

mimioStudio

User's Guide for Windows®



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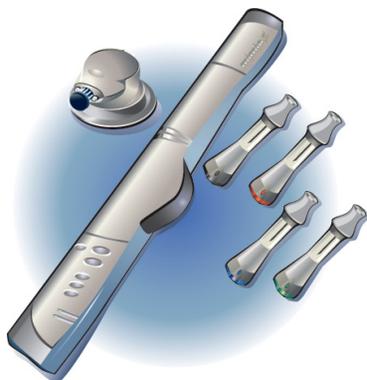
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Chapter 1: Introduction



Read this section for an introduction to the mimio Studio software and basic terminology.

1.1. What is mimio Studio?

mimio Studio is a suite of software tools that allow you to capture, create, and present information. When used with mimio hardware and a data projector, mimio Studio turns any whiteboard into a powerful interactive presentation tool. Without a projector, mimio Studio records handwritten notes and drawings directly from your mimio enabled whiteboard. Without mimio hardware, mimio Studio can be used to prepare presentations and manipulate previously created content.

1.2. Important Terminology

Recording Mode – mimio Studio is being used to record notes and drawings from your whiteboard. In this mode, the mimio hardware is being used without a data projector. The mimio stylus pens are used with dry erase markers to write and the mimio eraser is used to erase.

Interactive Mode – mimio Studio is being used to control, interact, and annotate the Windows Desktop and its applications. In this mode, the mimio hardware is being used with a data projector. The mimio Mouse (or a mimio Stylus with a mimioMouse insert) is used as a virtual mouse to manipulate images and text projected on the whiteboard.

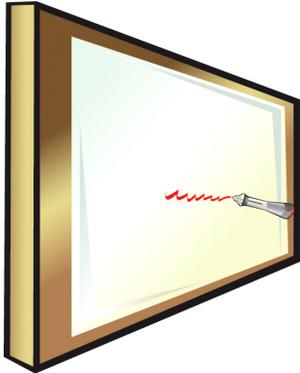
Digital Ink – Data captured during the Recording Mode.

1.3. Minimum system requirements

The minimum system requirements for mimio Studio are:

- Windows® Compatible PC with a Pentium II, 400 MHz processor minimum.
- Microsoft Windows 98SE, Me, 2000, XP, or Vista operating system.
- 64 MB RAM minimum (128 MB RAM recommended).
- 45 MB free disk space.
- CD-ROM drive or internet connection to download the software installer.

Chapter 2: Overview



Read this section to learn about the general features of the mimio Tools, mimio Notebook, and mimio Studio Settings.

2.1. Overview of the mimio Tools

The mimio Tools provide a comprehensive set of interactive tools and resources to create and present information. The mimio Tools are used for modifying mimio Notebooks and for screen annotation. The mimio Tools have two modes of operation, a fully expanded view, for easy access to all features, and a compressed view, which takes up less space on the screen.

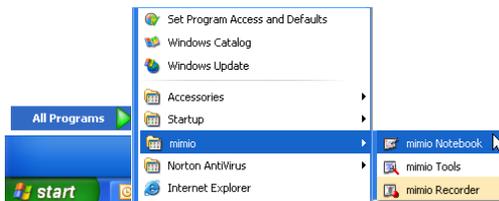
To access the mimio Tools:

Do one of the following:

- Double-Click the **mimio Tools** icon on the Desktop.
- Right-click **mimio**  in the notification area of the Taskbar and select **mimio Tools**.



- From the mimio Notebook, do one of the following.
 - Double-Click **mimio Tools** .
 - Select **Tools** from the menu and click **mimio Tools** .
- Click **Start Menu**, click **All Programs**, click **mimio**, and select **mimio Tools**.



- (*Interactive Mode only*) Press the **New Page**  button on your mimio device.

To compress the mimio Tools:

Click **Compress Window**  on the mimio Tools.

To expand the mimio Tools:

Click **Expand Window**  on the mimio Tools.

To access tools when the mimio Tools are compressed:

1. Click the arrow next to **Expand Window**  on the mimio Tools.
2. Navigate through the menu to select tools and adjust properties.

2.2. Overview of the mimio Notebook

The mimio Notebook allows you to create and present information. Using mimio Notebook is very similar to using other word processing or presentation applications. Content created in mimio Notebooks can be saved as native mimio INK files or exported to a variety of other file formats including HTML, JPEG, PNG, GIF, BMP, TIFF, and PDF.

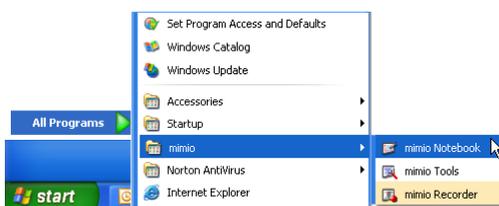
To open a mimio Notebook:

Do one of the following:

- Double-Click the **mimio Notebook** icon on the Desktop.
- Right-click **mimio**  in the notification area of the Taskbar and select **mimio Notebook**.



- Click **Start Menu**, click **All Programs**, click **mimio**, and select **mimio Notebook**.



- Double-Click the icon for a previously saved mimio Notebook file.

2.3. Overview of the mimio Recorder

The mimio Recorder provides a set of tools used to record your mimio interactions into a movie (AVI) file with the option to record audio, using a microphone, as well.

To open the Recorder:

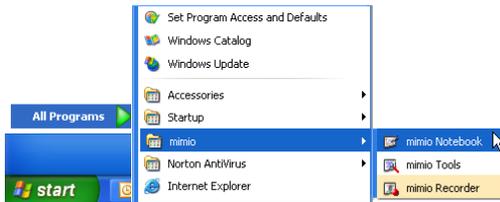
Do one of the following:

- Double-Click the **mimio Recorder** icon on the Desktop.

- Right-click **mimio**  in the notification area of the Taskbar and select **mimio Recorder**.



- Click **Start Menu**, click **All Programs**, click **mimio**, and select **mimio Recorder**.



- Open the mimio Tools and click **Recorder** .

2.4. Overview of the mimio Studio Settings

The mimio Studio Settings contain options for setting and customizing the properties and characteristics for your mimio system, including Pens, Devices, Software Updates, Interactive, NetMeeting, and mimio Notebook options.

To access the mimio Studio Settings:

Do one of the following:

- Right-click **mimio**  in the notification area of the Taskbar and select **mimio Studio Settings**.



- From the mimio Notebook, do one of the following.
 - Double-Click **Settings** .
 - Click **Tools** and select **mimio Studio Settings**.

Chapter 3: Setting up your mimio



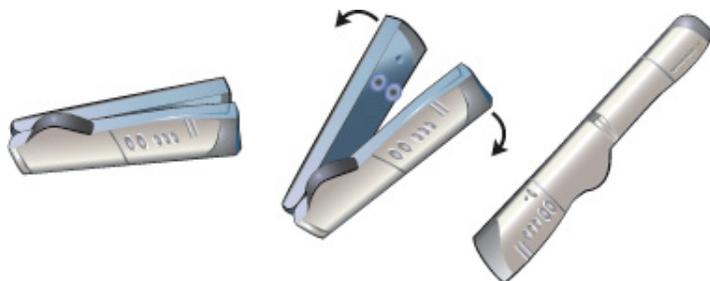
Read this section to learn how to setup your mimio hardware.

3.1. Installing mimio hardware

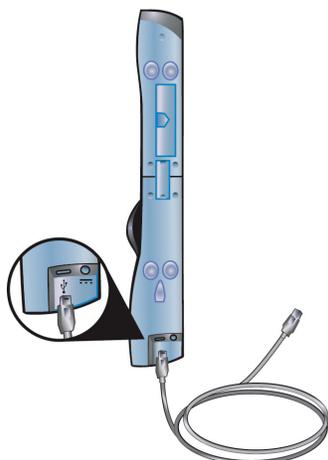
This section will guide you through the process of setting up your mimio Interactive, mimio Capture (mimio Xi), mimio wireless, mimioBoard, or simply replacing a battery in your mimio Mouse or one of the mimio Stylus pens.

To setup your mimio Xi:

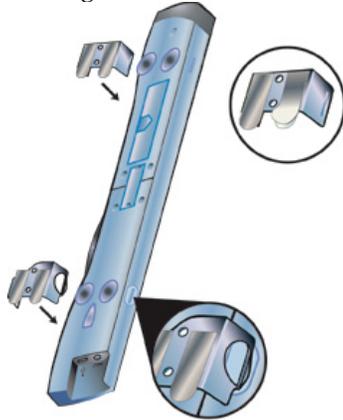
1. Unfold the mimio Xi.



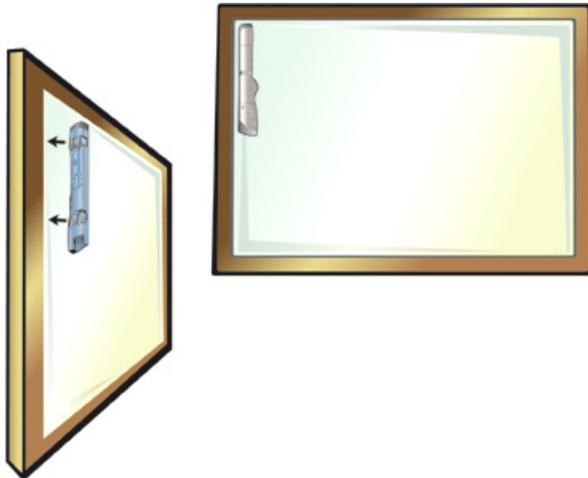
2. Plug the included mini-USB cable into the socket on the bottom recessed end of the mimio Xi.



3. Attach the mimio Xi to your whiteboard or other writing surface, using one of the following:
- For periods of extended use or repeated use in any location, attach the mimio Xi using the mounting brackets:
 - a. Snap the mounting brackets over the suction cups, making sure they clip into the recesses on the edges of the mimio Xi.



- b. Carefully peel the backing from the adhesive strips.
- c. Mount the mimio Xi by pressing the bar, with mounting bracket in place, in the upper left-hand corner of your whiteboard.



- For short periods of use, attach the mimio Xi using the suction cups.
 - a. Clean the surface of the whiteboard with a damp cloth.
 - b. Press the mimio Xi in the upper left-hand corner of your whiteboard.



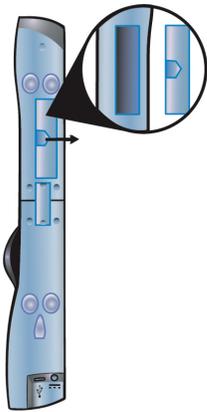
4. Plug the other end of the USB cable into your PC USB port. The capture bar should be automatically detected by the PC and the mimio Studio software. Refer to your system documentation if you can't find the USB port, or if your capture bar is not automatically detected.



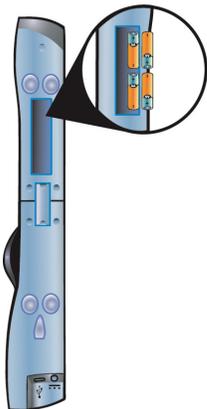
To run mimio Xi using battery power:

(Not required when using a USB connection.)

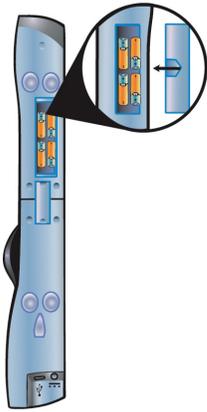
1. Remove the battery cover on the rear of your mimio Xi.



2. Insert four AA batteries.



- Put the battery cover back on.



- Press the **Power**  button until it turns green.



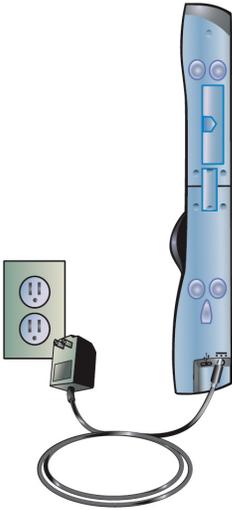
To run mimio Xi using wall power:

(Not required when using a USB connection.)

- Plug the wall adapter into the bottom recessed end of the mimio Xi.

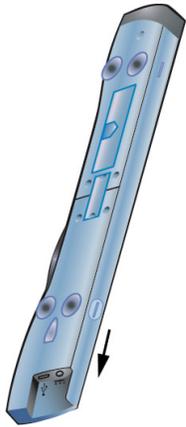


2. Plug the wall adapter into a wall socket.



To setup your mimio wireless:

1. Depress the release button and slide the module downwards to remove the linkUSB module from the mimio Xi.



2. Insert/slide the wireless module into the mimio Xi.



3. Power the mimio Xi using batteries or a wall power supply.

4. Mount the mimio Xi on your whiteboard as before.
5. If using battery power, press the **Power**  button until it turns green.
6. Do one of the following:
 - If your receiver has an integrated USB end, plug the receiver module into one of the available USB ports on your PC. In some cases it may be necessary to use the supplied USB extension cable. The capture bar should be automatically detected. Refer to your system documentation if you can't find the USB port, or if the capture bar is not automatically detected.



- If your receiver does not have an integrated USB end, do the following:
 1. Connect the 12" receiver USB cable to the wireless receiver.



2. Plug the other end of the USB cable into your PC USB port. The capture bar should be automatically detected. Refer to your system documentation if you can't find the USB port, or if your capture bar is not automatically detected.



To setup your mimioBoard:

1. Plug the included mimio USB cable into the socket on the side of the mimioBoard.



2. Plug the other end of the USB cable into your PC USB port. The capture bar should be automatically detected. Refer to your system documentation if you can't find the USB port, or if your capture bar is not automatically detected.



To setup your mimio Mouse:

1. Remove the battery cover by lightly pressing down and pushing the cover back away from the mimio Mouse tip.



2. Insert AA battery.



- Put the battery cover back on by gliding the cover back into place.



To setup your mimio Stylus pens:

- Remove the end of the stylus by gently twisting and pulling.



- Remove the colored cap by pressing on the colored nodes and pulling.



- Insert N-Cell battery.



- Put the colored cap back on by snapping it into place.



8. Do one of the following:
- a. To use the stylus to record digital ink, insert an Expo Marker into the stylus.



- b. To use the stylus interactively, inset the mimioMouse insert into the stylus.



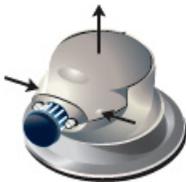
9. Put the stylus back together by pushing and twisting.



To setup your mimio Eraser:

(Not used in the Interactive Mode.)

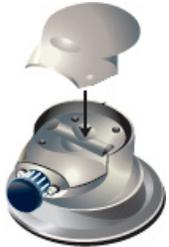
1. Remove the eraser cover by lightly pressing on the sides of the eraser in while lifting.



2. Insert AAA battery.



3. Put the eraser back together.



3.2. Adjusting pen settings

The Pen Settings allow you to change the width and color assignment for mimio stylus pens. You must have a mimio plugged into your PC to adjust pen settings. These settings are only used when your mimio device is used to record digital ink.

To access the Pen Settings:

1. Open the mimio Studio Settings.
2. Click **Pens** .



To adjust the pen properties:

1. Select the pen to adjust from the **Pens** list.
2. To adjust the pen thickness, do one of the following:
 - Drag the **Pen Width** slider.
 - Enter a value into the **Pen Width** field.
3. To adjust the pen color, do one of the following:

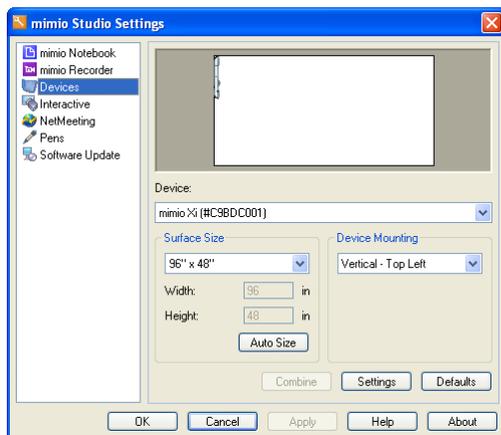
- a. To use any of the default colors, click on any color in the **Color Palette**.
 - b. To use additional colors, click **More Colors**.
4. Click OK or APPLY to save the changes.

3.3. Adjusting the settings for a device

The Device Settings allow you to change the surface size and mounting style for connected mimio devices.

To access the Device Settings:

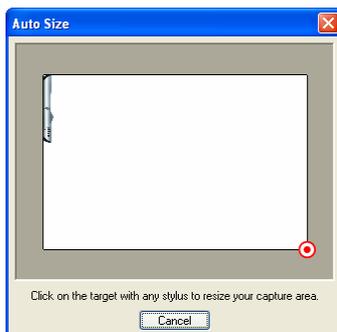
1. Open the mimio Studio Settings.
2. Click **Devices** .



To adjust surface size for a device:

(Not available for mimioBoard users.)

1. Click the **Device** dropdown and choose the device you wish to adjust.
2. To adjust the size, do one of the following:
 - To choose a default size, click the **Surface Size** dropdown and choose one of the available sizes.
 - To choose a custom size, click the **Surface Size** dropdown, choose **Custom**, and enter the desired valued into the **Width** and **Height** fields.
 - To automatically set a size, click **Auto Size** and touch any mimio Stylus pen at the targeted location.



3. Click OK or APPLY to save the changes.

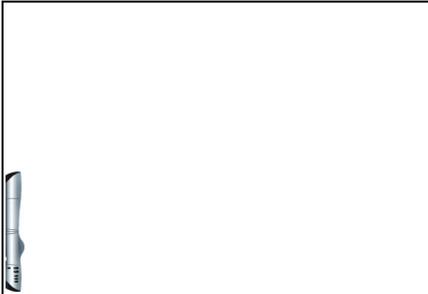
To adjust the mounting location for a device:

(Not available for mimioBoard users.)

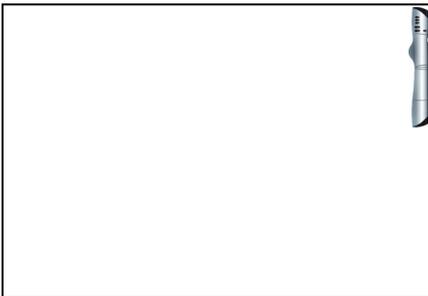
1. Click the **Device Mounting** dropdown and choose the desired mounting style:
 - a. Vertical – Top Left – the mimio is mounted vertically and aligned with the top left corner of the whiteboard (maximum size is 4' tall x 8' wide).



- b. Vertical – Bottom Left – the mimio is mounted vertically and aligned with the bottom left corner of the whiteboard (maximum size is 4' tall x 8' wide).



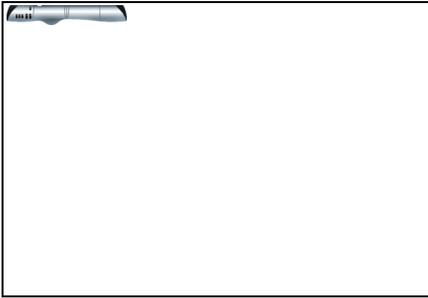
- c. Vertical – Top Right – the mimio is mounted vertically and aligned with the top right corner of the whiteboard (maximum size is 4' tall x 8' wide).



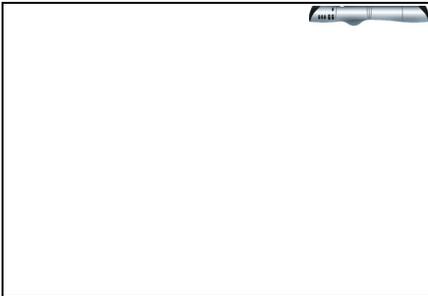
- d. Vertical – Bottom Right – the mimio is mounted vertically and aligned with the bottom right corner of the whiteboard (maximum size is 4' tall x 8' wide).



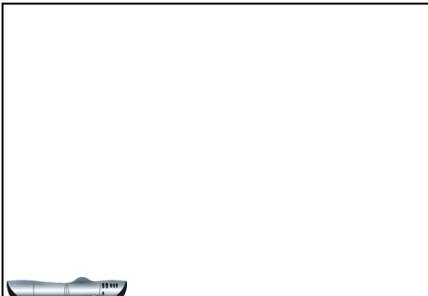
- e. Horizontal – Top Left – the mimio is mounted horizontally and aligned with the top left corner of the whiteboard (maximum size is 8' tall x 4' wide).



- f. Horizontal – Top Right – the mimio is mounted horizontally and aligned with the top right corner of the whiteboard (maximum size is 8' tall x 4' wide).



- g. Horizontal – Bottom Left – the mimio is mounted horizontally and aligned with the bottom left corner of the whiteboard (maximum size is 8' tall x 4' wide).



- h. Horizontal – Bottom Right – the mimio is mounted horizontally and aligned with the bottom right corner of the whiteboard (maximum size is 8' tall x 4' wide).



- i. **Fixed** – the mimio is fixed to the whiteboard and can not be moved.



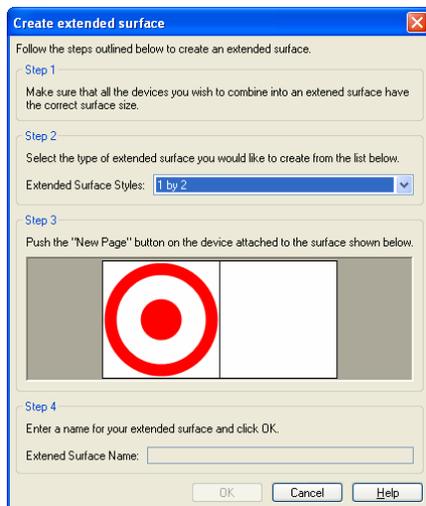
2. Click OK or APPLY to save the changes.

To access device specific settings:

Click **Settings**.

To create a combined surface:

1. Connect two or more mimio devices.
2. Resize the surfaces for the mimio devices.
3. Click **Combine**.



4. Click the **Extend Surface Styles** dropdown and select the arrangement of your combined surface.
5. Click **New Page**  on each mimio device in the order shown.
6. Enter a name for your extended surface in the **Extend surface Name** field.

Chapter 4: Interactive Whiteboard



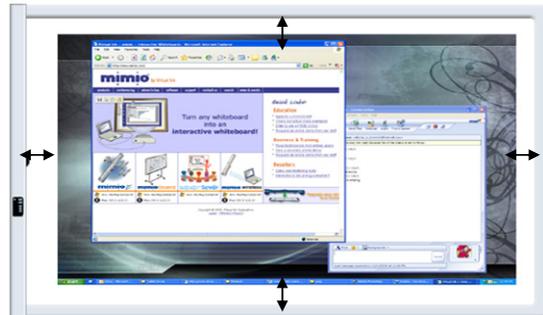
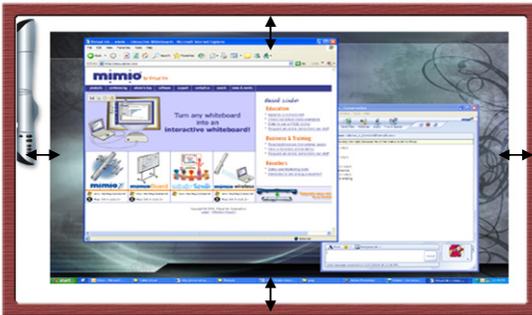
Read this section to learn how to begin interacting with your Windows Desktop using a mimio stylus as a mouse.

4.1. Using the Interactive Mode

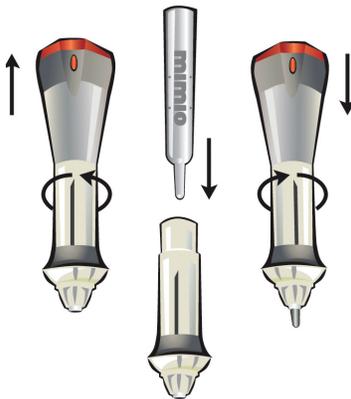
A projector, combined with a mimio capture device, can be a powerful tool for interactive presentations.

To setup the Interactive Mode:

1. Project your Desktop image onto the whiteboard. Make sure that the projected image is positioned such that there is a 2-3" buffer between the edges of your projection and your mimio.

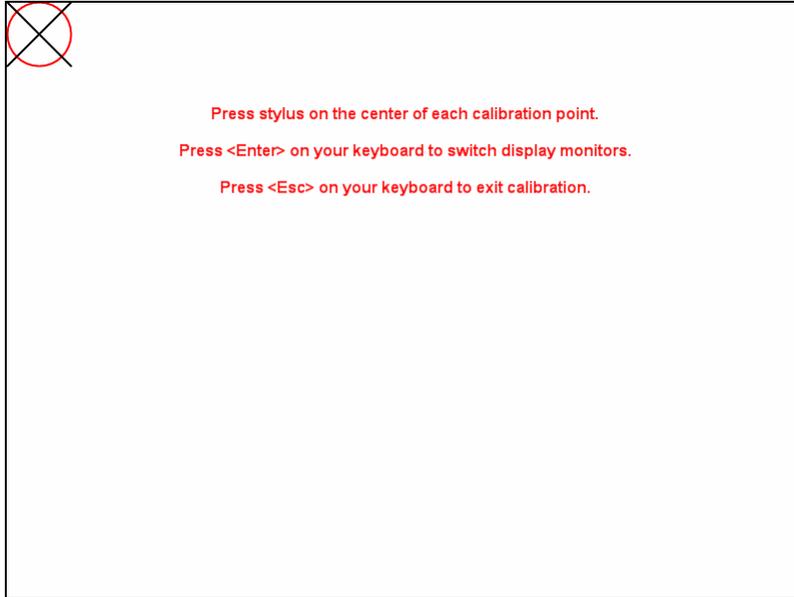


2. (optional for systems without a mimio Mouse) Place the plastic mimioMouse insert into any one of the stylus pens.



3. Do one of the following:

- Start the mimio Tools and click **Interactive** .
- Press the **Interactive**  button on your mimio device.
- Open the mimio Studio settings, select **Interactive Settings**, and click **Enable**.
- (optional for systems with a mimio Mouse) Click the mimio Mouse anywhere on the whiteboard.



4. (optional for systems with multiple displays) Press the **ENTER** to switch between displays until the desired projector display is selected.
5. While holding the mimio stylus pen perpendicular to the writing surface; click the interactive stylus down at the center of each calibration target. The previous calibration target will disappear and the next calibration target will appear. The calibration screen will disappear once you have done this nine times, and you will enter Interactive Mode.

To exit the Interactive Mode:

Do one of the following:

- Start the mimio Tools, click **Interactive**  and select **Exit**.

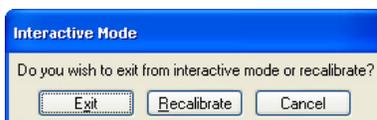


- Press the **Interactive**  button twice on your mimio device.
- Open the mimio Settings, select **Interactive**, and click **Disable**.

To recalibrate the Interactive Mode:

Do one of the following:

- Start the mimio Tools, click **Interactive**  and select **Recalibrate**.



- Press the **Interactive**  button on your mimio device.
 - Open the mimio Settings, select **Interactive**, and click **Calibrate**.
-

4.2. Using the pen as a mouse

When in the Interactive Mode, the mimio Mouse (or any mimio Stylus with a mimioMouse insert) can be used as a mouse to control your Desktop or interact with applications.

To execute a left mouse click:

Click in the projected area at the desired location with the tip of the pen.

To execute a double left mouse click:

Quickly click in the projected area at the desired location with the tip of the pen twice.

To execute a right mouse click:

Do one of the following:

- If you have a mimio Mouse, do the following:
 1. Move the mimio Mouse to the desired location, staying as close as possible to the whiteboard, without actually touching it.
 2. Click the **Right-click**  (back) button on the mimio Mouse.
- If you have a mimio Stylus with a mimio Mouse insert, do the following:
 1. Start the mimio Tools.
 2. Click **Right Click**  icon.
 3. Click in the projected area at the desired location with the mimio Stylus pen.

To hover the mouse:

Do one of the following:

- If you have a mimio Mouse, do the following:
 1. Hold the mimio Mouse as close as possible to the whiteboard, without actually touching it.
 2. Press the **Hover**  (front) button.
 3. Move the mouse to the desired location with the mimio Mouse.
 4. Release the **Hover**  (front) button.
 - If you have a mimio Stylus with a mimio Mouse insert, then this feature is not available.
-

4.3. Annotating the screen

The Screen Markup Mode allows you to annotate applications, web pages, images, etc. When in Screen Markup Mode a green border with a faded edge will appear around your Windows Desktop.

To enter Screen Markup Mode:

Do one of the following:

- To enter from the mimio Tools, do the following:
 1. Start the mimio Tools.
 2. Click **Screen Markup**  to “freeze” whatever screen or application you are in.

3. Annotate the frozen screen with the mimio Tools. All object drawing and manipulation features in the mimio Tools are available during screen annotation.

- (Interactive Mode only) Press the **Copy Page**  button on the mimio device.

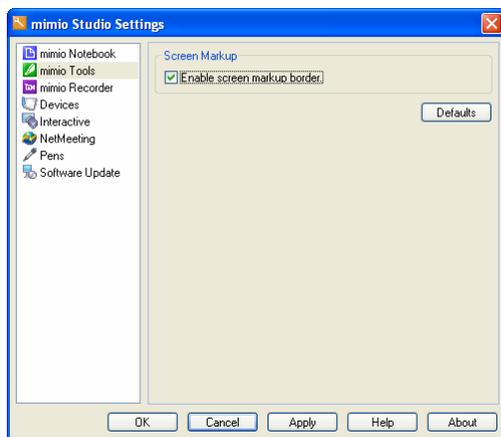
To exit Screen Markup Mode:

Do one of the following:

- To exit from the mimio Tools, click **Mouse**  to “unfreeze” the screen. All annotations are automatically archived for later use in the mimio Markups.
- (Interactive Mode only) Press the **Copy Page**  button on the mimio device.

To disable the Screen Markup Mode border:

1. Open the mimio Studio Settings.
2. Click **mimio Tools** .



3. Uncheck **Enable screen markup border**.
4. Click OK or APPLY to save.

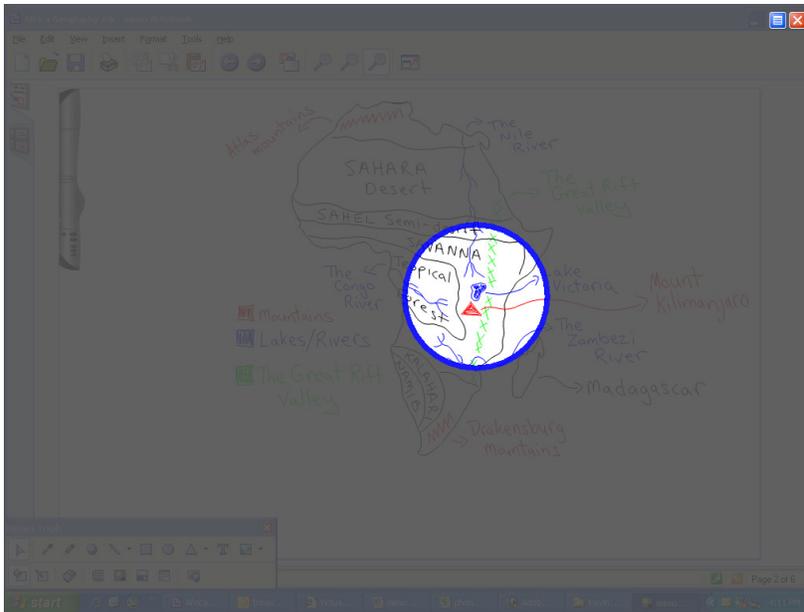
4.4. Using the Spotlight Tool

The Spotlight Tool  masks the entire screen except for a small region: the "spotlight". This allows presenters to focus the audience’s attention on a specific region of the screen. The “spotlight” can be reshaped, resized, and moved around the screen.

To activate the Spotlight Tool:

Do one of the following:

- To launch from the mimio Tools, do the following:
 1. Start the mimio Tools.
 2. Click **Spotlight** .
- (Interactive Mode only) Press the **Print Page**  button on the mimio device.



To exit the Spotlight Tool:

Do one of the following:

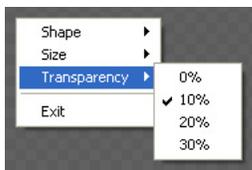
- Click **Close** .
- (Interactive Mode only) Press the **Print Page**  button on the mimio device.

To adjust the location of the spotlight:

Drag on the shaded area outside of the spotlight's border.

To adjust the transparency of the Spotlight Tool:

1. Click **Spotlight Menu** .



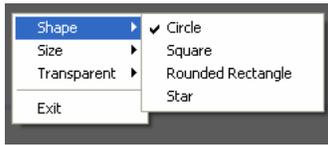
2. Select the Transparency entry in the menu to see the transparency options.
3. Select the new transparency from the list.

A transparency of "0%" means that the shaded area will be completely opaque – you will not be able to see through the area around the spotlight at all.

Please note that Windows 98 does not support transparency, and so the Transparency submenu in the Spotlight menu will be grayed out on PCs running the Windows 98 operating system.

To adjust the shape of the Spotlight Tool:

1. Click **Spotlight Menu** .

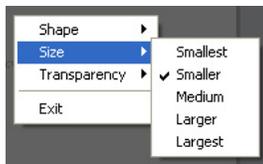


2. Select Shape in the menu to see a list of possible spotlight shapes.
3. Choose the new shape.

To adjust the size of the Spotlight Tool:

By doing one of the following:

- To choose one of the default sizes:
 1. Click **Spotlight Menu** .



2. Select Size from the menu. You will see a list of spotlight sizes, defined in relative terms from "Smallest" to "Largest".
 3. Select the new spotlight size from the list.
- To choose a custom size, drag the colored border of the spotlight.

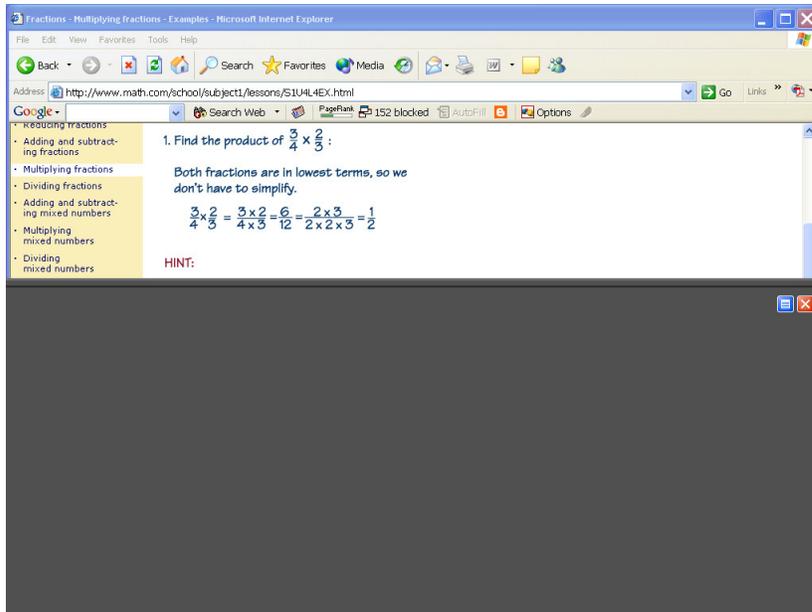
4.5. Using the Reveal Tool

The Reveal Tool  creates a “shade” that can be raised or lowered over the contents of the screen, as if you are moving a shade up or down from the bottom of the screen. This allows presenters to expose bullet points or other information in a progressive fashion.

To activate the Reveal Tool:

Do one of the following:

- To launch from the mimio Tools, do the following:
 1. Start the mimio Tools.
 2. Click **Reveal** .
- (*Interactive Mode only*) Press the **Minimize/Maximize Window**  button on the mimio device.



To exit the Reveal Tool:

Do one of the following:

- Click **Close** .
- (*Interactive Mode only*) Press the **Minimize/Maximize Window**  button on the mimio device.

To adjust the revealed area:

Click and drag Reveal Tool's shaded area.

To adjust the transparency of the Reveal Tool:

1. Click **Reveal Menu** .



2. Select the **Transparency** entry in the menu to see the transparency options.
3. Select the new transparency from the list.

A transparency of “0%” means that the shaded area will be completely opaque – you will not be able to see through the Reveal Tool's shade at all.

Windows 98 does not support transparency, and so the Transparency submenu in the Reveal menu will be grayed out on PCs running the Windows 98 operating system.

4.6. Using the Web Browser Tool

The Web Browser Tool is a shortcut intended to make it easier to open an Internet browser from within mimio Studio.

To activate the Web Browser Tool:

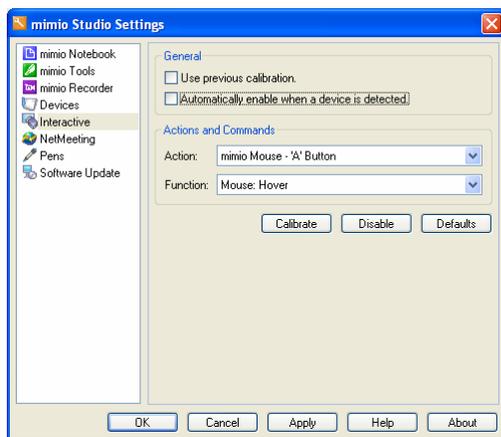
1. Start the mimio Tools.
2. Click **Web Browser** .

4.7. Adjusting the Interactive Settings

The Interactive Settings permit you to calibrate or enable (if calibration has already been done) and adjust the use of previously calibrated settings.

To access the Interactive Settings:

1. Open the mimio Studio Settings.
2. Click **Interactive** .



To setup the Interactive Mode for a permanent installation:

1. Open the mimio Studio Settings.
2. Click **Interactive** .
3. Check **Use previously calibrated settings**.
4. Click OK or APPLY to save.

To automatically start Interactive Mode when a mimio is connected to your PC:

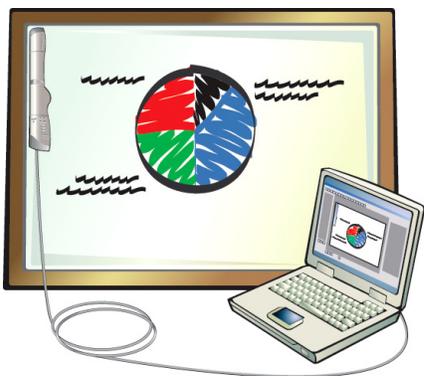
1. Open the mimio Studio Settings.
2. Click **Interactive** .
3. Check **Automatically start Interactive mode on device connect**.
4. Click OK or APPLY to save.

To customize the function of a button on your mimio Mouse or device:

1. Open the mimio Studio Settings.
2. Click **Interactive** .

3. Select the action you wish to customize from the **Action** dropdown menu.
4. Select the function you wish to assign to the action from the **Function** dropdown menu.
5. Click OK or APPLY to save.

Chapter 5: Recording Digital Ink



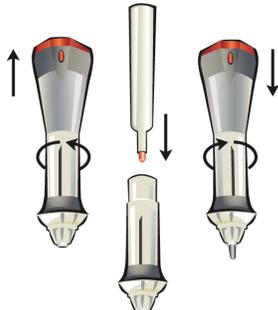
Read this section to learn how to begin recording digital ink using the mimio styli and erasers.

5.1. Using the Recording Mode

The mimio hardware can be used, without a data projector, to record notes and drawings from the whiteboard.

To setup the Ink Recording Mode:

1. Place the Expo markers into each of the mimio Stylus pens.



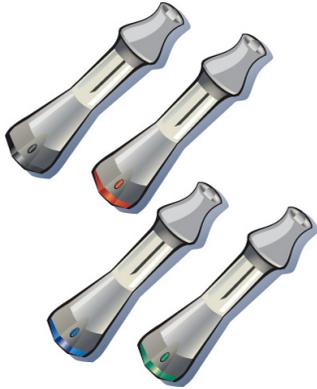
2. Setup the mimio Notebook for recording digital ink, by doing one of the following:
 - If the mimio Notebook is configured for the Recording Mode (default), do one of the following:
 - Open a new notebook and your mimio will automatically connect.
 - Start drawing on your whiteboard with any mimio Stylus pen and a new mimio Notebook will automatically open and begin recording.
 - If the mimio Notebook is configured for the Interactive Mode, do the following:
 - a. Open a new mimio Notebook.
 - b. Click **File**, select **Connect**, and choose one of the available devices to connect to.

5.2. Capturing and erasing digital ink

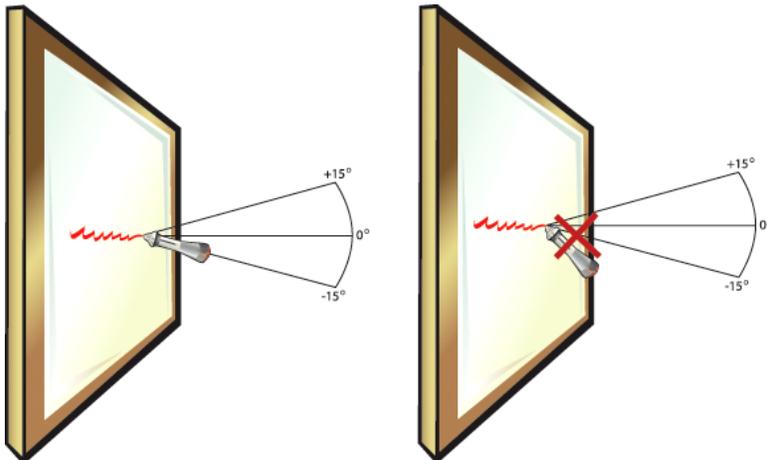
When using the Recording Mode the mimio Stylus pens and erasers can be used to draw and erase ink on the whiteboard.

To draw ink:

1. Choose one of the colored Mimio Stylus pens, depending on what color you wish to use. Regardless of the color of ink inserted, the color on the computer will match the color of the end cap.

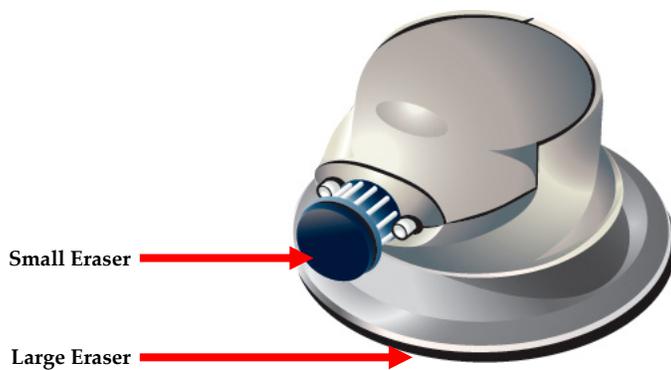


2. Drag the stylus across the whiteboard. To make sure the data is accurately captured, make sure to keep the stylus within 15 degrees of its perpendicular position with the whiteboard.

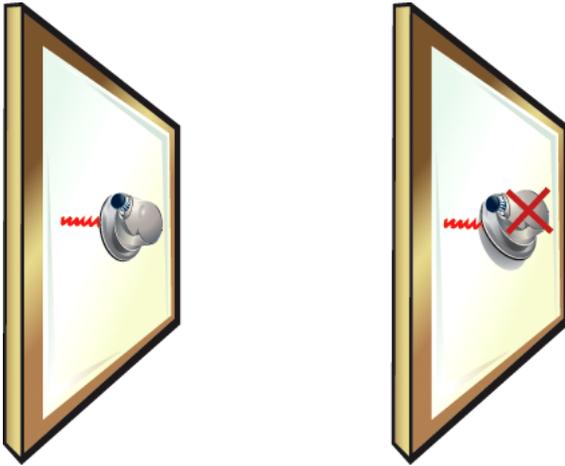


To erase Ink:

1. Choose the small or larger eraser.

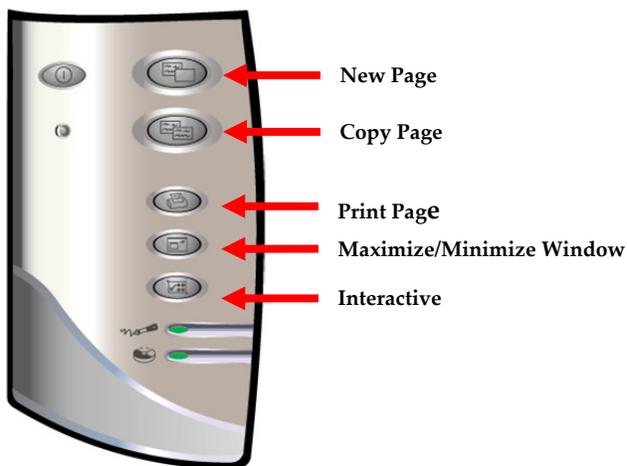


2. Drag the eraser across the whiteboard. To make sure the data is accurately erased, make sure to the keep the eraser flat against the whiteboard.



5.3. Using the hardware buttons

When using the Recording Mode the mimio hardware buttons can be used to easily access features directly from your whiteboard.



To insert new pages:

Press the New Page  button.

To insert a duplicate of the current page:

Press the Copy Page  button.

To print the current page:

Press the Print Page  button.

To maximize or minimize the mimio Notebook:

Press the Minimize/Maximize Window  button.

5.4. Storing and downloading digital ink from your mimio Xi

Your mimio Xi can be used to record Digital Ink while disconnected from your PC. All digital ink recorded while offline can be downloaded to a mimio Notebook for printing, distribution or editing. When running offline your mimio Xi can be powered by battery or an optionally available wall power supply.

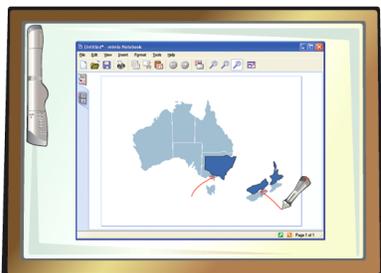
To record and store digital Ink:

1. Power the mimio Xi using batteries or a wall power supply.
2. If using battery power, press the **Power**  button until it turns green.
3. Use the mimio Stylus pens and eraser to record digital ink.
4. Use the mimio hardware **New Page**  and **Copy Page**  buttons to create pages.
5. If using battery power, press the **Power**  button again to turn off the mimio Xi when done.

To download digital ink:

1. Connect the mimio Xi to your PC.
2. Do one of the following:
 - If configured to automatically download digital ink (default), open a new mimio Notebook. The ink download process will begin automatically.
 - If configured to manually download digital ink, open a new mimio Notebook and click **Download Ink** .

Chapter 6: Using the mimio Notebook



Read this section to learn how to use the mimio Notebook to create and present content.

6.1. Working with mimio Notebooks

The mimio Notebook allows you to create and present information. Using mimio Notebook is very similar to using other word processing or presentation applications. Content created in mimio Notebooks can be saved as native mimio INK files or exported to a variety of other file formats including HTML, JPEG, PNG, GIF, BMP, TIFF, and PDF.

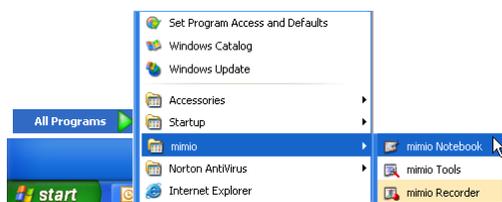
To open a mimio Notebook:

Do one of the following:

- Double-Click the **mimio Notebook** icon on the Desktop.
- Right-click **mimio**  in the notification area of the Taskbar and select **mimio Notebook**.



- Click **Start Menu**, click **All Programs**, click **mimio**, and select **mimio Notebook**.



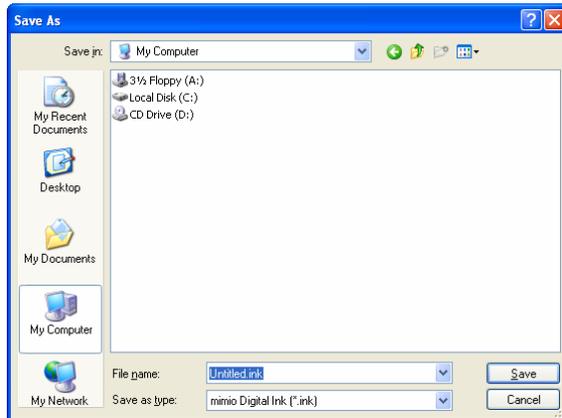
To open an existing Notebook:

Do one of the following:

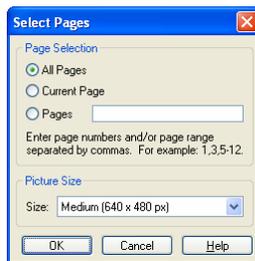
1. Double click the icon for a mimio file on your desktop or folder.
2. Open a new mimio Notebook and click **Open** .

To save a Notebook:

1. Click **Save** .



2. In the **Save as type** list, click the desired save format.
3. Click **Save**. When saving in a save format, other than INK, a Select Pages dialog will appear.



4. Select the pages to save, by selecting **All Pages**, **Current Pages**, or **Pages**.
5. Select the export size for images, by selecting from the **Size** dropdown.

To exit a Notebook:

Click **Close** .

6.2. Working with views

Pages in the mimio Notebook can be viewed, presented, and edited in three different ways. For creating content, the Single Page view can be used to display the current page. The Single Page view is the default view in the mimio Notebook. For browsing or manipulating multiple pages, the Multi-Page view can be used to display all pages as a series of thumbnails.. For presenting information, the Full Screen view can be used to fill the entire screen with the current page.

To change to the Single Page view:

Do one of the following:

- From the Multi Page view, click on the **Single Page**  tab.
- From the Fullscreen view, click **Close** .

To change to the Multi Page View:

Do one of the following:

- From the Single Page view, click on the **Multi Page**  tab.
- From the Fullscreen view, click **Close** .

To change to the Fullscreen view:

Click **Fullscreen** .

6.3. Working with pages

The Notebook consists of a series of pages.

To insert new pages:

Do one of the following:

- Click **New Page** .
- If in the Recording Mode, press the **New Page**  button on your mimio device.

To make duplicates of existing pages:

Do one of the following:

- From the mimio Notebook, do the following:
 1. Navigate to the source page.
 2. Select the Duplicate Page from the Insert menu at the top the Notebook.
- If in the Recording Mode, press the **Copy Page**  button on your mimio device.

To select pages:

1. Change to the Multi Page view.
2. Do one of the following:
 - To select a single page, click on the page.
 - To select multiple pages, do one of the following:
 - To select one page at a time, hold down **CTRL** while you click each page.
 - To select pages that are close to each other, click and drag a selection rectangle over the pages.
 - To select a range of pages, click on the first page and then hold down **SHIFT** while you click on the last page.
 - To select all pages, click the **Edit** menu and choose **Select All**.

To deselect pages:

Do one of the following:

- To deselect a single page at a time, hold down **CTRL** while you click each page.
- To deselect all pages, click in any empty area in the mimio Notebook.

To remove pages:

1. Select the pages to remove.
2. Click the **Edit** menu and choose **Delete** .

To import pages from another Notebook:

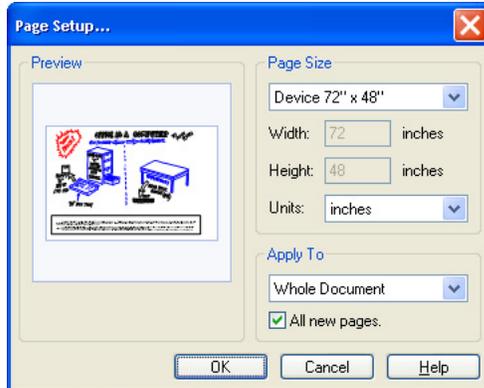
1. Select the pages to import from the source mimio Notebook.

2. Click **Copy** .
3. Select the insert location in the target mimio Notebook.
4. Click **Paste** .

It is also possible to import pages by dragging the pages between the source and target mimio Notebooks.

To change the size of pages:

1. Click the **File** menu and choose **Page Setup**.



2. To select the page size, do one of the following:
 - To choose one of the preset page sizes, click the **Page Size** dropdown and choose any of the available screen or device sizes.
 - To choose a custom page size, click the **Page Size** dropdown, choose **Custom**, and enter the desired valued into the **Width** and **Height** fields.
3. To select to pages to apply the page size to, do one of the following:
 - To apply the page size to the current page, click the **Apply To** dropdown and choose **Current Page**. This option is only available from the Single Page view.
 - To apply the page size to the selected pages, click the **Apply To** dropdown and choose **Selected Pages**. This option is only available from the Multi Page view.
 - To apply the page size to the all pages, click the **Apply To** dropdown and choose **Whole Document**.
4. To apply the page size to all new pages or a connected device, do one of the following:
 - To apply the page size to all new pages, check **All new pages**. This option is only available if no device is connected to the mimio Notebook.
 - To apply the page size to all new pages and the currently connected device, check **The connected device**. This option is only available if a mimio device is connected to the mimio Notebook.

To sort pages:

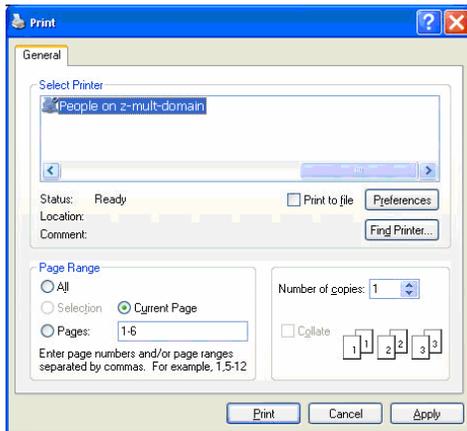
1. Select the pages to sort.
2. Drag the selected pages to their new location.

To print pages:

Do one of the following:

- From the mimio Notebook, do the following:
 1. (optional for the Multi Page view) Select the pages to print.

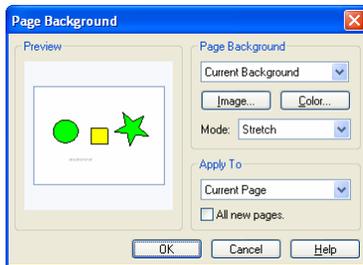
2. Click **Print** .



- To print the current page in Recording Mode, press the **Print Page**  button on your mimio device.

To change the page background:

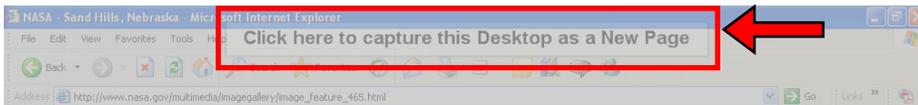
1. Click **Insert** menu and choose **Change Background**.



2. To change the background color, click **Color**.
3. To select a background image, do one of the following:
 1. To import a background from file, Click **Image**.
 2. To import a background from another application or the mimio Gallery, drag the image into the **Preview** area.
4. Select the display **Mode** for the new background:
 - a. Place - the image is placed in the top left corner of the page and is not resized.
 - b. Stretch – the image is resized to fill the entire page.
 - c. Tile – the image is tiled repeatedly to fill the entire page.
 - d. Center - the image is placed in the center of the page and is not resized.
5. To select which pages the to apply the background to, do one of the following:
 - To apply the background to the current page, click the **Apply To** dropdown and choose **Current Page**. This option is only available from the Single Page view.
 - To apply the background to the selected pages, click the **Apply To** dropdown menu and choose **Selected Pages**. This option is only available from the Multi Page view.
 - To apply the background to all pages, click the **Apply To** dropdown and choose **Whole Document**.
6. To apply the background to all new pages, check **All new pages**.

To insert the desktop as a new page:

1. Activate the Screen Clipping tool by doing one of the following:
 - From the mimio Notebook click the **Insert** menu and choose **Screen Clipping** .
 - From the mimio Tools click the down arrow next to the **Picture**  and choose **Screen Clipping** .
2. Click on the area titled **Click here to capture this Desktop as a New Page**.



To set the zoom level for a page:

Do one of the following:

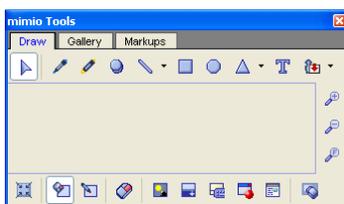
- To zoom in on the currently selected objects click **Zoom In**  on the mimio Notebook.
- To zoom in on a specific location click **Zoom In**  on the mimio Tools and click on the zoom location.
- To zoom in on a specific area click **Zoom In**  on the mimio Tools and drag a zoom rectangle over the target area.
- To zoom out on the currently selected object, click **Zoom Out**  on the mimio Notebook.
- To zoom out on a specific location click **Zoom Out**  on the mimio Tools and click on the zoom location.
- To restore the page to the default zoom level click **Zoom Full**  on the mimio Notebook or the mimio Tools.

6.4. Creating Objects

The mimio Tools enable the creation of a wide variety of objects on any Notebook page.

To access the drawing tools:

1. Start the mimio Tools.
2. Click on the **Draw** tab.



To draw ink:

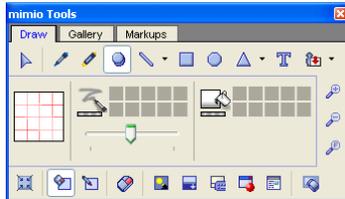
1. Click **Pen** .



2. Drag the **Thickness** to adjust the line width.
3. To adjust the line color do one of the following:
 - To use any of the default colors click on any color in the **Color Palette**.
 - To use additional colors click **Color Selection** .
4. Drag to draw ink strokes.

To erase ink:

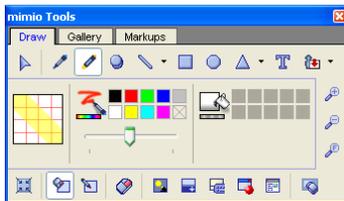
1. Click **Eraser** .



2. Drag the **Thickness** to adjust the eraser width.
3. Drag to erase ink and highlighter strokes.

To highlight an area:

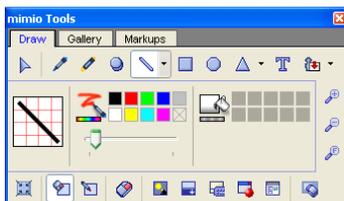
1. Click **Highlighter** .



2. Drag the **Thickness** to adjust the highlighter width.
3. To adjust the line color do one of the following:
 - To use any of the default colors click on any color in the **Color Palette**.
 - To use additional colors click **Color Selection** .
4. Drag to highlight an area.

To draw lines:

1. Click **Line** , , , or .

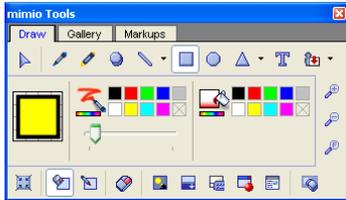


2. To adjust the line type, click the arrow next to **Line** , , , or  and do one of the following:
 - To choose a line with no arrows, select **Line** .
 - To choose a line with an arrow end, select **Arrow End** .
 - To choose a line with an arrow head, select **Arrow Start** .
 - To choose a line with two arrow heads, select **Arrow End** .

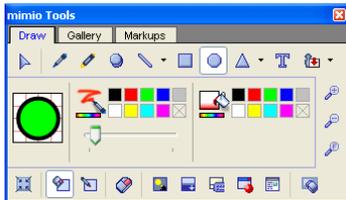
3. Drag the **Thickness** to adjust the line width.
4. To adjust the line color, do one of the following:
 - To use any of the default colors, click on any color in the **Color Palette**.
 - To use additional colors, click **Color Selection** .
5. Drag to draw line.

To draw shapes:

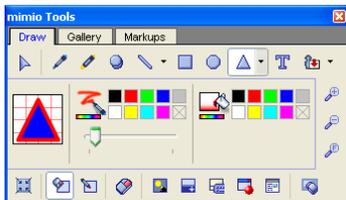
1. To select the type of shape to draw, do one of the following:
 - To choose a rectangle, click **Rectangle** .



- To choose an ellipse, click **Ellipse** .



- To choose another shape, click **Polygon** , , , , or .

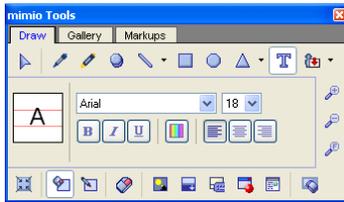


If the correct shape is not selected, click the arrow next to **Polygon** , , , , or  and do one of the following:

- To choose an equilateral triangle, select **Equilateral Triangle** .
 - To choose a right triangle, select **Right Triangle** .
 - To choose a five point star, select **Five Point Star** .
 - To choose a hexagon, select **Hexagon** .
 - To choose a pentagon, select **Pentagon** .
2. Drag the **Thickness** to adjust the line width.
 3. To adjust the line color, do one of the following:
 - To use any of the default colors, click on any color in the left **Color Palette**.
 - To use additional colors, click **Color Selection** .
 4. To adjust the fill color, do one of the following:
 - To use any of the default colors, click on any color in the right **Color Palette**.
 - To use additional colors, click **Color Selection** .
 5. Drag to draw shape.

To add text:

1. Click **Text** .



2. To choose the font, click the arrow next to **Font** and select the font.
3. To choose the font size, click the arrow next to **Font Size** and select the size.
4. To choose the desired font style, do one or more of the following:
 - To bold the font, click **Bold** .
 - To italicize the font, click **Italic** .
 - To underline the font, click **Underline** .
5. To choose the font color, click **Font Color** .
6. To choose the paragraph format, do one of the following:
 - To left align the font, click **Left** .
 - To center align the font, click **Center** .
 - To right align the font, click **Right** .
7. To create the text box, do one of the following:
 - To create a variable width text box, click and begin entering text.
 - To create a fixed width text box, drag and begin entering text.

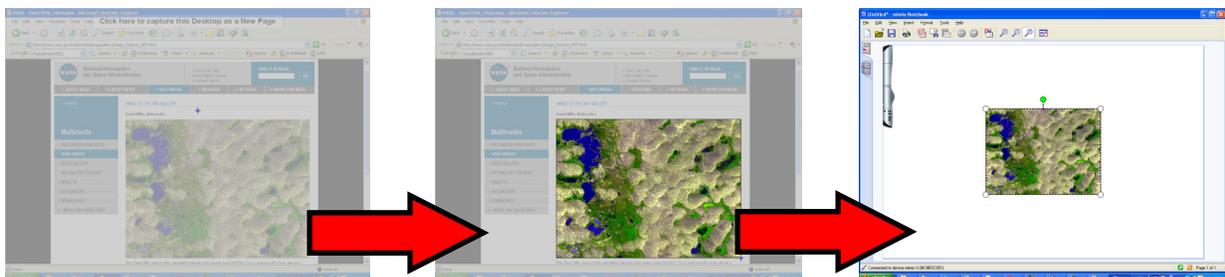
To import pictures:

Do one of the following:

- Click **Picture** .
- Copy images and click **Paste** .
- Drag images into the mimio Notebook.

To insert a screen clipping:

1. Activate the Screen Clipping tool, by doing one of the following:
 - From the mimio Notebook click the **Insert** menu and choose **Screen Clipping** .
 - From the mimio Tools click the down arrow next to the **Picture**  and choose **Screen Clipping** .
3. Click and drag the rectangular selection tool around the area of interest and the selected area will automatically dropped onto the mimio Notebook page currently open..

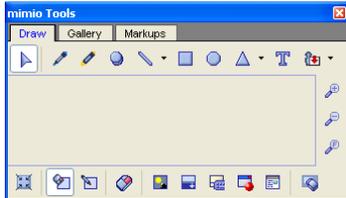


6.5. Manipulating Objects

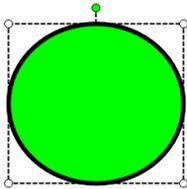
Objects on page can be moved, rotated, copied, deleted, or have their properties adjusted.

To select objects:

1. Start the mimio Tools.
2. Click on the **Draw** tab.



3. Click **Selection** .
4. Do one of the following:
 - To select a single object, click on the object.
 - To select multiple objects, do one of the following:
 - To select one object at a time, hold down **CTRL** while you click each object.
 - To select objects that are close to each other, drag a selection rectangle over the objects.
 - To select all objects on a page, click the **Edit** menu and choose **Select All**.



To deselect objects:

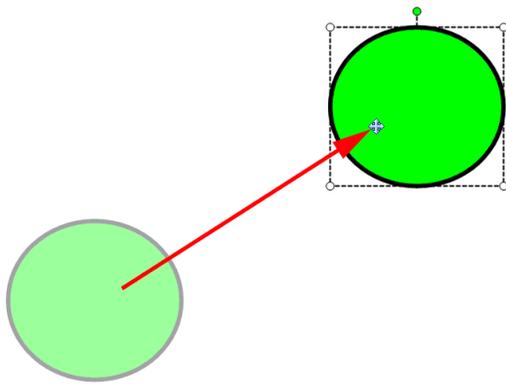
Do one of the following:

- To deselect a single object at a time, hold down **CTRL** while you click each object.
- To deselect all objects, click in any empty area in the mimio Notebook.

To move objects:

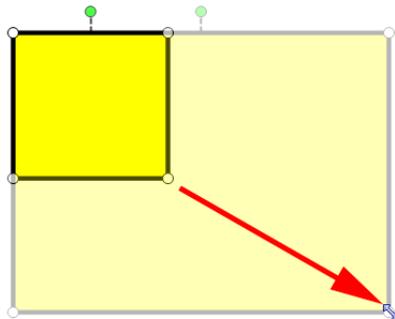
1. Select the objects to move.
2. Position mouse pointer over the objects. The cursor will change to the move cursor .

3. Drag the objects to their new location.



To resize objects:

1. Select the objects to resize.
2. Position the mouse pointer over one of the sizing handles. The cursor will change to resize cursor .
3. To increase or decrease the size in one or more directions, drag the mouse away from or toward the center.

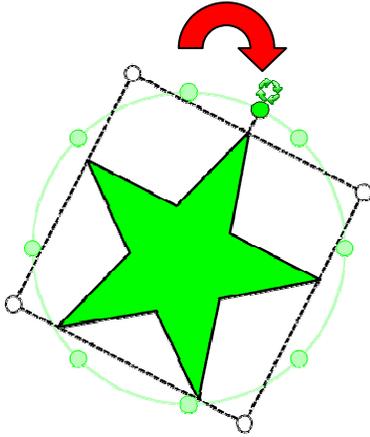


NOTE: Press and hold the **SHIFT** key to constraint proportions during resize.

To rotate objects:

1. Select the objects to rotate.
2. Position mouse pointer over one of the rotation handle. The cursor will change to rotation cursor .
3. Press the left mouse button over the one of the green rotation points.
4. Rotate the objects by dragging the mouse around the center of the object.

5. To snap to one of the predefined 45° increments, move the rotate cursor and release over the predefined rotation anchor point.



To remove objects:

1. Select the objects to remove.
2. Click the **Edit** menu and choose **Delete** .

To reorder objects:

1. Select the objects to order.
2. Do one of the following:
 - Right-click on any of the objects and select **Order**.
 - Click the **Format** menu and select **Order**.
3. To change the order, do one of the following:
 - To bring the selected objects to the front of the order, select **Front** .
 - To send the selected objects to the back of the order, select **Back** .
 - To step the objects forward in the order by one, select **Forward** .
 - To step the objects backward in the order by one, select **Backward** .

To group objects:

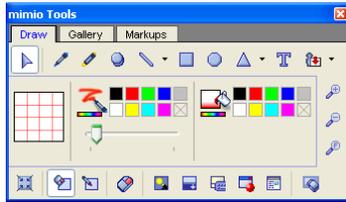
1. Select the objects to group.
2. Do one of the following:
 - Right-click on any of the objects and select **Grouping**.
 - Click the **Format** menu and select **Grouping**.
3. Click **Group** .

To ungroup objects:

1. Select the objects to group.
2. Do one of the following:
 - Right-click on any of the objects and select **Grouping**.
 - Click the **Format** menu and select **Grouping**.
3. Click **Ungroup** .

To adjust object properties:

1. Select the objects to be adjusted.



2. Drag the **Thickness** to adjust the line width.
3. To adjust the line color, do one of the following:
 - To use any of the default colors, click on any color in the **Color Palette**.
 - To use additional colors, click **Color Selection** .
4. To adjust the fill color, do one of the following:
 - To use any of the default colors, click on any color in the **Color Palette**.
 - To use additional colors, click **Color Selection** .

To adjust text objects:

1. Double-click on the text object.
2. Select the text you wish to adjust or enter new text.
3. To adjust the font, click the arrow next to **Font** and select the font.
4. To adjust the font size, click the arrow next to **Font Size** and select the font.
5. To adjust the desired font style, do one or more of the following:
 - To bold the font, click **Bold** **B**.
 - To italicize the font, click **Italic** *I*.
 - To underline the font, click **Underline** U.
6. To adjust the font color, click **Font Color** .
7. To adjust the paragraph format, do one of the following:
 - To left align the font, click **Left** .
 - To center align the font, click **Center** .
 - To right align the font, click **Right** .

To import objects:

1. Select the objects to import from the source mimio Notebook.
2. Click **Copy** .
3. Select the target mimio Notebook.
4. Click **Paste** .

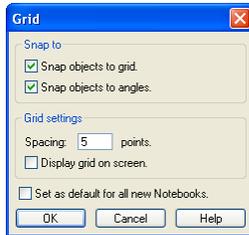
It is also possible to import objects by dragging the pages between the source and target mimio Notebooks.

To convert ink to text:

1. Select the objects to convert. All selected objects will be combined into one text object.
2. Do one of the following:
 - Right-click on any of the objects and select **Recognize Ink** .
 - Click the **Tools** menu and choose **Recognize Ink** .

To snap objects to grid:

1. Do one of the following to open the Grid settings dialog:
 - Right-click within the Notebook window and select **Grid** from the right-click menu.
 - Click the **View** menu and choose **Grid** .



2. To force objects to snap to grid, check **Snap objects to grid**.
3. To allow objects to snap to angles, check **Snap objects to angles**.
4. To adjust the spacing between grid snap locations, enter the desired value into the **Spacing** field.
5. To display a visible grid on the screen, check **Display grid on screen**.
6. To make the grid setting permanent for all new mimio Notebooks, check **Set as default for all new Notebooks**.

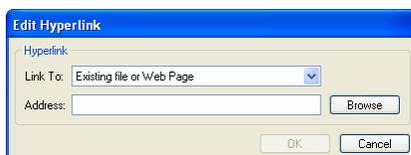
6.6. Working with Hyperlinked Objects

Objects can have hyperlinks associated with them. These hyperlinks can open files, web pages, or simply open a different page within a mimio Notebook. When a hyperlink is associated with the object, a link will appear at the bottom left hand side of the object.



To add a new hyperlink:

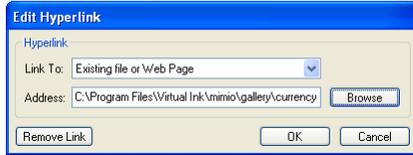
1. Select the objects that you wish to associate the hyperlink.
2. Do one of the following:
 - Right-click on any of the objects, or on any of the control points of the bounding regions. At the bottom of the right-click menu select **Hyperlink**.
 - Left-click on the **Insert** menu at the top of mimio Notebook. At the bottom of the **Insert** menu, select **Hyperlink**.
3. In the hyperlink dialog select what you wish the object to be linked to. If you are linking to an external file click the **Browse** button or simply type in the file or web page.



To remove an existing hyperlink:

1. Select the objects for which you wish to remove the hyperlink.
2. Do one of the following:

- Right-click on any of the objects, or on any of the control points of the bounding regions. At the bottom of the right-click menu select **Hyperlink**.
 - Left-click on the **Insert** menu at the top of mimio Notebook. At the bottom of the **Insert** menu, select **Hyperlink**.
3. In the hyperlink dialog, click the **Remove Link** button.



To jump to a hyperlink:

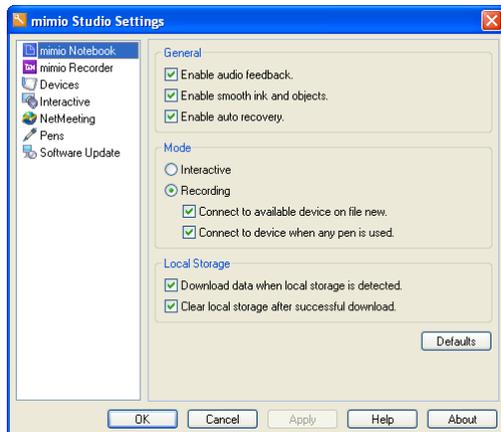
Click on the **Hyperlink** , located on the lower left corner of an object.

6.7. Adjusting the mimio Notebook Settings

The mimio Notebook Settings provides options for setting General parameters for the mimio Studio application, default interaction Mode with mimio devices, and the treatment of Digital Ink data recorded and stored in Local Storage on a mimio Xi device.

To access the mimio Notebook Settings:

1. Open the mimio Studio Settings.
2. Click **mimio Notebook** .



To adjust the general setting:

1. To adjust the use of audio feedback, check/uncheck **Enable audio feedback**. Use this setting if you would like to hear audio feedback for mimio software and hardware events.
2. To adjust the use of smooth ink and objects, check/uncheck **Enable smooth ink and objects**. Use this setting to enable smooth or anti-aliased ink and objects. Un-checking this item can increase the performance of the application.
3. To enable the automatic recovery of data in the event of a crash, check **Enable auto recovery**. When this setting is enabled, the mimio Notebook will save ink data to a backup file every 10 minutes.

To startup the mimio Notebook for use with the Interactive Mode:

Check **Interactive**.

To startup the mimio Notebook for use with the Recording Mode:

1. Check **Recording**.
2. To automatically connect devices to newly opened mimio Notebooks, check **Connected to available device on file New**
3. To automatically open a mimio Notebook in recording mode when a mimio Stylus pen is used, check **Connect to device when any pen is used**.

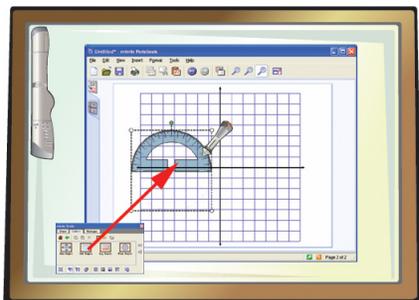
To automatically download Digital Ink to a new Notebook:

Check **Download data when local storage is detected**.

To automatically clear Digital Ink after a successful download:

Check **Clear local storage after a successful download**.

Chapter 7: Using the mimio Gallery



Read this section to learn how to incorporate gallery content into your mimio Notebook presentations.

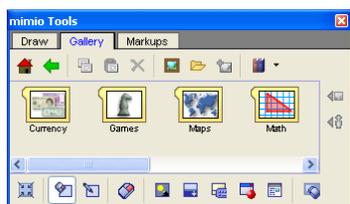
7.1. Navigating the mimio Gallery

The mimio Gallery contains organized sets of backgrounds and pictures. There are four types of items in the mimio Gallery: folders, galleries, pictures, and background.

1.  **Folder** – A folder is used to organize galleries into groups. A folder can contain other folders or galleries.
2.  **Gallery** – A gallery is used to organize related backgrounds and pictures. A gallery only contains backgrounds and pictures.
3.  **Picture** - A picture can be inserted as an object into any mimio Notebook page.
4.  **Background** – A background can be inserted into the background of any mimio Notebook page.

To access the mimio Gallery:

1. Start the mimio Tools.
2. Click on the Gallery tab on the mimio Tools.



To navigate the mimio Gallery:

1. Click **Home**  to return to the top level of the gallery.
2. Click **Up**  to move one level up in the gallery.
3. Double-click folders  and galleries  to open them.
4. Click **Pictures**  to view the available pictures for a gallery.
5. Click **Background**  to view the available backgrounds for a gallery.

To select gallery items:

Do one of the following:

1. To select a single gallery item, click on the gallery item.
2. To select multiple gallery items, do one of the following:
 - To select one gallery item at a time, hold down **CTRL** while you click each gallery item.
 - To select gallery items that are close to each other, drag a selection rectangle over the gallery item.
 - To select a range of gallery items, click on the first gallery item and then hold down **SHIFT** while you click on the last gallery item.
3. To select all gallery items, right-click to bring up the context menu and choose **Select All**.

To deselect gallery items:

Do one of the following:

- To deselect a gallery item at a time, hold down **CTRL** while you click each gallery item.
- To deselect all gallery items, click in any empty area in the mimio Gallery.

7.2. Importing gallery items into a mimio Notebook

All content from the mimio Gallery can be directly imported into any mimio Notebook.

To import pictures into a mimio Notebook:

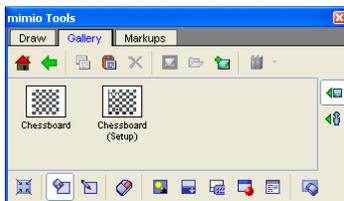
1. Navigate to the desired gallery.
2. Click **Pictures**  to view the available pictures for the gallery.



3. Select the pictures to import.
4. Drag the pictures into the desired mimio Notebook.

To import backgrounds into a mimio Notebook:

1. Navigate to the desired gallery.
2. Click **Backgrounds**  to view the available backgrounds for the gallery.



3. Select the backgrounds you wish to import.
4. Drag the selected backgrounds into the desired mimio Notebook.

7.3. Adding custom content to the mimio Gallery

The mimio Gallery is fully expandable and modifiable, allowing users to add their own folders, galleries, pictures, and backgrounds.

To add new folders:

1. Navigate to the desired insert location. Folder can be inserted in the top level of the gallery or in other folders.
2. Click **New Folder** .



3. Enter a name for the new folder in the **Name** field.
4. (optional) Click **Choose Picture** to select a preview picture for the new folder.

To add new galleries:

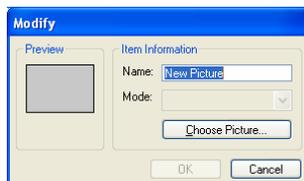
1. Navigate to the desired insert location. Galleries can be inserted in the root of the gallery or in folders.
2. Click **New Gallery** .



3. Enter a name for the new gallery in the **Name** field.
4. (optional) Click **Choose Picture** to select a preview picture for the new gallery.

To add new pictures:

1. Navigate to the desired insert location. Pictures can be inserted into the picture section of galleries.
2. Click **Insert Image** .

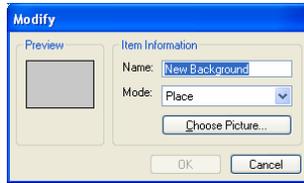


3. Enter a name for the new picture in the **Name** field.
4. Click **Choose Picture** to select the new picture.

It is also possible to insert new pictures by dragging new content into a gallery.

To add new backgrounds:

1. Navigate to the desired insert location. Backgrounds can be inserted into the background section of galleries.
2. Click **Insert Image** .



3. Enter a name for the new picture in the **Name** field.
4. Click **Choose Picture** to select the new background.
5. Select the display **Mode** for the new background:
 - a. Place - the image is placed in the top left corner of the page and is not resized.
 - b. Stretch - the image is resized to fill the entire page.
 - c. Tile - the image is tiled repeatedly to fill the entire page.
 - d. Center - the image is placed in the center of the page and is not resized.

It is also possible to insert new backgrounds by dragging new content into a gallery.

To copy existing gallery items:

1. Select gallery items to copy.
2. Do one of the following:
 - Click **Copy**  and then click **Paste** .
 - Hold down **SHIFT** and drag the selected gallery items.

To remove gallery items:

1. Select gallery items to remove.
2. Click **Delete** .

To sort gallery items:

1. Select gallery items to sort.
2. Drag the selected gallery items to their new location.

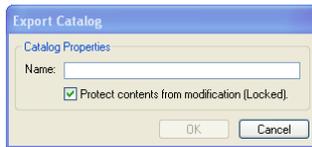
7.4. Working with catalog files

Entire galleries can be exported and imported into the mimio gallery using catalog files.

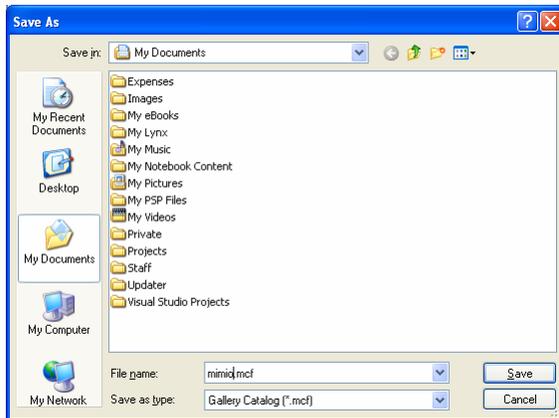
To export content to a catalog file:

1. Navigate to the folder section of the gallery.
2. Select the folders and galleries you wish to export.

3. Click on the drop down to the right of **Catalog**  and select **Export Catalog** .



4. Enter a new name for your catalog.
5. Optionally, you can click on the **Protect contents from modification (Locked)** option to protect the content from being modified by users who import the gallery content.
6. Click **OK**.



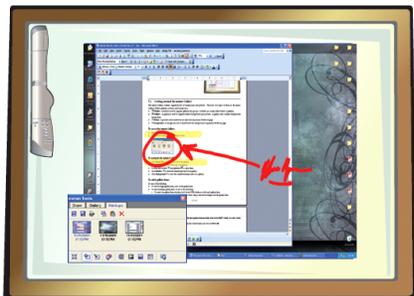
7. Enter a filename and choose a folder location to save the mimio gallery content to the specified catalog file.

To import content from a catalog file:

1. Navigate to the desired gallery folder into which to import into.
2. Do one of the following:
 - Click on the drop down to the right of **Catalog**  and select **Import Catalog** . This will insert the content into the current folder/gallery.
 - Double-click on a catalog file and it will import the gallery content into the selected gallery folder.

It is also possible to import content by dragging a catalog file into a gallery.

Chapter 8: Using the mimio Markups



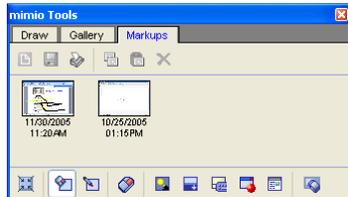
Read this section to learn how to work with screen markups and how they can be incorporated into Notebook presentations and other applications.

8.1. Navigating the mimio Markups

The mimio Markups contain all screen annotations created while in the mimio Screen Markup mode.

To access the mimio Markups:

1. Start the mimio Tools.
2. Click on the **Markups** tab on the mimio Tools.



To select screen markups:

Do one of the following:

1. To select a single screen markup, click on the screen markup.
2. To select multiple screen markups, do one of the following:
 2. To select one screen markup at a time, hold down **CTRL** while you click each screen markup.
 3. To select screen markups that are close to each other, drag a selection rectangle over the screen markups.
 4. To select a range of screen markups, click on the first screen markup and then hold down **SHIFT** while you click on the last screen markup.
3. To select all screen markups, right-click to bring up the context menu and choose **Select All**.

To deselect screen markups:

Do one of the following:

1. To deselect a single markup at a time, hold down **CTRL** while you click each screen markup.
2. To deselect all screen markups, click in any empty area in the mimio Markups.

8.2. Exporting screen markups

Screen markups can be exported from the mimio Markups directly into open Notebooks, other applications, or even to file(s).

To export screen markups into a Notebook:

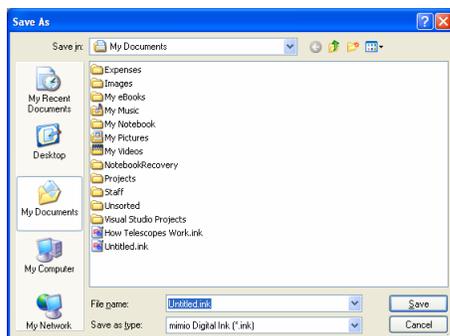
1. Select screen markups to export.
2. Do one of the following:
 - b. Click **Import into Notebook** .
 - c. Double click on the selected screen markups.
 - d. Click **Copy** , select the target Notebook, and then click **Paste** .
 - e. Drag the selected screen markups into the target Notebook.

To export screen markups into another application:

1. Select screen markups to export.
2. Do one of the following:
 - Click **Copy** , select the target application, and then click **Paste** .
 - Drag the selected screen markups into the target application.

To export screen markups to file:

1. Select the screen markups export.
2. Click the **Save** .

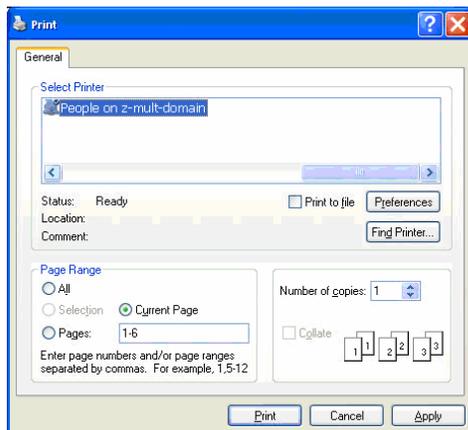


3. In the **Save as type** list, click the desired save format.

To print screen markups:

1. Select the screen markups to print.

2. Click **Print** .



8.3. Organizing screen markups

Screen markups can be copied, moved, and deleted from the mimio Markups. By default, screen markups are sorted by date, with the newest markup on the left and the oldest on the right.

To copy existing screen markups:

1. Select screen markups to copy.
2. Do one of the following:
 - Click **Copy**  and then click **Paste** .
 - Hold down **SHIFT** and drag the selected screen markups.

To remove screen markups:

1. Select screen markups to remove.
2. Click **Delete** .

To sort screen markups:

1. Select screen markups to sort.
2. Drag the selected screen markups to their new location.

Chapter 9: Using mimio Text Tool



Read this section to learn how to enter text into Notebook presentations and other 3rd party applications.

9.1. Working with the mimio Text Tool

The mimio Text Tool provides a set of tools for entering text into the mimio Notebook and any other 3rd party application. The mimio Text Tool has three modes of entering text: the On-Screen Keyboard, Write Anywhere, and Writing Pad.

The mimio Text Tool can be used with the interactive stylus in Interactive Mode. You can also use the mimio Text Tool with your mouse or other input device while sitting at the computer screen.

The On-Screen Keyboard allows you to enter text through an on-screen keyboard application.

Write Anywhere allows you to enter text by writing anywhere on the screen. Your handwriting is automatically converted into text and input into the current application.

Writing Pad allows you to enter text through a small on-screen writing pad. Your handwriting is automatically converted into text and input into the current application.

To change the Text Tool:

1. Right-click **mimio Text Tool**    in the notification area of the Taskbar.



2. Do one of the following:
 - To select and enable the On-Screen Keyboard, select **Keyboard**.
 - To select and enable Write Anywhere, select **Write Anywhere** .
 - To select and enable Writing Pad, select **Writing Pad**.

Enabling the Text Tool

Do one of the following:

- To enable the currently selected text tool, do one of the following:
 - Click **Write Anywhere** , **Writing Pad** , or **Keyboard**  in the system tray.
 - Click Text Tool  on the bottom row of mimio Tools.
- To enable a tool, which is not currently selected, you must change to that tool.

Disabling the Text Tool

Do one of the following:

- Click **Write Anywhere** , **Writing Pad** , or **Keyboard**  in the notification area of the Taskbar.
- Click Text Tool  on the bottom row of mimio Tools.
- Close the text tool's application window.

9.2. Using the On-Screen Keyboard

The On-Screen Keyboard allows you to enter text into applications.

To use the On-Screen Keyboard:

1. Enable the **Keyboard**  text tool.



2. Left-click on the window that will receive the text, bringing the window into "focus".
3. Press the virtual keys on the on-screen keyboard, and the text will appear in the focused window where the cursor is located. You can change the window focus at any time to redirect the text.

9.3. Using Write Anywhere

Write Anywhere can be used to enter text by writing anywhere on the screen with the interactive stylus in Interactive Mode. You can also use Write Anywhere with your mouse or other input device while sitting at the computer screen.

To use Write Anywhere:

1. Enable the **Write Anywhere**  text tool.



2. Left-click on the window that you wish to receive the text, bringing the window into “focus”.
3. Write anywhere on the screen. Your handwriting will automatically be converted into text and input into the current application.
4. Use the on-screen buttons for commonly used keys:
 - To use the **BACKSPACE** key, click **Backspace** .
 - To use the **ENTER** key, click **Enter** .
 - To use the **TAB** key, click **Tab** .
 - To use the **SPACE** key, click **Space** .

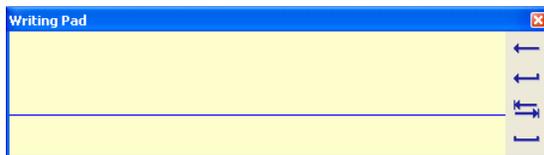
Write Anywhere also supports gesture recognition for commonly used keys, see section 9.5.

9.4. Using Writing Pad

Writing Pad allows you to enter text through a small on-screen writing pad with the interactive stylus in Interactive Mode. You can also use Writing Pad with your mouse or other input device while sitting at the computer screen.

To use Writing Pad:

1. Enable the **Writing Pad**  text tool.



2. Left-click on the window that you wish to receive the text, bringing the window into “focus”.
3. Write within the yellow space of Writing Pad. Your handwriting will automatically be converted into text and input into the current application.
4. Use the on-screen buttons for commonly used keys:
 - To use the **BACKSPACE** key, click **Backspace** .
 - To use the **ENTER** key, click **Enter** .
 - To use the **TAB** key, click **Tab** .
 - To use the **SPACE** key, click **Space** .

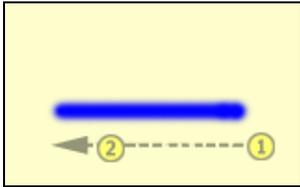
Writing Pad also supports gesture recognition for commonly used keys, see section 9.5.

9.5. Using Gestures

Gesture recognition allows handwritten shortcuts to be automatically recognized as commonly used keys. Both Write Anywhere and Writing Pad support gesture recognition.

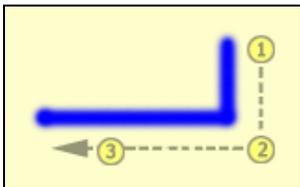
To press BACKSPACE:

Draw a line from right to left.



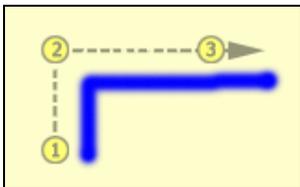
To press ENTER:

Draw a connected line from top to bottom and then from right to left.



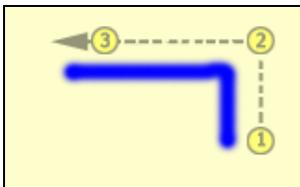
To press TAB:

Draw a connected line from bottom to top and then from left to right.



To press SPACE:

Draw a connected line from bottom to top and then from right to left.



Chapter 10: Using mimio Recorder



Read this section to learn how to use the mimio Recorder to create movies of your mimio presentations with support for synchronized audio.

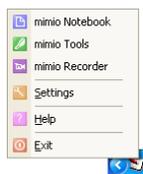
10.1. Working with the mimio Recorder

The mimio Recorder provides a set of tools to record your mimio interactions into an .avi movie file with the option to record audio as well.

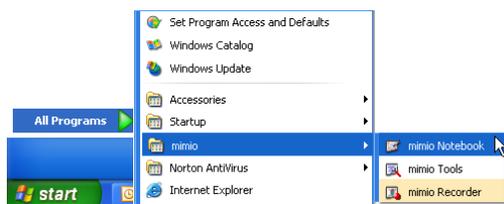
To open the Recorder:

Do one of the following:

- Double-Click the **mimio Recorder** shortcut on the Desktop.
- Right-click **mimio**  in the notification area of the Taskbar and select **mimio Recorder**.



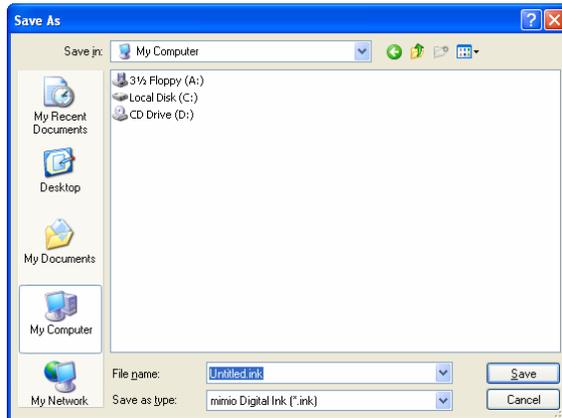
- Click **Start Menu**, click **All Programs**, click **mimio**, and select **mimio Recorder**.



- Start the mimio Tools and click **Recorder** .

To save a recording:

1. Click **File** and select **Save** .



2. In the **Save as type** list, click the desired save format.
3. Click **Save**.

To exit the Recorder:

Click **Close** .

10.2. Recording a Presentation

The mimio Recorder can be used to easily record presentations using standard record, pause, stop, and play features.

To start a new recording:

1. Open the mimio Recorder.
2. Do one of the following:
 - To begin recording using the last selected recording option (Record Desktop by default), click **Record** .
 - Click on the small down-arrow at the right of **Record**  to open up the list of recording options. Select the appropriate recording option:
 - To record the entire Desktop, select **Record Desktop** .
 - To record a specific window, select **Record Window** .
 - To record an area of the screen, select **Record Area** .

While recording, the Recorder will automatically minimize and appear in the system tray as the **mimio Recorder**  icon.

To pause a recording:

1. Click on the **mimio Recorder**  icon in the system tray. This will pause the current recording and open up the mimio Recorder.
2. Do one of the follow:
 - To resume recording, click **Record** .
 - To end this recording, click **Stop** .

To stop a recording:

1. Pause the screen recording.
2. Click **Stop** .

To preview a recording:

1. Pause the screen recording.
2. Click **Play** . This will open your default media player to preview your recorded clip. Close your media player before starting a new recording.

Chapter 11: Using mimio with Microsoft® NetMeeting



Read this section to learn how to use mimio with Microsoft NetMeeting.

11.1. Setting up mimio Studio with NetMeeting

mimio Studio is capable of automatically connecting your mimio to an open NetMeeting session. mimio Studio and NetMeeting can be used together both in Interactive and Recording modes.

To use NetMeeting interactively:

1. Start the NetMeeting application. Consult the Microsoft NetMeeting documentation if necessary.
2. Start the mimio Studio Interactive Mode.
3. Use the mimio Stylus pen to select tools and add content directly to the NetMeeting Whiteboard.

To use NetMeeting with digital Ink:

1. Start the NetMeeting application and launch the NetMeeting Whiteboard. Consult the Microsoft NetMeeting documentation if necessary.
2. Begin using with the mimio Stylus pens and erasers to input digital ink directly into the NetMeeting Whiteboard.

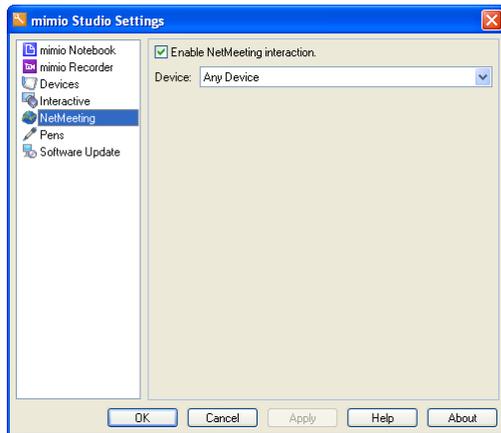
11.2. Adjusting the NetMeeting Settings

The NetMeeting Settings allow you to enable/disable Microsoft NetMeeting support and adjust the device associated with the NetMeeting Whiteboard.

To access the NetMeeting Settings:

1. Open the mimio Studio Settings.

2. Click **NetMeeting** .



To enable NetMeeting interaction:

Check **Enable NetMeeting Interaction**.

To disable NetMeeting interaction:

Uncheck **Enable NetMeeting Interaction**.

To setup NetMeeting support for a particular mimio device:

Click the **Device** dropdown and select the mimio device to use with NetMeeting.

Chapter 12: Keeping current with software updates



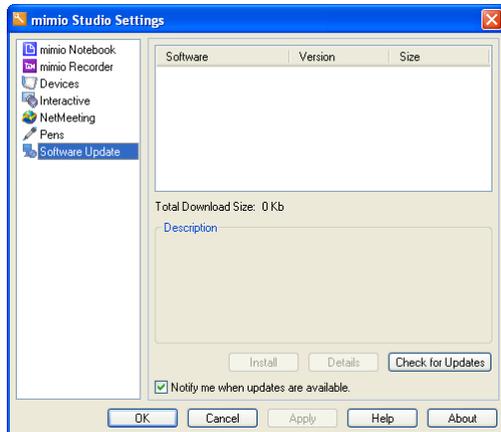
Read this section to learn how to check for and install software updates for mimio Studio.

12.1. Using the software updates

The Software Updates Settings allow you to check for and install software updates for mimio Studio.

To access the software updates:

1. Open the mimio Studio Settings.
2. Click **Software Update** .



To check for software updates:

Do one of the following:

- To manually check for available updates, click **Check for Updates**.
- To automatically check for available updates, check **Notify me when updates are available** and click OK or APPLY to save the changes.

To install software updates:

1. Check for available updates.
2. Select the updates you wish to install from the **Software** list of available updates.
3. Click **Install**.

Chapter 13: Tips and Troubleshooting



Most problems with mimio can be solved quickly by following the advice in this chapter.

13.1. Troubleshooting your mimio Xi and mimioBoard

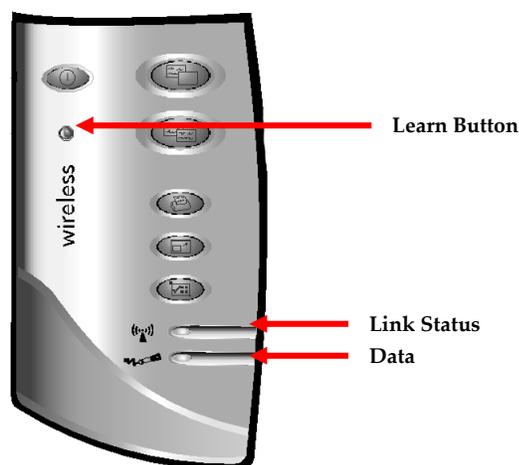
This section describes common mimio Xi and mimioBoard problems and how they can be solved.

If recorded digital ink appears spotty or erratic:

- Check to see if a “Wattstopper” brand motion detector is being used in the room or office. It is unfortunately not possible for the Wattstopper device and mimio capture device to operate simultaneously in the same room. It is possible to replace the “Wattstopper” units with “SensorSwitch” (<http://www.sensorswitch.com/>) units that are compatible with mimio devices.
- Check to see if the mimio is exposed to direct sunlight. Direct sunlight onto the mimio can result in the IR sensors getting “flooded” with IR and thus cause the mimio capture device to not function. Reposition the whiteboard or the mimio out of the direct sunlight or pull down the shades or close the blinds in the room.

13.2. Troubleshooting your mimio wireless

This section describes common mimio wireless problems and how they can be solved.



If the Link Status LED is amber:

1. Ensure the PC is powered and turned on.
2. Ensure the wireless module is plugged into an available USB port on your PC.
3. Ensure the mimio Xi capture bar is powered on and has a green power LED. If the power LED is amber, replace the four AA batteries in the mimio Xi capture bar.
4. Move the mimio Xi with wireless module closer to the computer with the wireless receiver connected to it.
5. Mate the wireless module and receiver by redoing the “Learning” process.

To mate the wireless module and receiver:

1. Power on the mimio Xi (with wireless module).
2. Plug the wireless receiver into an available USB port on your PC.
3. Using a paper clip, press the teach button on the wireless receiver to initiate the learning process.
4. Press the recessed learn button on the wireless module with the tip of a pen or the end of a paper clip to complete the learning process.
5. The Link Status LED will start flashing amber and green while the learning process is underway. Once the wireless module and receiver are mated, the Link Status LED will turn to a solid green color to show that the 2 components have been paired and that a wireless connection is established.

Chapter 14: Copyright and Legal Information

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Windows and NetMeeting are registered trademarks of Microsoft Corporation.

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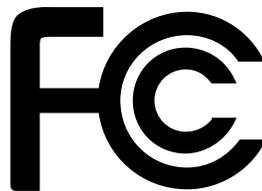
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FCC Notice (Class B)

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

CAUTION: Changes or modifications to this equipment not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.



FCC Compliance Information Statement

Product Name: mimio Xi
Product Model Number: DMA-02

This class B device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

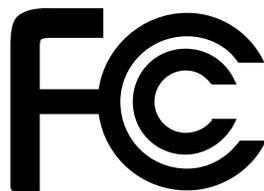
- (1) This device may not cause harmful interference, and
- (2) This device must accept any interference received, including interference that may cause undesired operation.

FCC Notice (Class B)

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
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CAUTION: Changes or modifications to this equipment not expressly approved by the party responsible for compliance could void the user 's authority to operate this equipment.

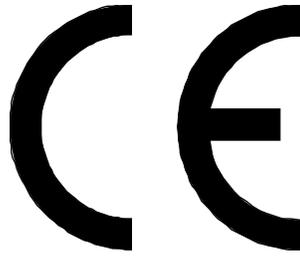


FCC Compliance Information Statement

Product Name: mimioBoard
Product Model Number: DMA-03

This class B device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) This device must accept any interference received, including interference that may cause undesired operation.



Declaration of Conformity

Manufacturer's Name: Virtual Ink® Corporation
Manufacturer's Address: 150 CambridgePark Drive
Cambridge, MA 02140
USA

Declares that the product:

Product Name: mimio Xi
Model Number: DMA-02

Conforms to the following standards:

Safety: EN 60950:1992 +A1:1993 +A2:1993 +A3:1995 +A4:1997 +A11:1997
EN 60825-1:1994
EMC: EN5081-1, EN 55022, Class B (CISPR-22)
EN 50082-1, EN 50024 using:
EN 61000-4-2 (IEC 801-2), EN 61000-4-3 (IEC 801-3), EN 61000-4-4 (IEC 801-4),
EN 61000-4-5, EN 61000-4-6, EN 61000-4-11, EN V 50204

The product is in conformity with the requirements of the General Product Safety Directive (92/59/EEC), the Low-Voltage Directive (73/23/EEC), the EMC Directive (89/336/EEC, the Machinery Directive (89/392/EEC), and the Product Liability Directive (85/374/EEC) and amendment 1999/44/EC).



Declaration of Conformity

Manufacturer's Name: Virtual Ink® Corporation
Manufacturer's Address: 150 CambridgePark Drive
Cambridge, MA 02140
USA

Declares that the product:

Product Name: mimio wireless
Model Number: DMA-02-02

Conforms to the following standards:

Safety: EN 60950:1992 +A1:1993 +A2:1993 +A3:1995 +A4:1997 +A11:1997,
EN 60825-1:1994
EMC: EN 61000-6-3:2001, EN 55022:1998, Class B (CISPR-22),
Immunity: EN 61000-6-1:2001, EN 55024:1998 + A1:2001 + A2:2002, EN 301 489-01 V1.4.1,
EN 301 489-03 V1.4.1 using:
EN 61000-4-2:1995 + A1:1998, EN 61000-4-3:1995 + A1:1998, EN 61000-4-4:1995,
EN 61000-4-5:1995, EN 61000-4-6:1996, EN 61000-4-11:1994
Radio Spectrum: EN 300 440-2 V1.1.1

The product is in conformity with the requirements of the General Product Safety Directive (92/59/EEC), the Low-Voltage Directive (73/23/EEC), the EMC Directive (89/336/EEC), the Machinery Directive (89/392/EEC), and the Product Liability Directive (85/374/EEC) and amendment (1999/44/EC), the R&TTE Directive (1999/5/EC).

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** Per EC Directives: 1985/374/EC, Amend 1998/27/EC, and 199/468/EC.

Limited Warranty

Virtual Ink warrants that your mimio® bar and related accessories ("Hardware") will be free from defects in materials and workmanship under normal use and service for a period of two (2) years from the date of purchase. Your sales receipt is your proof of the date of purchase. By registering your product, you can receive an additional 3 year extended warranty at no additional expense.

If you think you have defective Hardware, contact Virtual Ink technical support at <http://www.mimio.com/support> for verification. Before returning a failed unit, you must obtain a Return Material Authorization (RMA) number from Virtual Ink. The RMA number should be prominently displayed on the outside of the returned package and on the accompanying packing list. Virtual Ink will not accept any returns without an RMA number.

Virtual Ink's sole obligation and entire liability under this limited warranty shall be, at Virtual Ink's option, either the repair or replacement of the defective Hardware, or parts thereof; provided, however, that you are responsible for (i) the cost of transportation of the Hardware to the designated service location, and (ii) any loss or damage to the Hardware resulting from such transportation. All exchanged parts or Hardware replaced under this limited warranty shall become the property of Virtual Ink. The repair part or replacement may not be new but will be in good working order.

Virtual Ink shall have no responsibility to replace the hardware if the failure of the Hardware has resulted from accident, abuse, misuse, negligence, unauthorized modification or repair, unsuitable physical operating environment, improper maintenance by you or failure caused by product for which Virtual Ink is not responsible. This limited warranty does not cover software or consumable products, such as batteries.

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