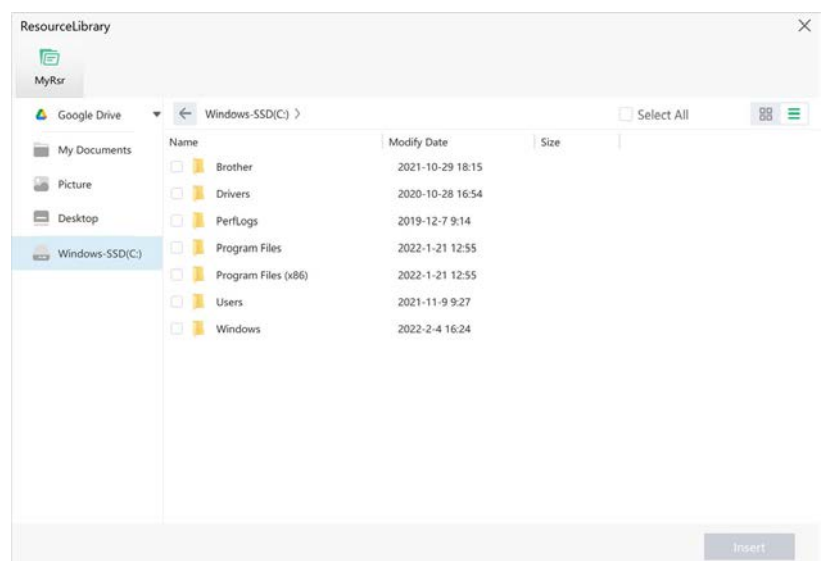




Image formats supported



Video formats supported

6.12 Interactive templates

This allows you to add a wide range of interactive activities into your lesson.



Activity
? ×

Matching
 Classify
 GapFilling
 Competition
 FlipCard
 Sentence
 True or False
 Comparison

Happy Farm

Cruise Terminal

Grassland Scenery

Ants Moving

Sunny Beach

Wizard Paradise

Foundation

Reagent Space

Intelligence

Submarine Exploration

Sea and Sky

Ice and Snow

Apply

Once selected enter the relevant information required for the activity below is an example of the matching activity.

Activity

< Back

Matching

6/7

Puppy	Dog
Kitten	Cat
Chick	Chicken
Duckling	Duck
Calf	Cow
Foal	Horse
Input drag element	Input pairing element

Timer on ☐ ?

Done

When entered the activity will be placed on the whiteboard canvas

Newline Engage

File Edit

Untitled

+

134%

16:9

+

+

+

▶

⏮

⏪

⏩

⏭

🖱

🖋

🔍

🔄

🗑

📎

🗨

👤

📄

🔧

🎨

🖌

1

2

3

4

🗑

...

Kitten

Duckling

Puppy

Foal

Chick

Calf

Cow

Chicken

Horse

Dog

Duck

Cat

Activity

Template

🏠

🌳

🏖

🏙

🏡

🏢

🏛

🏗

🏘

🏚

🏜

🏞

🏟

🏠

🌳

🏖

🏙

🏡

🏢

🏛

🏗

🏘

🏚

🏜

🏞

🏟

Project

🖼

Image Library

Custom Picture

Fill with Pure Color

Play Sound

Edit Activity

www.newline-interactive.com/eu/

You are able to customise this further using the right hand side panel, please note the activity can only be played in the presentation mode.



In this matching activity example drag the answer to the correct answer



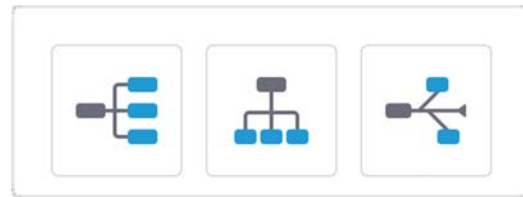
6.13 Concept mapping

Easily add concept mapping diagrams into your canvas, these can be prepopulated but can be added to on the fly during the lesson.

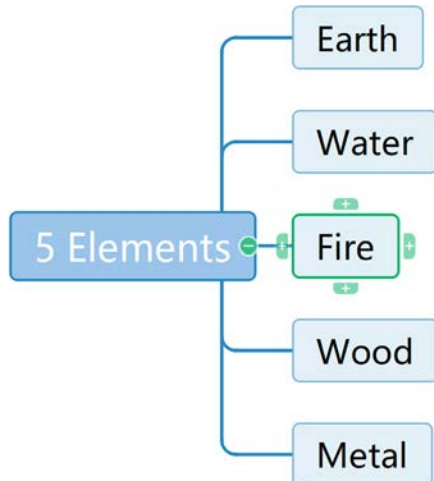


Concept mapping icon

There are several types available



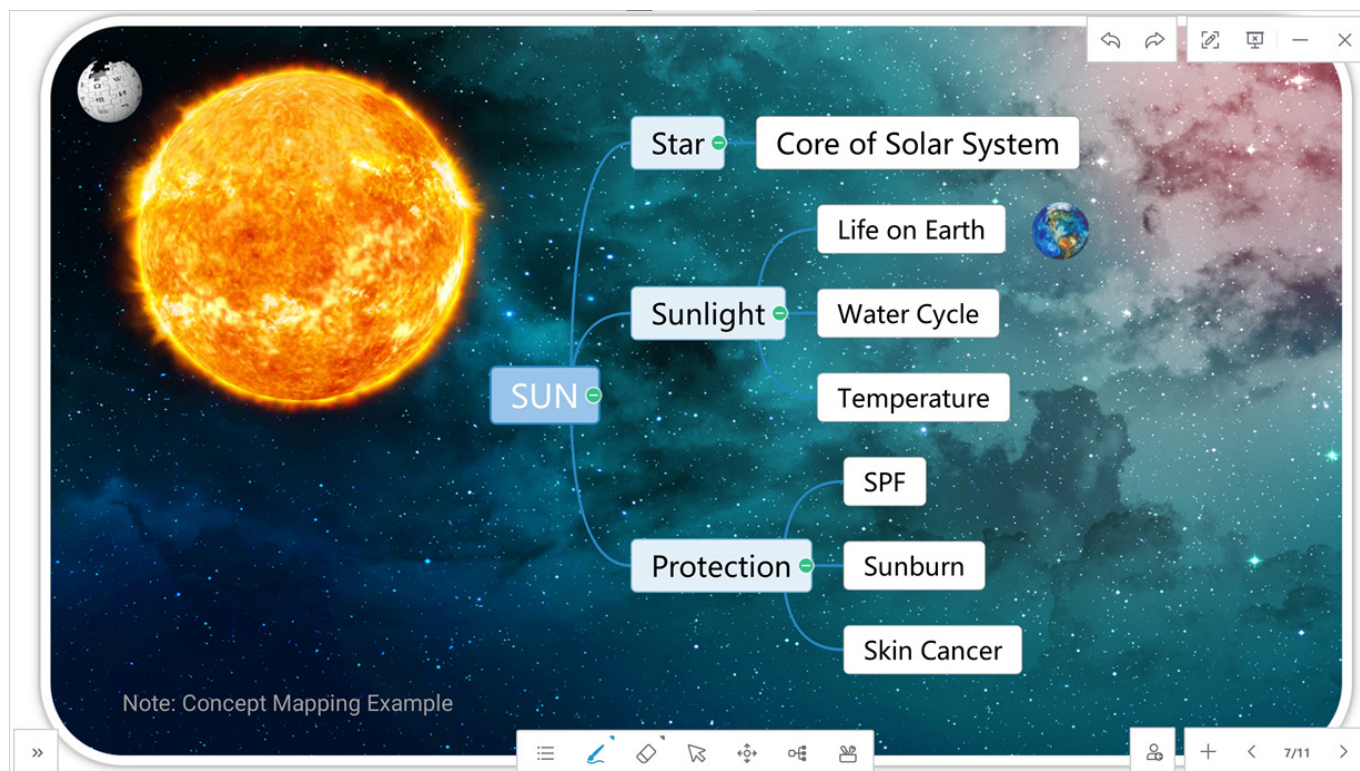
Once selected you can enter text details into the concept map as well as add new topics



Other options for the concept map are shown in left hand formatting panel



Example of finished activity in presentation mode



6.14 Other Whiteboard Tools

A number of other tools are available in the software these can be launched from the tools icon.



Tools icon

6.14.1 Print Screen

Enables the teacher to grab an image of what is happening on the whiteboard canvas either as a full screen or a partial screen capture and then save the image back to the canvas or to the desktop



Print Screen tool

6.14.2 Record

Allows you to record the lesson and then edit and playback later



Record tool

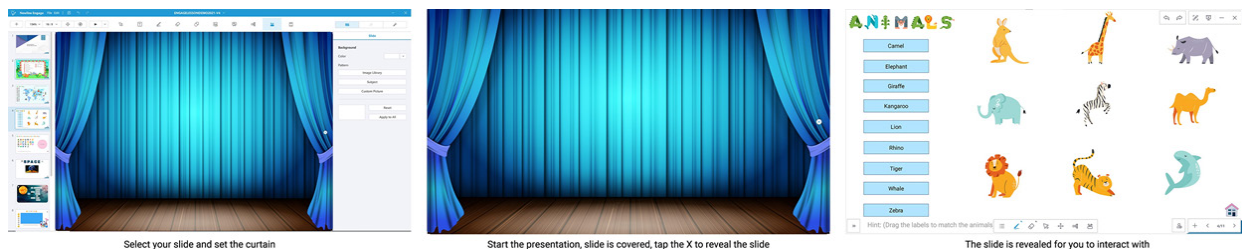
6.14.3 Curtain

This creates a curtain that covers the whiteboard canvas content underneath can be revealed by tapping the "x" on the screen.



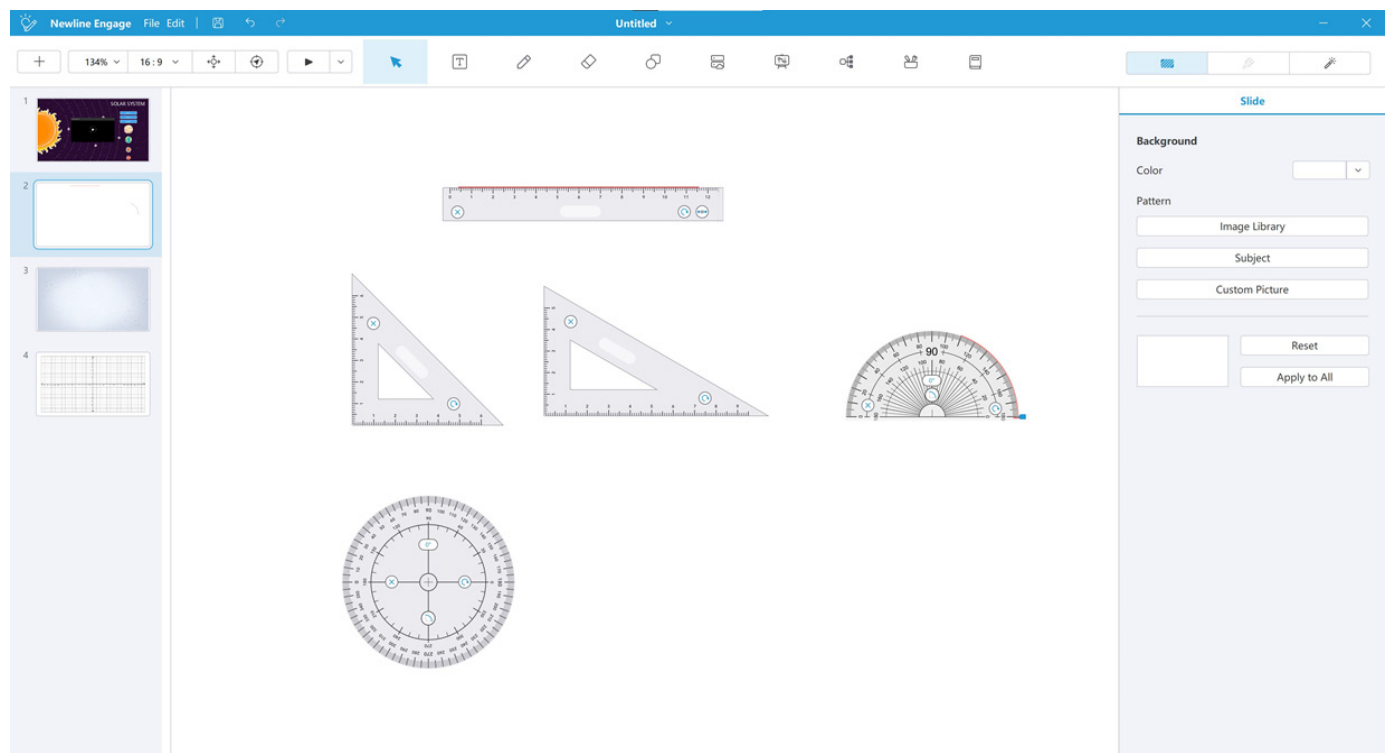
Curtain tool

The example below shows how you could use this in a lesson by adding the curtain to your slide in presentation mode so when you start the screen is covered by a curtain.



6.14.4 Ruler / Set Squares / Protractors

Provides a number of interactive tools that can be used on the whiteboard canvas.

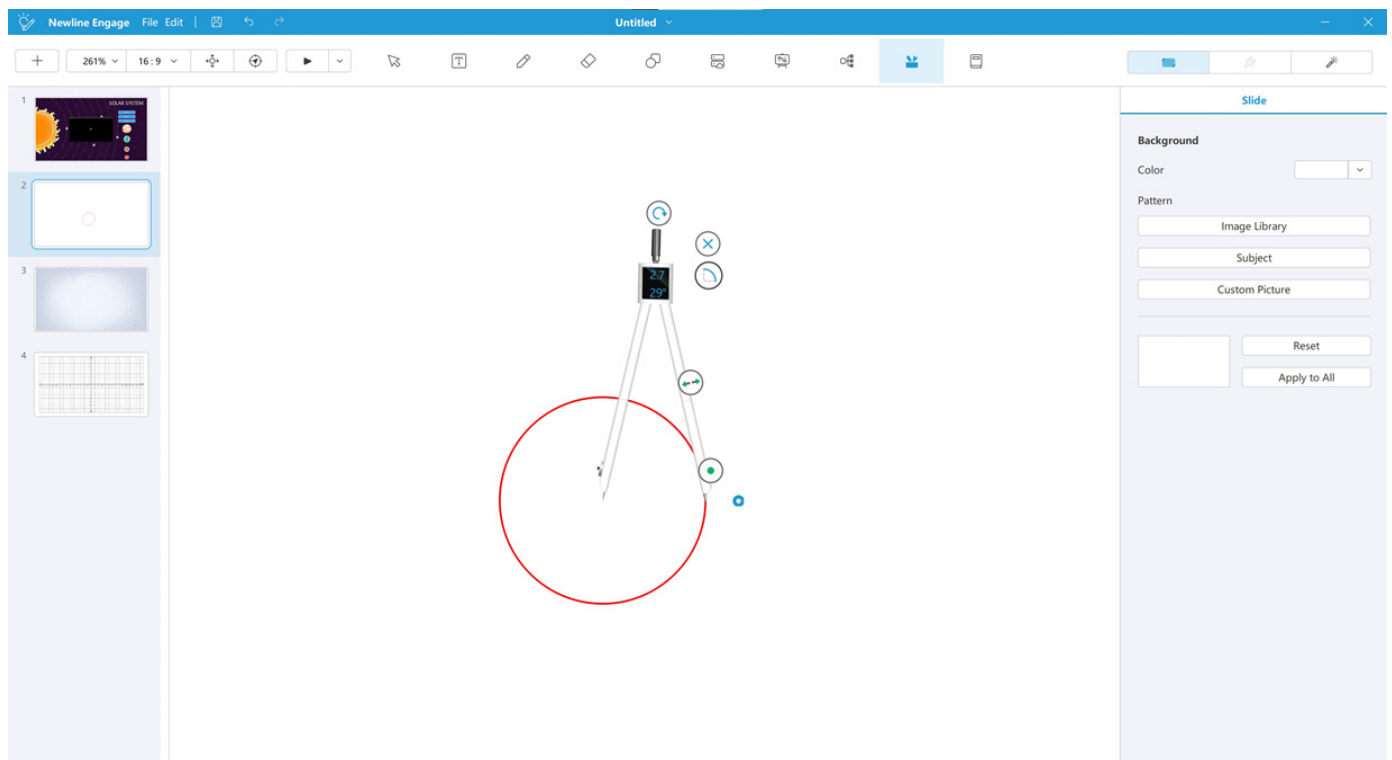


6.14.5 Compass

An interactive compass which can be placed on the canvas and used to draw circles and explain angles.

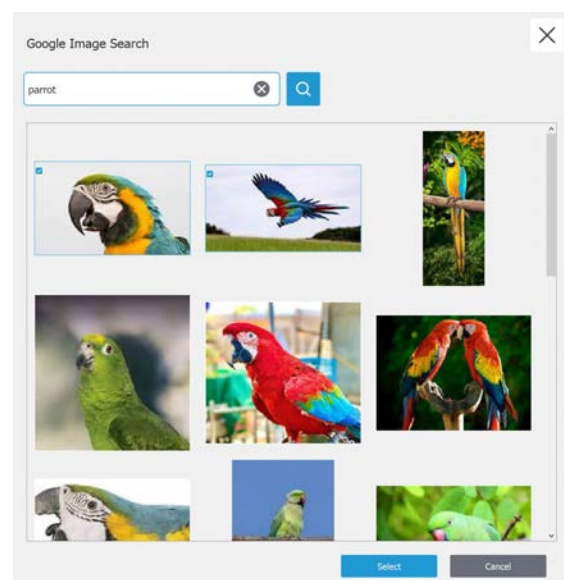


Compass tool



6.14.6 Google image search

Goggle images search allows you to search for images to add to the canvas.



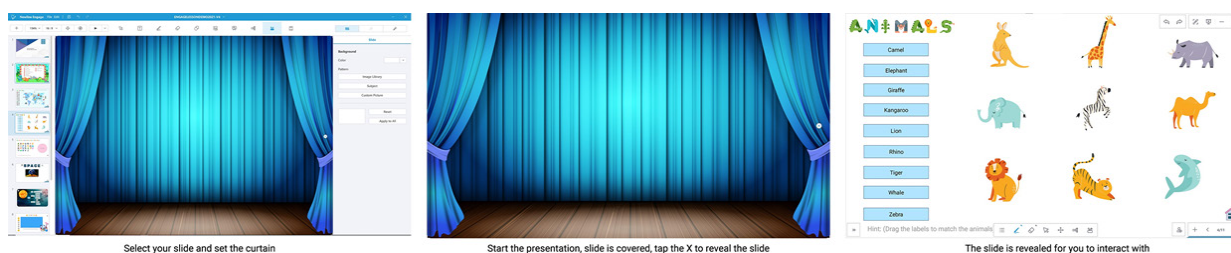
6.14.3 Curtain

This creates a curtain that covers the whiteboard canvas content underneath can be revealed by tapping the "x" on the screen.



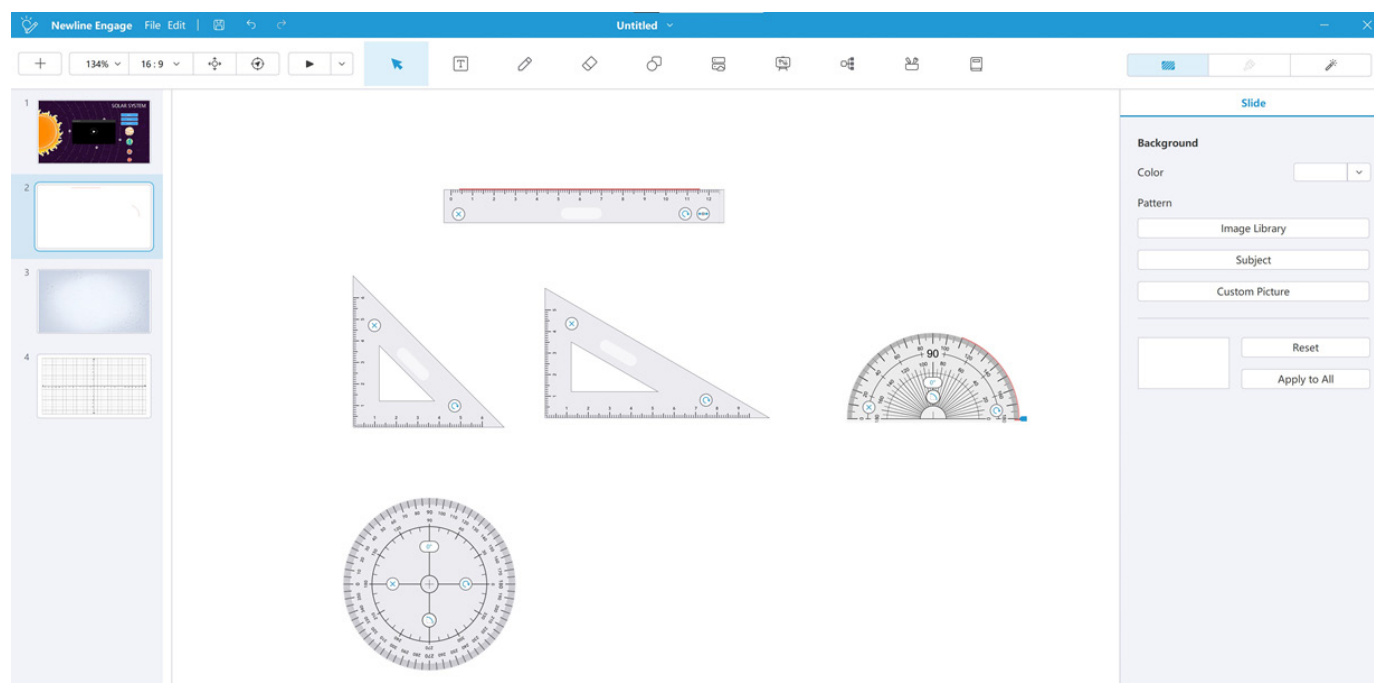
Curtain tool

The example below shows how you could use this in a lesson by adding the curtain to your slide in presentation mode so when you start the screen is covered by a curtain.



6.14.4 Ruler / Set Squares / Protractors

Provides a number of interactive tools that can be used on the whiteboard canvas.



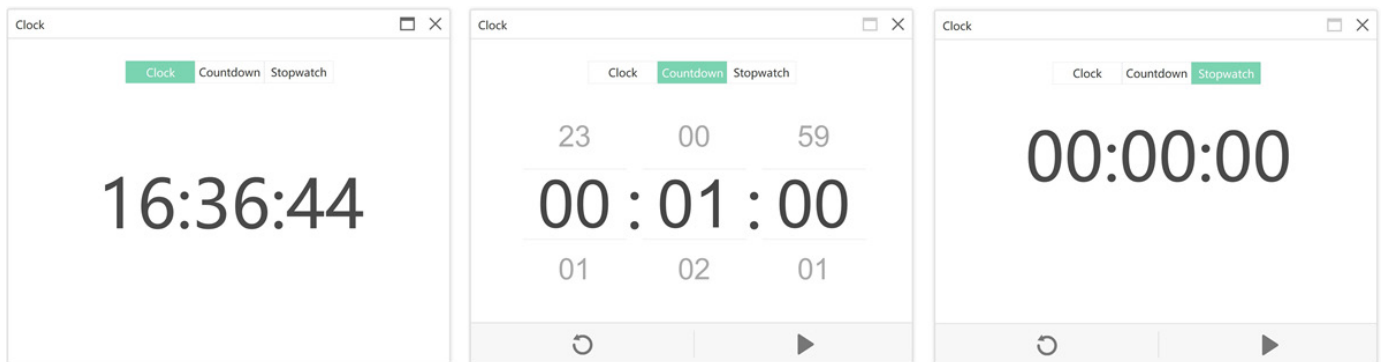
6.15 Some additional tools available in presentation mode

6.15.1 Clock

This tool gives you the options for 3 clock types, time, countdown, stopwatch these sit over the whiteboard.



Clock tool



In the example below a clock has been added to the canvas

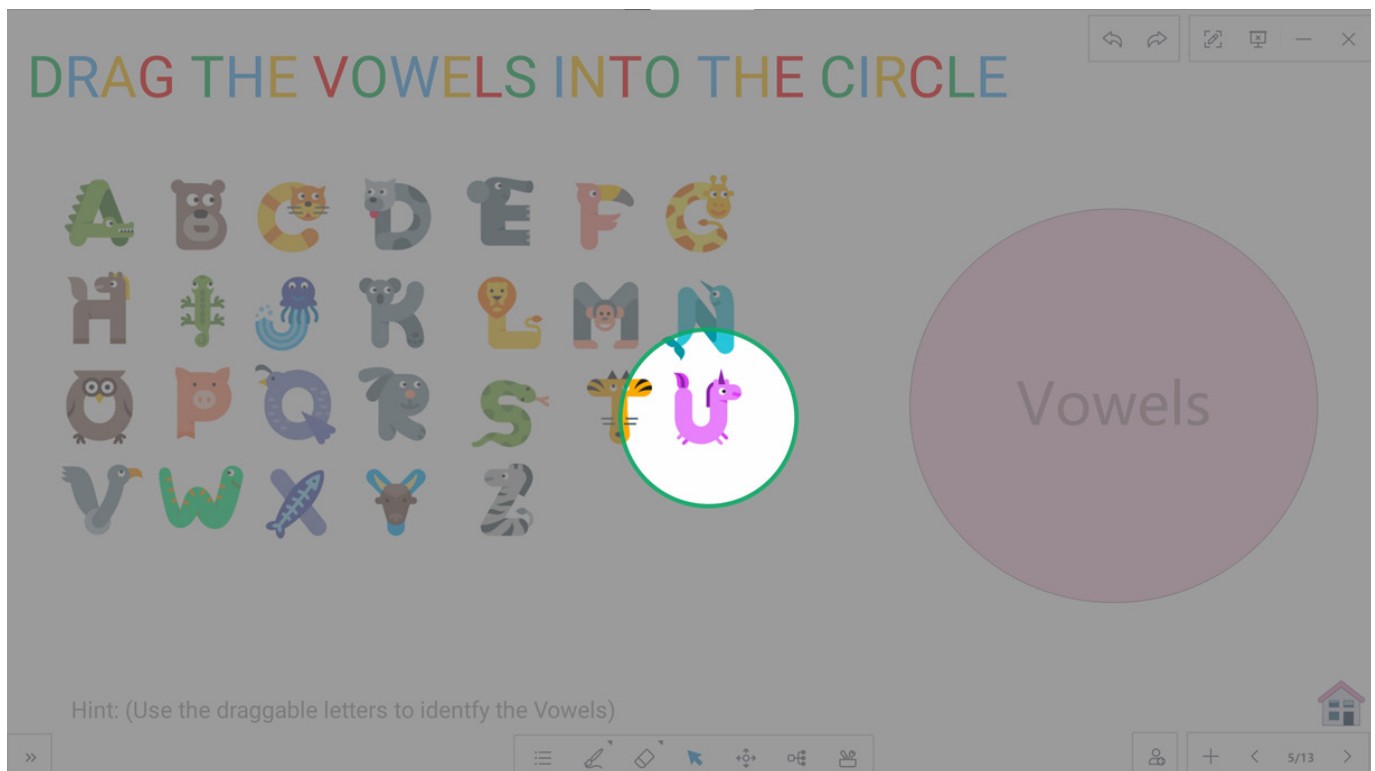


6.15.2 Spotlight

The spotlight tool can be very useful for highlighting content on the screen, when launched you have options to make the highlighted section darker or lighter, change the size of the spotlight and change the shape from circle to square.



Spotlight tool

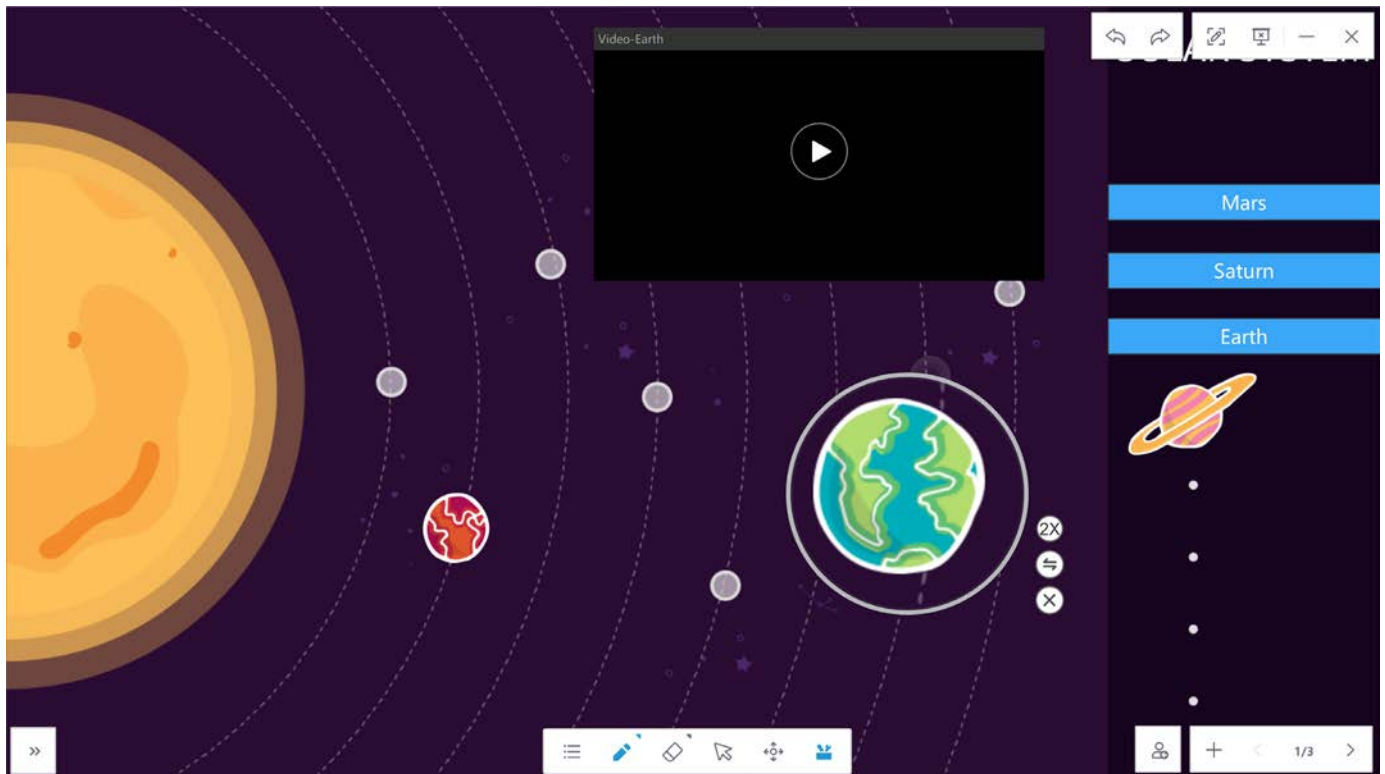


6.15.3 Magnifier

This handy tool allows you to zoom in on a section of the canvas to look into objects in more detail.



Magnifier tool



6.15.4 Subject specific content

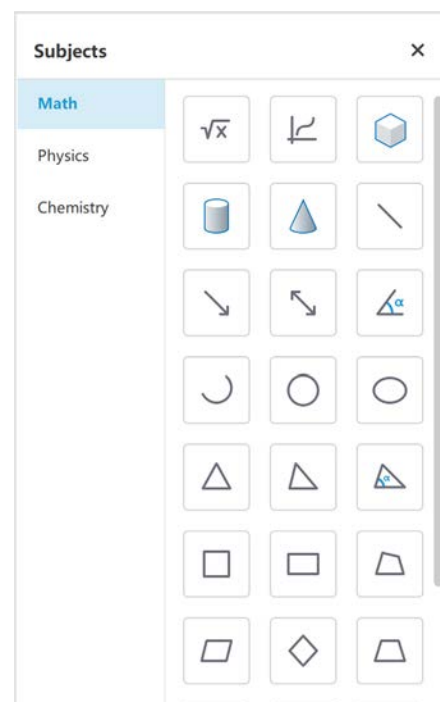
Newline Engage contains a wide resource of subject specific content that is easy to add to your whiteboard canvas over 130 pieces of content is available.



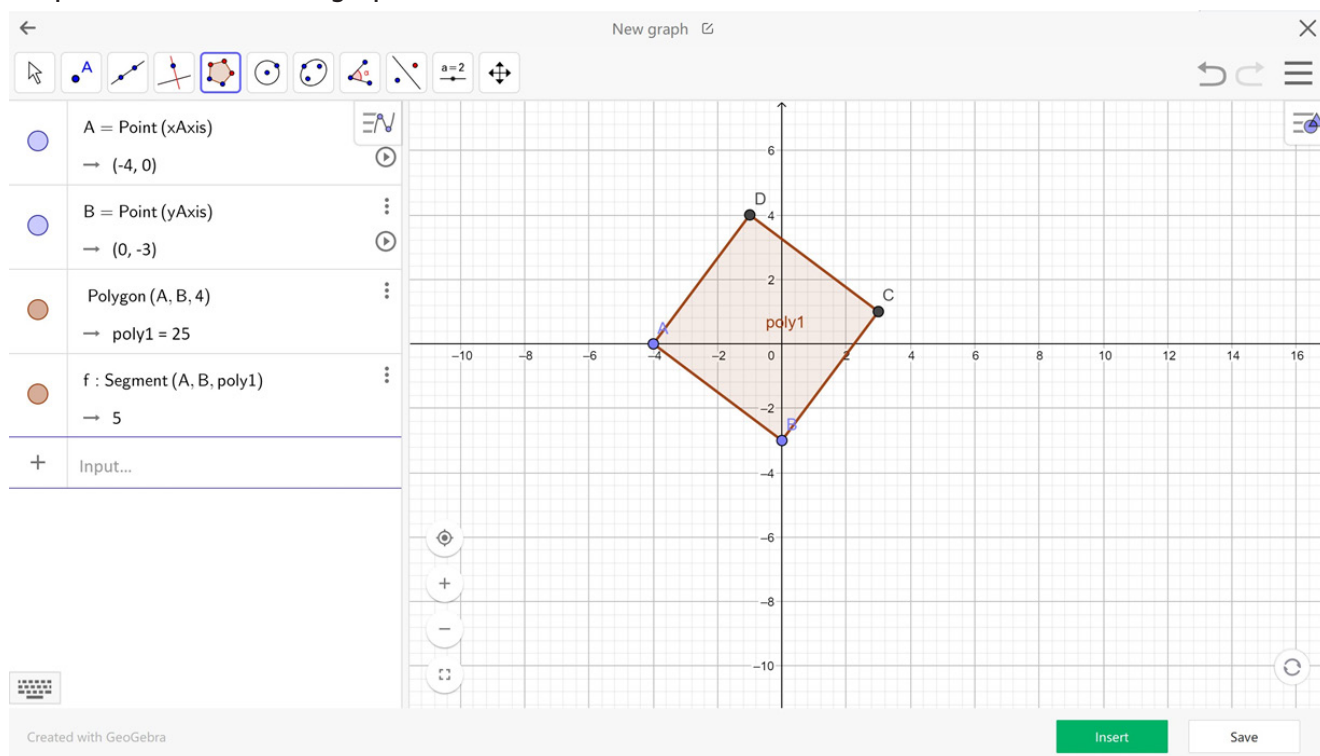
Subjects icon

Maths

A wide range of maths symbols and shapes, as well as an interactive equation editor and interactive graphing tool.

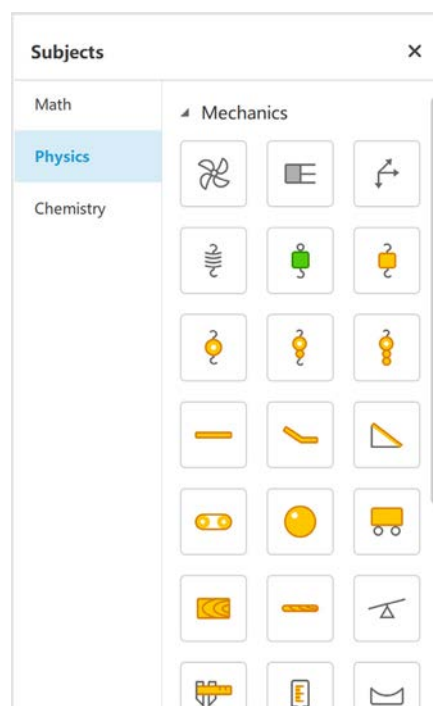


Example of the interactive graphic tool



Physics

A wide range of physics symbols and shapes some of which can be interacted to change properties such as levels of liquid in a container.



7. ADDING LINKS TO AN OBJECT /PREPARATION MODE

By right clicking on an object or clicking on the object and selecting the 3 edit dots you are able to create the following links that are opened when the the object is selected in presentation mode.

7.1 Files

This allows you to link to a file saved on the teachers laptop or desktop the file will open when the object is clicked on.

Documents:

Any document file can be linked to, the application the document was created in will launch when selected.

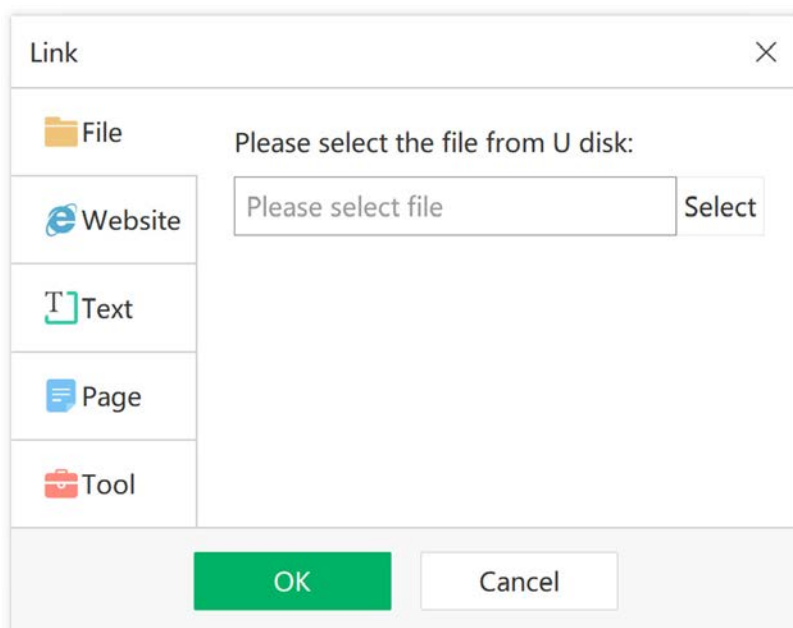


Image formats supported



Video formats supported



Audio formats supported

7.2 Website

This allows you to link to a file saved on the teachers laptop or desktop the file will open when the object is clicked on.

7.3 Text

Enter text to be displayed when the object is clicked on.

7.4 Page

Jump to a selected page in the whiteboard file when the object is clicked on.

7.5 Tool

Launch a whiteboard tool when the object is clicked on for example, spotlights or curtain to

8. COVER LAYER FOR OBJECTS /PREPARATION MODE

By right clicking on an object or clicking on the object and selecting the 3 edit dots you are able to add a cover for this object that can be erased using the eraser tool when in presentation mode, in the example below a cover layer is added to the label under the kangaroo which can then be gradually erased when the lesson is in presentation mode.



9. GOOGLE DRIVE LOGIN

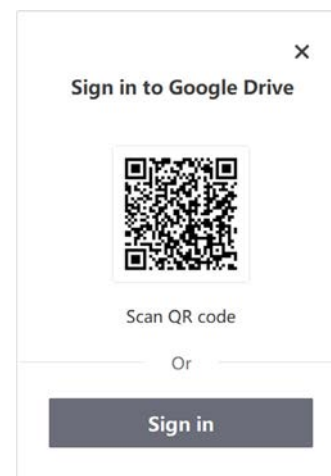
There are two methods of logging into your google drive to access resources.

9.1 QR Login - Presentation Mode

By selecting the account login icon in the bottom right hand corner.



You are given a QR code to scan with your phone or the option to manually login using the "sign in" menu option, this will give you access to files and resources on your Google drive

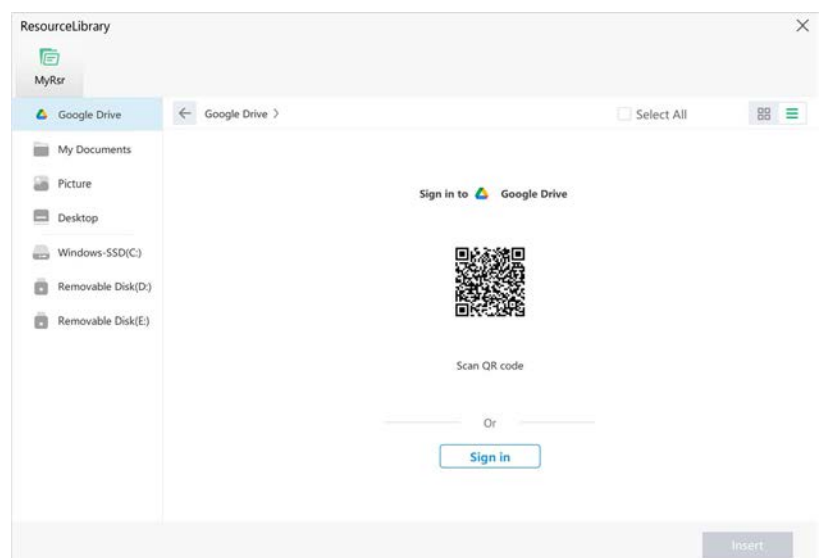


9.2 QR Login - Preparation Mode

You can access content on your google drive through the resources icon on the main menu toolbar.



This will give you the option to login via QR code or manually enter your login details.



When you have successfully logged in you will see a green tick mark and your google account details, you can then load whiteboard files and insert images and videos from your google drive.

