

Using the 'Mimio Interactive USB' Whiteboard

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This document is intended to help tutors in Devon ACL who wish to use the 'mimio Interactive USB' equipment and software with their learners. It is specifically aimed at tutors - both for use by them and by their learners in class.

Abbreviations used in this document: m = mimio; L = Left; R = Right

If you need additional information or advice about using the mimio equipment and software, please consult the full manufacturer's manual supplied on the CD that comes in the box.

Part 1: General

The 'Mimio Interactive' portable whiteboard is a device that unfolds and sticks on to the side of an ordinary whiteboard to allow it to be used as an interactive whiteboard. In mid 2009 Devon ACL bought a small number of these for use in teacher training and other curriculum areas.

1.1 To use the Mimio you will need:

- A laptop or PC;
- A data projector;
- The mimio device (called the 'xi-bar'), lead and mouse-pen.

Note that the laptop will need to be located fairly close to the whiteboard (so the mimio's lead will reach) and you may need an extension mains cable with double socket in order to power the laptop and data projector.

1.2 Before first use – install the software

If this is the first time that the laptop has been used for this, the mimio Studio software needs to be installed on it. To do so, insert the CD-ROM that comes with the mimio and follow the on-screen instructions. The process takes around 10 minutes. If the laptop is set to prevent software installation, you will need to contact the relevant person to have the software installed.

1.3 Connecting up – once the software has been installed

1. Start up the laptop and connect it to the data projector so that the screen image is displayed on the whiteboard (or on a light-coloured wall)
2. Unfold the mimio bar and plug one end of its cable into it
3. Attach the mimio bar to the board/wall so it is located just to the left of the upper part of the image, with the top of the mimio bar at the same height as the top of the image. (To attach to a whiteboard, use the suckers but wipe the board with a damp cloth first. To attach to a wall you may need a bit more ingenuity)
4. Plug the other end of the mimio cable into a USB port on the laptop
5. Press the 'Interactive' button on the mimio bar – the bottom one of the five
6. Follow the on-screen instructions telling you to tap each of the red crosses in turn. This allows the software to work out where the edges of the image are.

When you have finished using the mimio bar on the wall, simply unplug its lead from the laptop and pack the mimio away – there is no need to turn off the laptop first.

1.4 Starting the software

- You need the 'mimio Studio' software installed on your computer before you can make use of its features - see separate instructions.
- The **mimio Studio** software comprises:
 - mimio **Tools** - for interacting with the board;
 - mimio **Notebook** - for creating presentations for use in class;
 - mimio **Recorder** - for recording your on-screen activity so that it can be played back like a video, later on.
- Once the software has been installed, you can familiarise yourself with all the mimio Studio features using the computer without the mimio bar plugged in to it.
- **To start mimio Tools from the screen:** right-click the 'mimio Studio' icon on the taskbar (normally bottom R of screen), choose 'mimio Tools' then wait a short while - typically around 10 seconds. Note that if the 'mimio Studio' icon is not showing on the taskbar this means it is not currently running so you need to start it - eg by going to Start + All Programs + mimio Studio + mimio Tools (or double-clicking the mimio Tools icon on the desktop, if there is one).
- **To start mimio Tools using the mimio bar** - the one that goes on the wall - just press the top-most of the 5 buttons on the mimio bar itself.

1.5 General tips - Using

- a) Hold the mimio 'mouse' perpendicular to the board (ie pointing 'straight out').
- b) To minimize shadowing, hold the mimio mouse at arms length where possible.
- c) Most mimio facilities - for example turning on Screen Annotation mode - take a while to load up, typically **around 10 seconds**. Think ahead so that you can start the m facility slightly before you come to the point you actually need it. For example, click the Screen Annotation button, explain what you are going to do (which gives Markup time to load) then do it.
- d) Use a cable cover, mat, or similar item to cover the long USB cable so you or your learners don't catch it with your feet and fall over it - or pull the m bar off the board.

1.6 Particular tips when using mimio Tools

- e) Organise your computer screen so that the main application window (eg Internet Explorer) occupies most of the screen but with a space on the extreme L or R (depending on how you like to work) for the **m Tools** strip.
- f) The **m Tools** strip can be dragged around the screen by grabbing its title bar (at its top, to the left of the X). You can drag it wherever you want - and can even take it right down to the bottom till it is nearly out of sight, then drag it up again when necessary.
- g) Alternatively, you can minimize the **m Tools** strip by double-clicking the word 'mimio' near its top. It then shrinks but stays in the same position on screen. You can maximize it by double-clicking the word 'mimio' again.
- h) Or, you can close the **m Tools** strip (using the top X) when not using it, then open it again when you want (see 'To start mimio Tools' above) - but there is the 10 second delay in starting it up.

Part 2: Ways of using the mimio system

This part of the document starts off with the simplest way of using the system then gradually gets more complicated.

A. Use just as a 'board mouse' with your normal applications

This is the simplest way of using Mimio. Just use the Mimio 'mouse' at the board, instead of an ordinary mouse at the computer.

Using the m mouse:

- single click and double-click by tapping the m mouse onto the board;
- 'right-click': hold the m mouse just off the surface of the board at the required place and press the dipped button;
- 'hover' (eg to see what an icon means) hold the m mouse just off the surface of the board at the required place and press the raised button.

You can do this yourself and also get learners up to the board to do this too - eg on interactive materials or websites. Any typing can still be carried out at the computer (but see next section for on-screen keyboard).

If the m mouse doesn't seem to be working very well, try replacing its battery.

Rationale: Tutor doing this: allows presentation from the board rather than from behind a computer; more dynamic (pointing out things on the board with one hand then clicking them etc). Learners using the m mouse: active, change in activity, get up and move around, involvement, ownership of learning.

B. On-screen keyboard and Writing Pad

Using the On-screen keyboard (OSK) allows you to 'type' by tapping letters on the board. Similarly, the Writing Pad (WP) lets you hand-write on the board, then converts this to 'typed' text. Both OSK and WP can be useful for short pieces of text (eg web addresses or filling out simple answers). To access these:

1. Make sure the m Tools are showing
(see 'To start mimio Tools' in section 1.4 above).
2. Click 'Applications' icon (hammer-&-spanner).
3. Click Text Tools - then wait for a few seconds.
4. One of the text tools will eventually appear at bottom R - either OSK or WP.
5. If it's not the one that you want, right-click the m Text Tools icon on the task bar (normally at bottom R) and select the one that you want.
6. From now on you can close the OSK or WP whenever you want (using its top X) then re-open it by clicking the 'mimio Text Tools' icon on the task bar - this saves waiting time.
(If you want to swap from OSK to WP or vice versa you need to right-click the 'mimio Text Tools' icon instead.)
7. Once WP or the OSK has appeared, click where you want the text to go (eg in a 'short answer' box or the web-address line) then use the OSK or WP to input text.

Hints and Tips when using the OSK or WP

- The **OSK** has a Settings menu where you can change the way it appears.
- With the **OSK** it is difficult to distinguish between the comma and the full stop keys. The full-stop is actually the one at the end of the row of keys - to help, remember that 'a full stop always comes at the end of a line'
- The **WP** takes a little practice and is best used with 'joined-up' writing, doing one word at a time
- With **WP** you can correct existing text by wiping over it with the mouse (once it has appeared 'typed-up') and then using the WP to write in the correct word. The WP also has backspace, Enter, Tab and space buttons in it.

Rationale: Both OSK and WP allows the tutor to maintain focus on the board without going back to use the computer for typing. They also allow learners using the board to do so without interruption for typing at a computer keyboard.

C. Spotlight and Reveal

These help focus attention on particular parts of the board.
They also look good whilst being easy to use.

1. Make sure the m Tools are showing (see 'To start mimio Tools' in section 1.4 above).
2. Click the 'Applications' icon (hammer-&-spanner).
3. Click Spotlight or Reveal - then wait for 5-10 seconds for it to load.
4. For both Spotlight and Reveal:
 - a. to **change settings**, click the blue button (with lines on it) at top R - or right click anywhere in the grey area;
 - b. you can still **work normally** in the area revealed by either the Spotlight or Reveal - so can type, click etc
 - c. to **exit**, click the cross at top R (or right-click in grey area)

Spotlight special advice:

- drag the blue spotlight border in or out to change the size;
- move the mouse into the grey area (eg somewhere close to the border) then press in and drag the spotlight around;

Reveal special advice:

- move the mouse into the border at the top of the grey area then drag up or down;
- note that you cannot access the taskbar (at the bottom of the screen) when using Reveal.

Using buttons on the mimio bar itself - the one that goes on the wall:

- **Reveal**: press the **2nd up from bottom** ('maximize/minimize' button) to start, then press it again to exit.
- **Spotlight**: press the **3rd up from bottom** ('print button) to start, and again to exit.

Rationale: Spotlight allows the tutor to draw attention to one particular part of the screen. Reveal allows the tutor to reveal one point at a time in a list, again drawing attention to the current point. Learners can come up and drag the spotlight around to focus on what they think is the most important area etc.

D. Screen Annotation

In Screen Annotation mode, the screen is 'frozen' and you can then write and draw on top of it. When you come out of Screen Annotation and back to normal 'Mouse' mode, the annotated screen image is automatically saved.

To start screen annotation from the screen:

1. Make sure the m Tools are showing (see 'To start mimio Tools' in section 1.4 above).
2. Click the Screen Annotation button at the bottom R of the m Tools strip.
3. Wait for a few seconds.
4. When you see a green border round the screen image, you know that you are in Screen Annotation mode.

To **exit** screen annotation and return to normal mouse mode:

- click the 'Mouse' button at bottom L of the m Tools strip (this works immediately).

Alternatively, **to start/end screen annotation mode from the mimio bar** - on the wall:

- press the **2nd button down** (of the 5) to start it, then wait a few seconds
- press it again later to end and return to normal mouse mode.

To use screen annotation:

Click on the tool you want from the m Tools strip. These include (from top to bottom):

- Selection tool - for selecting a group of items once you have drawn them (eg so you can change their colour or delete them all in one go);
- Zoom - to zoom in or out (right-click to choose which, normal-click to do it)
- Pen - for writing and drawing freehand
- Highlighter - for wiping over text etc to highlight it
- Eraser - for erasing freehand writing and drawing
- Line - for drawing a straight line
- Rectangle and Elipse - for drawing those shapes
- Triangle - for drawing a triangle (or right-click to choose another shape eg a star)
- Text - creates a box to type text in to
- Import File - allows you to import an image from elsewhere in your computer filing system
- Screen Clipping - not activated in this mode (used in mimio Notebook)

There are also some **formatting options** below the tools:

- Line/fill colour - these only become active when appropriate eg when drawing a line or a shape. Click on the upper square, then the colour blocks below it, to specify line colour. Click the lower square to specify fill colour (for shapes).
- Thickness slider - drag this left or right to make for thinner or thicker line width. Also controls the 'width' of the eraser
- Colour blocks - use with line/fill colour mentioned above
- Custom colours - gives access to more shades and hues
- Transparency - controls how 'see-through' a colour is (works for shapes AND lines)

Finally there are some additional **buttons at the bottom of the strip**:

- Gallery Browser - starts up the Gallery Browser software (which takes a few seconds to load) and so allows you to insert pictures, interactive items (eg stopwatch, dice) or previous screen annotation images. See also section E below.
- Applications - various programs covered elsewhere in this document.

- 'Right-click' - this appears to have no effect in Screen Annotation mode.
- 'Interactive' - restarts the mimio bar (on the wall) & brings up the calibration crosses
- 'Mouse' - changes back to normal mouse mode - described elsewhere in this document.
- 'Screen Annotation' - loads up screen annotation mode - described elsewhere in this document.

Additional Information

- To find out what a particular tool does, hover over its icon (you can use the raised button on the mimio mouse for this).
- To delete a shape, line or other item, right-click it and choose 'Cut'
- To change the colour of an item: right-click the item then change the colours in the Tools strip. Instead of right-clicking, you can click the Selection tool (top left) and then click the item - you can change several in one go by drawing a box shape round all of them using the Selection tool.
- To put one item 'behind' another (eg text behind a semi-transparent shape instead of in front of it): right-click the item then choose 'Order' and 'Back'.
- Initially when you go into screen annotation mode, you can't access any of the tasks or icons on the taskbar (eg at the bottom of the screen) because they are 'frozen' as an image.
- However, if you start an Application (eg Gallery Browser button, or Applications button then Text Tools), this brings the taskbar back to life - but not the rest of the frozen image.
- **If you get stuck at any time**, right-click anywhere in the image screen and choose 'Exit' - this takes you out of Screen Annotation mode and back to normal Mouse mode.

Rationale: This allows you or your learners to add notes and comments, either simply or in with some sophistication. It can also be used to fill in part-completed worksheets etc. When you come out of Screen Annotation and back to normal 'Mouse' mode, the annotated screen image is automatically saved. You can come back to it later if you want to remind learners of something, or you can make the saved screen images available as handouts or downloads so learners can refer back to them.

E. Using saved Screen Annotation images

As explained in the previous section, when you come out of Screen Annotation and back to normal 'Mouse' mode, the annotated screen image is automatically saved on the computer for you. Later on, these annotated images can be:

- Printed out individually.
- Brought back to the screen using mimio Notebook - eg to remind learners of previous activities - then turned in to a presentation-style version of your lesson if you wish.
- Re-saved as 'JPEG' images and pasted into other files, uploaded to the Internet etc.
- Renamed, deleted, given keywords.

To find previous screen annotation images:

1. Make sure the m Tools are showing
(see 'To start mimio Tools' in section 1.4 above).
2. Click the Gallery Browser button towards the bottom L of the m Tools strip.
3. Wait a few seconds for the Gallery to appear over on the R.
4. In the Gallery, click 'Screen Annotations'.
5. The saved screen images are shown in date order - you may need to scroll up and down to find the one you want.

Basic Activities

- **To see a saved image in more detail:** right-click it, select 'Edit' and wait a few seconds. It should eventually appear, with a green border round it indicate that it is a saved image and not the current 'real' screen. You may need to minimize the Gallery itself to get a full view. You can also use m Tools at this point if you want to edit the screen. When finished looking/editing, right-click and select 'Close'. Then maximize the Gallery (by clicking it at bottom of screen) if you minimized it earlier.
- **To print an image:** right-click it and select 'Print'
- **To rename an image:** right-click it, select 'Properties', change the name & click OK. You can add 'keywords' using a similar method if you wish - they are useful in the Search facility
- **To delete an image:** right-click it and select 'Delete'.
To delete several in one go, hold down the Ctrl key and click each in turn then right-click and Delete.

More Advanced Activities

- To combine several saved images into a presentation-style version of your lesson: open mimio Notebook, drag each image into its own new page, save this. For details see section F below.

To use images in Word or other standard packages - or upload to the Internet

To do this you need to create a 'jpg' version of the image then insert this into the software you are using, or upload it, email it etc. (You CAN just copy images in as they are - but this creates all sorts of problems as the 'raw' images are very large - typically each is 10 Mbytes in size. The jpg versions are much smaller - typically 150 Kbytes). To create a 'jpg' version:

- Right-click the saved image in the Gallery and select Copy.
- Start up Paint - which comes 'free' with Windows (Start button + All Programs + Accessories + Paint).
- In Paint, click Edit + Paste.
- Straightaway click File + Save As and save the file with a meaningful name in JPEG format.

F. Preparing lessons using mimio Notebook

Mimio Notebook allows you to prepare, in advance, a number of 'screens' which you can then run through during class time - similar to PowerPoint but specifically aimed at use with the mimio software. Alternatively, you can start a blank mimio Notebook file at the start of a class session, use the tools to do things on the screen/board and capture what you do as you do it. This can be saved for learners (and you) to refer back to in future.

This section gives a basic overview only - **for details, see the full manufacturer's manual** supplied on the CD that comes in the Mimio box.

- **To start mimio Notebook:** right-click the the 'mimio Studio' icon on the taskbar (normally bottom R of screen), choose 'mimio Studio' then wait a short while - typically around 10 seconds. Note that if the 'mimio Studio' icon is not showing on the taskbar this means it is not currently running so you need to start it - eg by going to Start + All Programs + mimio Studio + mimio Notebook (or double-clicking the mimio Notebook icon on the desktop, if there is one).
- When it starts, you are given a single **blank 'page'** on screen. You can compose text, shapes etc using the mimio Tools strip in the same way as detailed in Section D, above.
- You can also **use ready-made items from the Gallery** - click the Gallery Browser button towards the bottom L of the m Tools strip.
- **To incorporate a previously-saved screen image**, start the Gallery Browser, click on Screen Annotations then drag the one you want across into the mimio Notebook page (see also Section E above).
- **To add a new blank page**, click on the 'New Page' button on the toolbar at the top.
- **To view all your pages in one go**, click the 'Multi-Page' tab on the left (or View + Multi-Page). You can then move pages around, make a duplicate copy of a page, delete pages etc.
- **To get back to viewing a single page**, from Multi-Page view, double-click a page.
- **To add a screen shot** from Internet Explorer or other program: leave mimio Notebook running as it is, start up Internet Explorer (or Maximize it from the taskbar at bottom of page), click the 'Screen Clipping' button on the m Tools strip (half way down the right hand column in the Tool strip), click on the words 'Click here to capture this desktop as a new page' and you should then be returned to mimio Notebook with the screen inserted.
- **Saving your completed 'presentation' so you can edit it later** using the mimio software: click File + Save As then save it in the default 'Mimio Digital Ink' format.
- **Saving your completed 'presentation' so that you - or learners - can play it back later without having mimio software** on the computer: click File + Save As then save it in 'web page' HTML format (this will then play using any web-browser software eg Internet Explorer). Note, however, that if you used interactive items from the Gallery - eg the countdown timer - then these don't work in the HTML version and only give a static image.

G. Recorder

You can record your on-screen actions in 'real-time', and even add your own voice as you do so, to produce a Windows 'AVI' video file.

This can be useful to demonstrate how to do things in the classroom itself but produces a very large file - about 40 Mbytes per running minute - which makes it impractical for publishing to the web. You can reduce the file size by reducing the 'frames-per-second' (via Tools + Settings in the Recorder itself) which makes for a jerkier video. Or you can use Windows Movie Maker (usually 'free' in Windows) to convert the video to lower definition, if you have a little experience.

Using the recorder itself

- **To start the recorder:** right-click the 'mimio Studio' icon on the taskbar (normally bottom R of screen), choose 'mimio Recorder' then wait a short while - typically around 10 seconds. A small window appears in the middle of the screen with 3 main buttons.
- **To record:** click the red dot. The recorder starts recording and is minimized to a purple icon at bottom R of the screen.
- **To pause the recording:** click the purple 'mimio Recorder' icon at bottom R of the screen.
- **To restart and continue:** click red dot again.
- **To stop altogether:** click black square.
- **To review what you have recorded:** click triangle button.
- **To save the video:** click File + Save.
- **To play back in future:** once you have saved the recording, you can play it back at anytime by finding it on your computer and double-clicking it.

Note: the default is to record the whole screen. Alternatively you can record just one window (which you can reduce in size so it doesn't take up the whole screen - which produces a smaller video) or just one selected area of the screen. To change what is recorded, click the drop-down arrow next to the red dot before you start recording.

H. Other things

Other mimio Tools applications - accessed via the 'Applications' icon (hammer-&-spanner) in the m Tools strip:

- Calculator - a simple calculator.
- Maginfier - magnifies one 'slice' of the screen (but can be confusing). To close, right-click the 'Magnifier' button on the taskbar (normally at bottom of screen).
- Web Browser - simply starts up your default web browser (eg Internet Explorer)