

Flow!Works Pro User Manual

Information in this manual is subject to change without notice.

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Part 1 General Introduction of Software

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

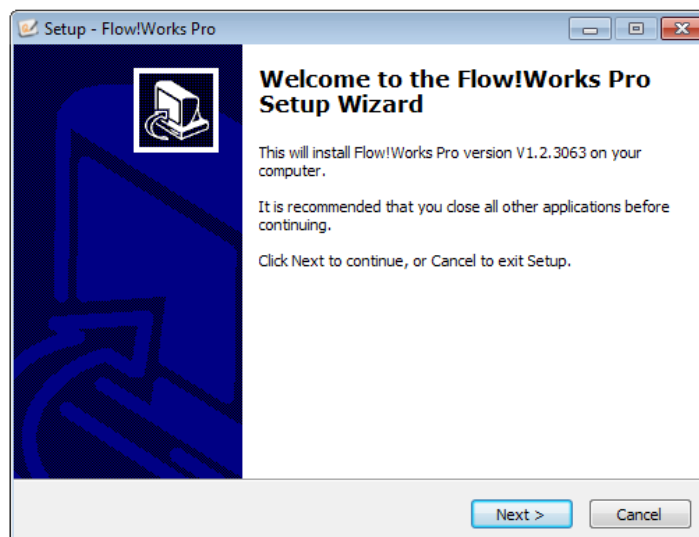
1.1 Computer Requirements

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

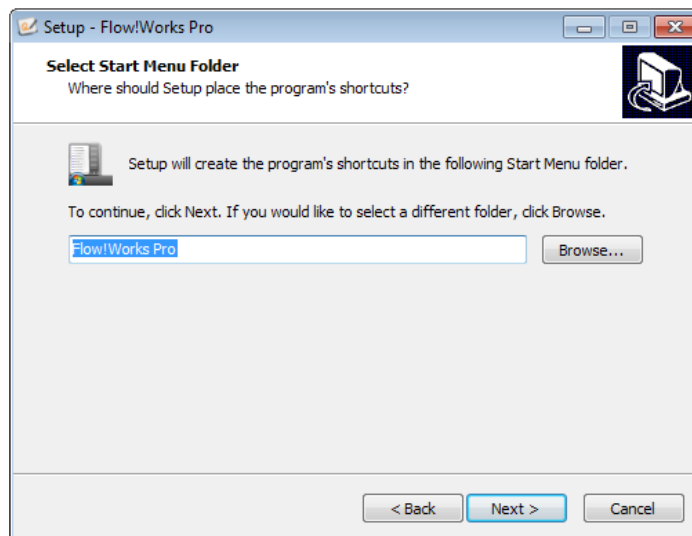
- **Minimum Hardware Requirement:**
CPU: 1 GHz x86 or x64
Memory: 1024MB or above
Hard disk: 1G
Operating system: Windows XP/7/8 /10
- **Configuration Recommended:**
CPU: 3.2GHzx64
Memory: 4G or above
Hard disk: 500G
Operating system: Windows XP/7/8/10

1.2 Software Installation

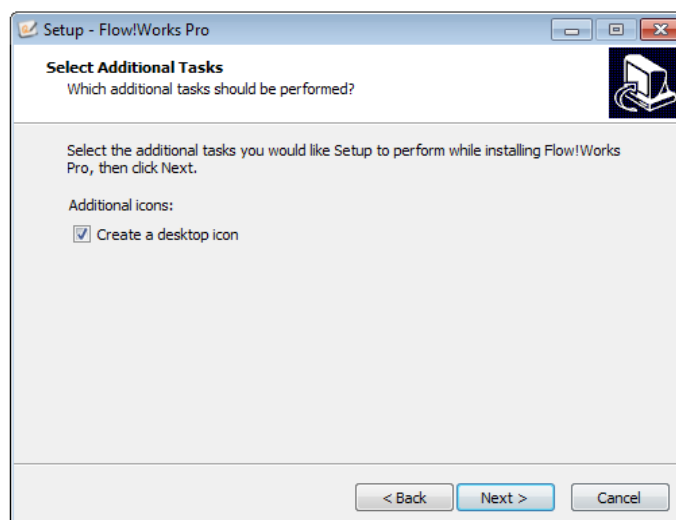
1. Double click the Flow!Works Pro Setup.exe to start the installation.
2. Click next to continue.



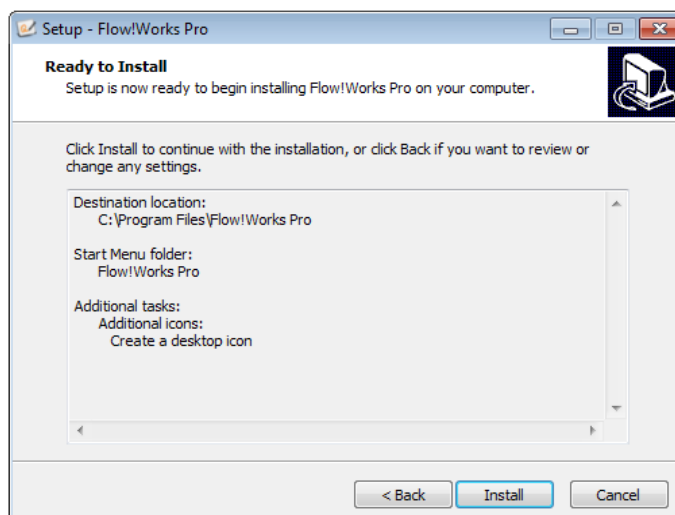
3. Select the desired installation path and then click next.



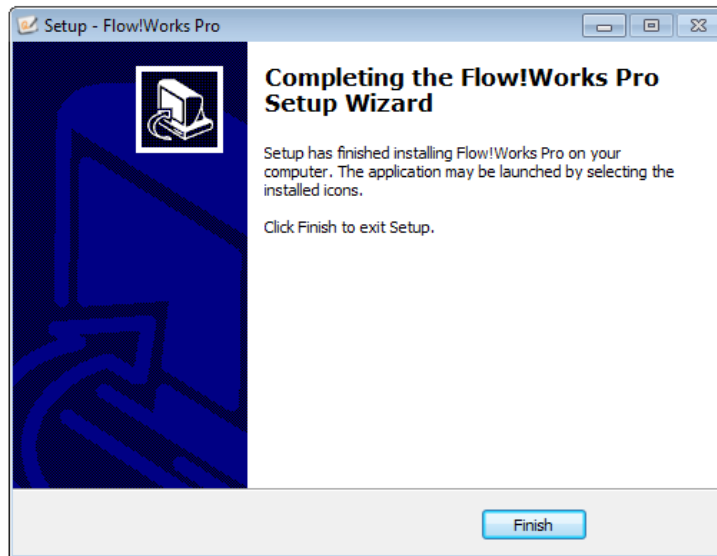
4. Select the additional task "Create a desktop icon" and then click next.



5. You are now ready to install the program. Click "Install".



6. Click “Finish” to exit setup.

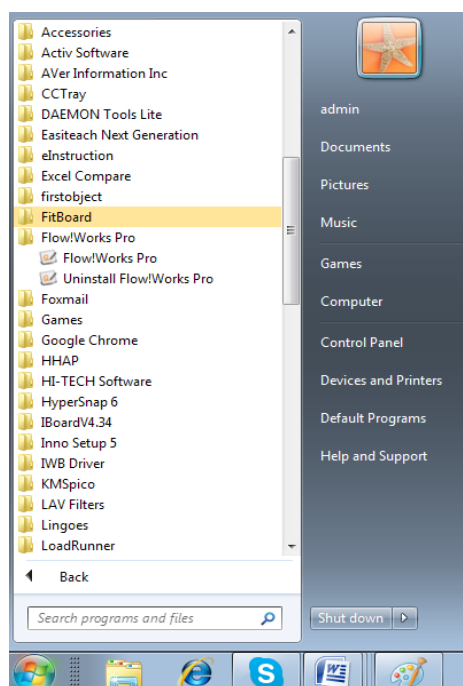


After installation, a shortcut icon  is created on the desktop.

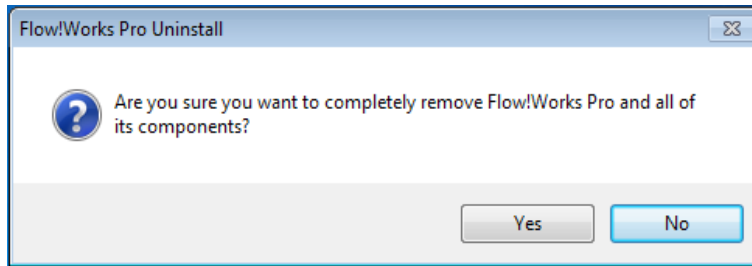
1.3 Software Uninstallation

To uninstall Flow!Works Pro:

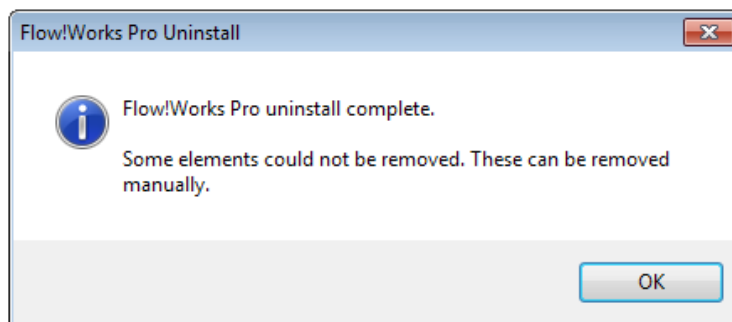
1. Open your Windows Start Menu, click all programs and select Flow!Works Pro folder.



2. Click “Uninstall Flow!Works Pro” and select “Yes”.



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

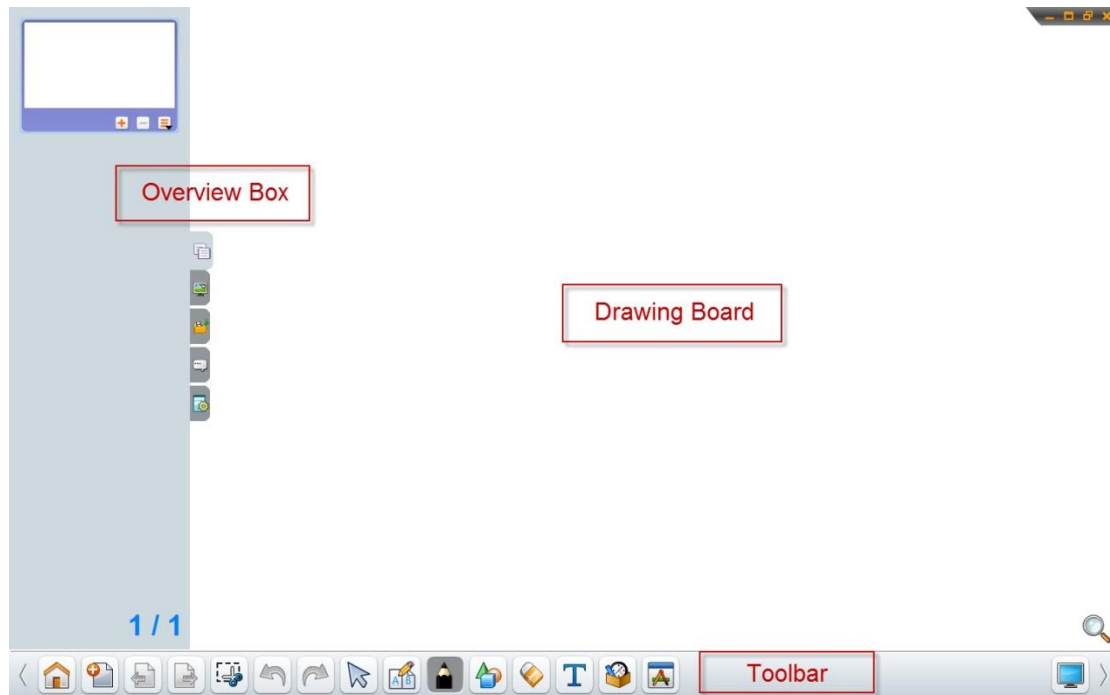


1.4 Software Startup

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

1.5 Software Main Interface

The Flow! Works Pro interface contains three parts: **Drawing Board**, **Overview Box** and **Toolbar**.



1.5.1 Drawing board

The **Drawing Board** displays the contents of a selected page in the file. It is also the area where objects are created and edited.

1.5.2 Overview box

It has five parts: **Page Sorter**, **Properties**, **Resources** and **Page Notes** and **Audience Response System Setting**.

Page sorter: Displays all the pages in the open file as thumbnails and automatically updates the thumbnails when the contents of the pages are changed. You can add, delete, insert and duplicate new pages.

Properties: it enables you: 1) Fill the background of the drawing board with colors, image from local resources or grid with different kind of format.

Note: The properties for the object are only displayed when the objects are chosen.

Resources: The software contains series of resource including image, widgets sound, movie and my folder. Click thumbnails of the icon, it will display the resources.









Page Notes: This function allows you to make notes in each page. Click the icon, the page notes will be












displayed. Under the bottom, you can see the toolbar for properties change. Also right-click the blank area, shows the command menu for more operations.

Audience Response System Setting: Flow!Works Pro integrates the QClick freestyle function. You can set the questions and answers on each page. Accompanied by the QClick hardware system, you can freely get anyone involved in the presentation.

1.5.3 Toolbar

The toolbar includes a series of functional buttons (see the following table).

Icons	Menus	Function Description
	Start	Click the start button, pop out the submenu, which lists functions as Open, Save, Import, Export, Print, Options, Help, and Exit the software.
	New	Add new page with three choices available: New White Slide, New Screen Slide screenshot and New Black Slide.
	Previous	Click to the previous page
	Next	Click to the next page
	Undo	Undo the previous process on the drawing board.
	Redo	Redo the last process on the drawing board.
	Select	<ol style="list-style-type: none"> 1. Select objects on the drawing board, change their position and resize them. 2. Select the multiple objects to group.
	Split Screen	Split the screen into two, three or four parts, allowing two, three or four users to write simultaneously on each part of the screen.

	Pens	Click the icon to select a pen type and choose a thickness and a color for the pen. Then use the selected pen tool to draw.
	Shapes	Click the icon to select a shape type and choose a thickness and a transparency for the shape. Then create the selected shape on the drawing board.
	Eraser	1. Clear part of the selected object, only for object drawn by pen, highlighter and texture pen. 2. Clear the selected object; 3. Clear all the content on the drawing board.
	Editor	Create text on the drawing board.
	Capture	Capture image and add it to current page/ new page or save it as an image file.
	Tools	Include Voting, Camera, Ruler, Calculate, Compass, Table, Timer, Spotlight, Keyboard, Curtain, Graph, Function Editor , etc.
	Applications	Start applications from local PC without switching to desktop mode.
	Desktop	Desktop mode.
	Zoom	Scale the page as a whole.
	Right invert	Move toolbar to the right side of the window.
	Left invert	Move toolbar to the left side of the window.

1.5.3.1 Start Menu



Click the start button , follows the submenu, which allows you to manipulate a number of functions:

Open, Save, Import, Export, Print, Options, Help, and Exit the software.



Open: open a created .QBF file



Save: save the file you worked



Save as: change the file name and storage path



Import: import IWB, PDF, PowerPoint and Word files.



Export: export pages as image or PDF files.



Print: print your electronic document



Options: system and Quick Access Toolbar settings







Help: software version, user's guide and activation.



Exit: exit the Flow!Works Pro software.

1.5.3.2 Select Menu




Under the **Select** menu  , come three types of selection tools.

	Select objects on the drawing board, change their position and resize them. Select the multiple objects to group.
	Change the selected objects' position in presentation mode.
	Scroll the entire page to view all the content on the drawing board.

1.5.3.3 Split Screen









The split screen function can divide screen into two, three or four parts.

	Split screen into two parts with black and red writing colors.
	Split screen into three parts with black, red and green writing colors.
	Split screen into four parts with black, red, green and blue writing colors.

1.5.3.4 Pen Menu



Under the **Pen** menu , come pen styles and filling function.

					
Pen	Highlighter	Texture Pen	Laser pen	Handwriting	Fill



















Note: The handwriting functions after activation. The icon shows as without activation. Click the icon and the activation wizard will pop up.

1.5.3.5 Shape







Under **Shape** menu , come shape styles.

			
Line	Circle	Triangle	Square
			
Pentagon	Hexagon	Octagon	Dotted line
			
Cube	Dihedron	Cylinder	Cone
			
Sphere	Hemisphere	Tetra	Shape Recognition














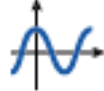



1.5.3.6 Clear

Under the **Clear** menu  , come three types of erasers.




	Clear inks created by pens.
	Clear selected object.
	Clear all the inks created by pens at once
	Clear all the inks and objects on the drawing board.

1.5.3.7 Tools

Flow!Works Pro provides different kinds of tools.

				
Protractor	Ruler	Triangular Ruler	Compass	Calculator
				
Table	Clock/Timer	Spotlight	Keyboard	Curtain
				
Web Browser	Magnifier	Graph	Function Editor	Periodic Table
				
Camera	Recording			

*Note: You need to activate the tools (**Graph**, **Function Editor** and **Periodic Table**) before you can use them.*

Icons show as ,  and  respectively without activation. Click any one of the icons then the activation wizard will pop up.

Part 2 How to use Flow!Works Pro


2.1 Create and work with files

2.1.1 Creating files

Start the software, you can work with the file and add any objects through using the toolbar and the resources.


2.1.2 Open files

You can open the existing file:

1. Press **Open**  (Dialog box appears).
2. Browse and select the QBF file.
3. Press open.

2.1.3 Save files

Save your created file in the designated path:

1. Press **Save**  (Dialog box appears).
2. Select a path to save the new file.
3. Enter a name for the file in the file name box.
4. Press Save.

2.1.4 Import files

Local resource files can be imported into the software if necessary:


1. Select **Import**  .

2. Select PDF, IWB, or PowerPoint files. (Dialog box appears).
3. Browse the path and select the desired file.
4. Press **Open**.

*Note: There are two ways to import PowerPoint into the software: 1) Import the entire slide as a whole picture;
2) Import all the objects in slides.*

2.1.5 Export files

You can export your files in other formats:

1. Select **Export** .
2. Select the export format (PDF or Image).
3. Enter a name for the file.
4. Press **Save**.

Supported file formats for export:


- PDF
- Image file formats (BMP/JPEG/PNG)

2.1.6 Print files

You can print all pages, selected pages or selected segment of a page. Under the **Print** menu, here are some options.




● **Print**

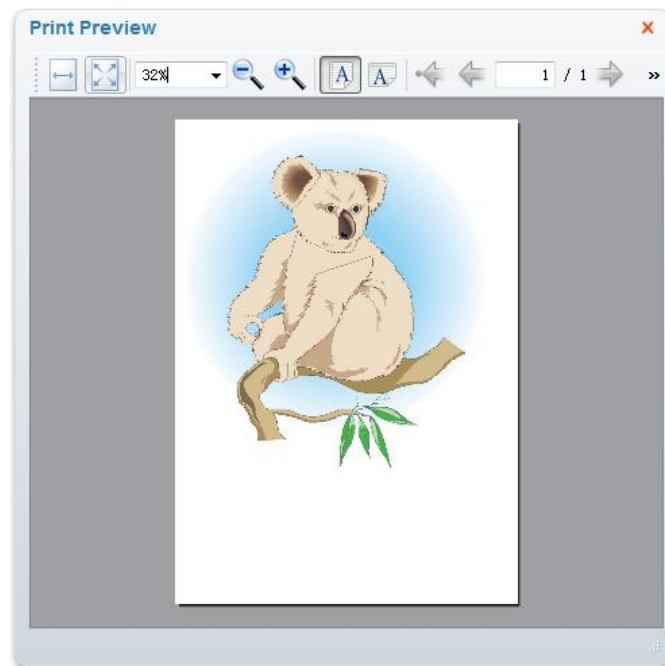
1. Select **Print** , submenu  pops out.


2. Select **Print**  (Print dialog box appears).
3. Press **print**.

- **Print Preview**


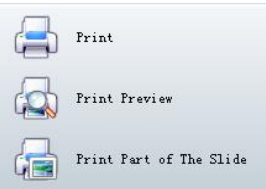


Before printing, you can preview each page as it will look when printed.

1. Select **Print** , submenu  pops out.
2. Select **Print Preview**  (Print Preview dialog box appears).

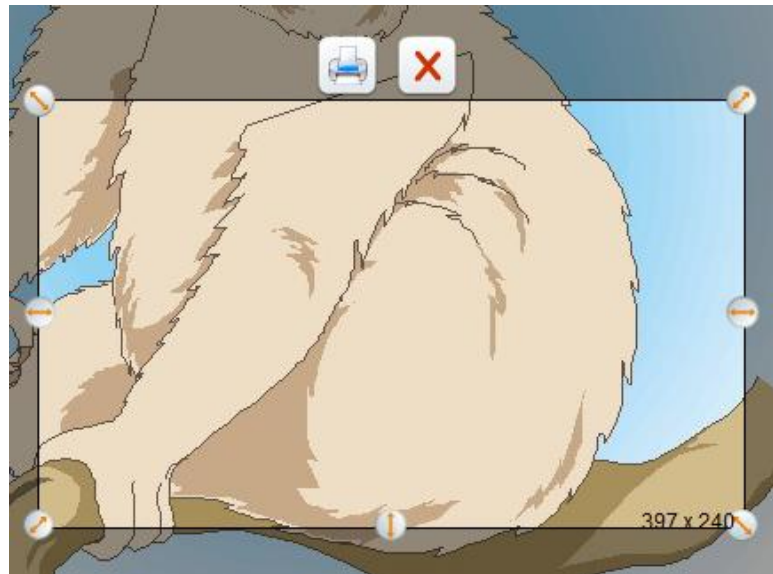




Note: click the button  to show the hidden functions.

- **Print part of the slide**

1. Select **Print** , submenu  pops out.
2. Select **Print part of the slide** , the screen will be covered by gray with  icon.

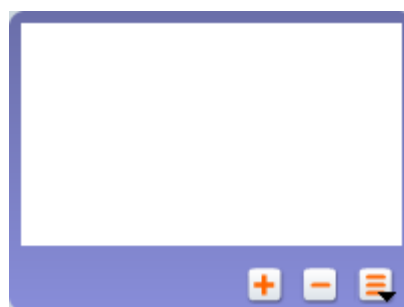
3. Drag to select the desired print region.




4. Press **Print** button  on the top. (Print dialog box appears)
5. Click print to finish printing.
6. Click button  to cancel the print.

2.2 Create and work with page

Page Sorter displays the thumbnails of each page. Using the **Page Sorter**, you can **Add**, **Delete**, **Cut**, **Copy**, **Paste** pages and **Duplicate** the current page.




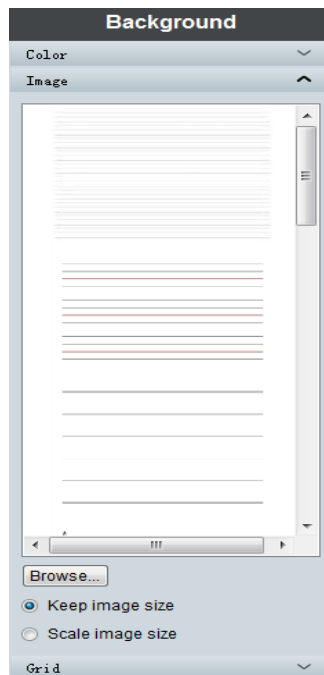
2.2.1 Filling page

Click the property icon , you can use the fill function to set the page background. This includes three choices: **Color Fill**, **Image Fill** and **Grid Fill**.

- **Color Fill:** Fill the page background with a selected color.



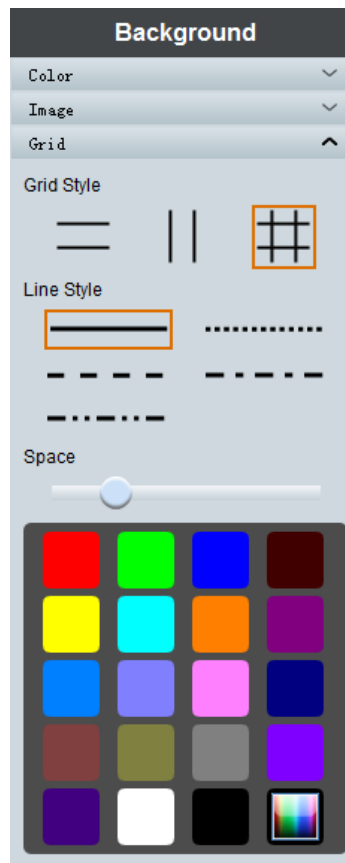
- **Image Fill:** Fill the page background with a selected image, or click the browse  button to select the image from your PC.




Under the image fill, you have two options: keep image size and scale image size.

Note: Supported image formats: bmp, gif, png, jpg

- **Grid Fill:** Fill the page background with a selected grid.





Under the grid fill, you have more options like grid styles, line styles, space and colors.

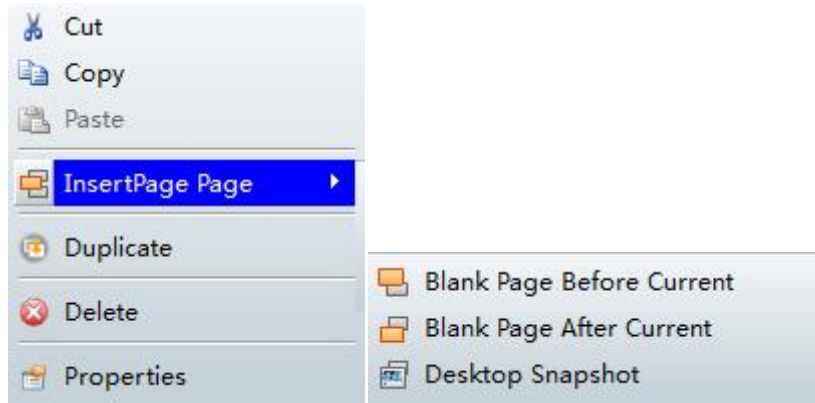
Click the delete icon  at the bottom of the background interface to delete the selected background fill.

2.2.2 Add page

You can add a blank page to the open file using the Page Sorter or New function on the toolbar.

1. To insert a page using the **Page Sorter**:

Click the button  to directly insert a new page, or click the button  to choose **insert page** from the submenu.





2. Using the **New** to insert a page.

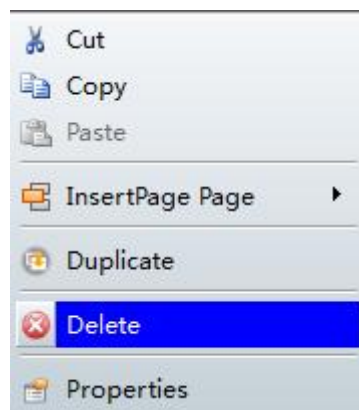


Press the **New** button, the submenu pops out.


2.2.3 Delete page

You can use the **Page Sorter** to delete an existing page.

Simply click the selected page button  from the page sorter. Or click the button , select the **Delete** from the dropdown options.

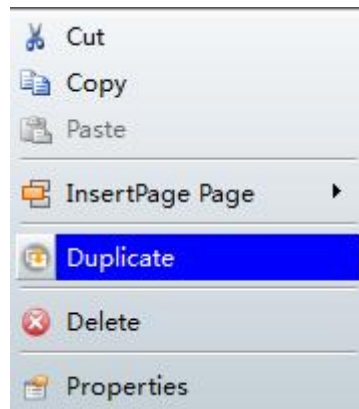


2.2.4 Cut, copy & past page


Click the button , select **Cut** and **Paste** or **Copy** and **Paste** from the drop-down options to duplicate the selected page.

2.2.5 Duplicate page





Click the button , select the **Duplicate** from the dropdown list.



2.2.6 Scroll page

The page displayed is just a part of drawing board; you can use the icon  to drag the whole page and view the hidden content when it is not fully showed on the drawing board.

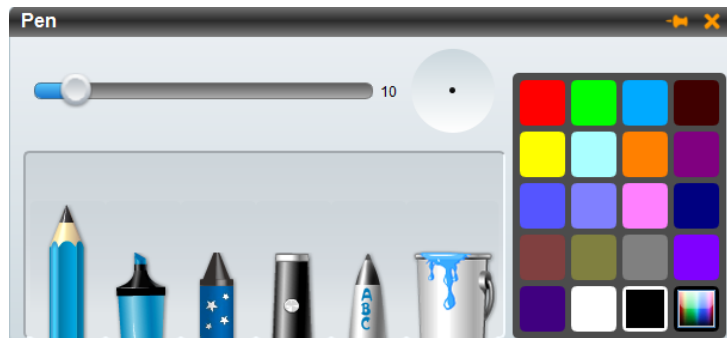
2.2.7 Resize page











You can use the menu  on the drawing board to zoom in/out the page. When the icon is selected, it will change to . Move the  button on the slider to modify the page size as a whole, and click the icon  to restore the page to be 1:1.

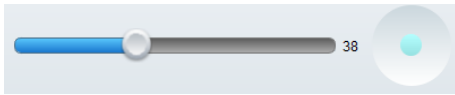
2.3 Create object

2.3.1 Write & draw with digital ink

You can create the freehand objects using the pen tools. Flow!Works Pro provides you with different kinds of pens.




Pens	Icons	Descriptions	Ink styles
Pen		1. Write or draw digital ink with colors and line styles. 2. Default as black.	
Highlighter		1. Highlight text and other objects. 2. Default as yellow.	
Texture Pen		1. Write or draw texture like ink. 2. You can import picture using Texture Pen from PC. 3. Supported picture formats: BMP, GIF, PNG, JPEG	
Laser pen		To draw audience's attention to something on the screen with its flickering feature.	
Handwriting Pen		Recognize the digital ink written by hand in formal characters.	






Move the  button on the slider to modify the pen thickness.

- To write with a pen:

1. Click the **Pen** 
2. Choose the pen style
3. Choose the pen color
4. Set the the pen thickness.
5. Write or draw the digital ink on the slide.

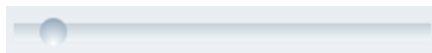
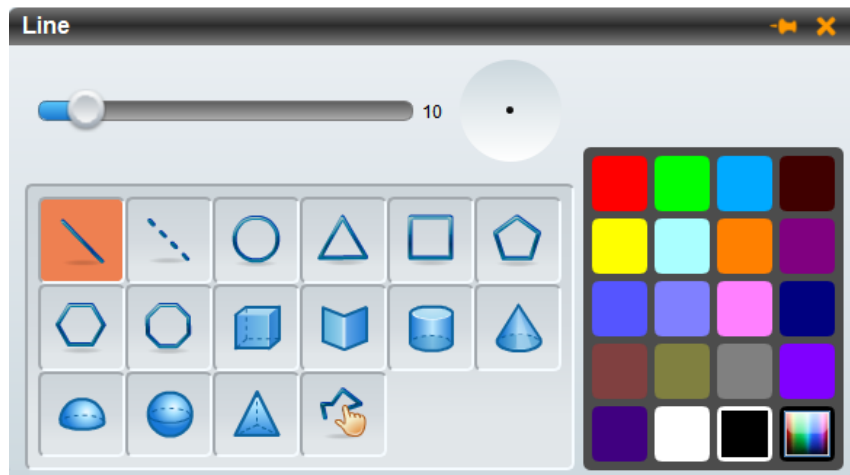
- To use the **Fill** function:

1. Click the **Fill** 
2. Choose the filling color.
3. Click the object you want to fill.

Note: The objects that can be filled are objects, lines and shapes drawn with pen tools and page background. Click the icon  at the top right of the sub-menu and the icon will turn into  icon so that the sub-menu won't disappear automatically when you use the tools.


2.3.2 Create shapes and lines



In addition to creating freehand shapes and lines by drawing digital ink, you can create shapes and lines by using shape tool.



Move the  button on the slider to modify the shape thickness.

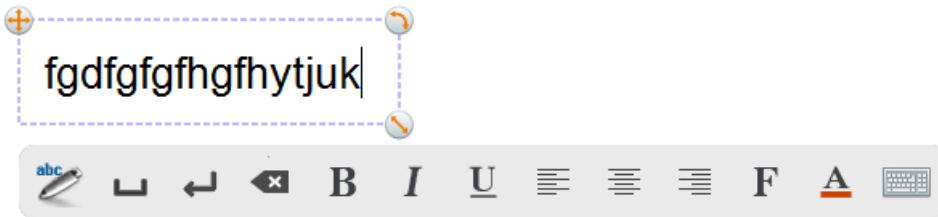
- To create a shape:

1. Click **Shape** .
2. Select a shape.
3. Set the thickness and color of the shape.
4. Create a shape by pressing where you want to place the shape and dragging until the shape is the size you want.


Note: Click the icon  at the top right of the sub-menu and the icon will turn into  icon so that the sub-menu won't disappear automatically when you use the tools.

2.3.3 Create text

You can create text in Flow! Works Pro software by a keyboard connected to your computer or the keyboard tools on the tool menu.




- To use the text function:

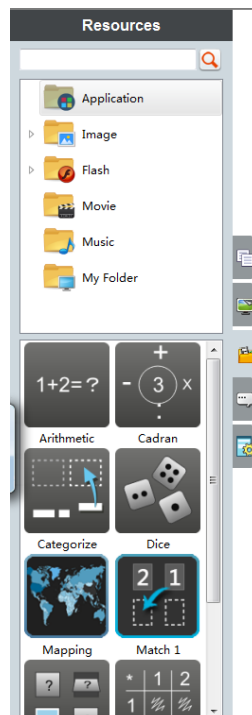
1. Click the **Text** 
2. Click the area where you want to enter the text.
3. Enter the text.

2.3.4 Insert resource

In addition to these basic types of objects, you can insert pictures, video files, audio files, and widgets in your files. These resources come from your software resources or local computer.

- Insert software resource:


1. Click the button  to switch to the resource area, the lists of resource thumbnails appear.

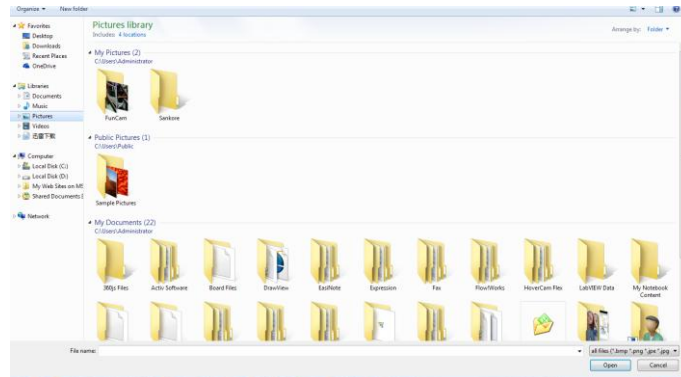


2. Click the selected file and the thumbnails of resources in the file will display on the bottom simultaneously.


3. Simply drag the selected resource or double click it to add the resource onto the drawing board.

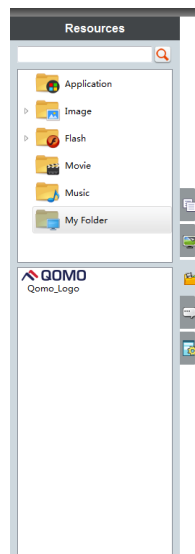
● Insert temporary resource from local computer:

1. Click menu button  **My Folder**, pop out the file browser;



2. Select the files and click  to insert the files.

3. After the file is inserted, the file will be automatically displayed under **My Folder** .



Supported resource formats:

Image: GIF, PNG, JPEG, IPG, JPEG, ICO;

Sound: WAV, MIDI, MP3, WMA;

Video: MP4, RMVB, AVI, WMV;


Note:

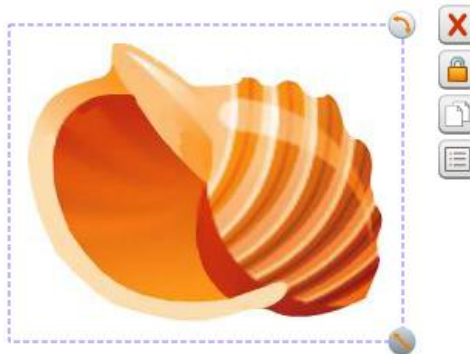
1) *These resources imported from the local computer are temporary, and will be deleted automatically if*


you change their storage path on local computer or close the Flow!Works Pro.

2) *Previous imported resources will be replaced by newly imported resources.*


2.4 Work with objects


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





 : Drag the button to zoom in and out.

 : Rotate the object.

 : Lock the object to make it immovable.


 : Delete the object.

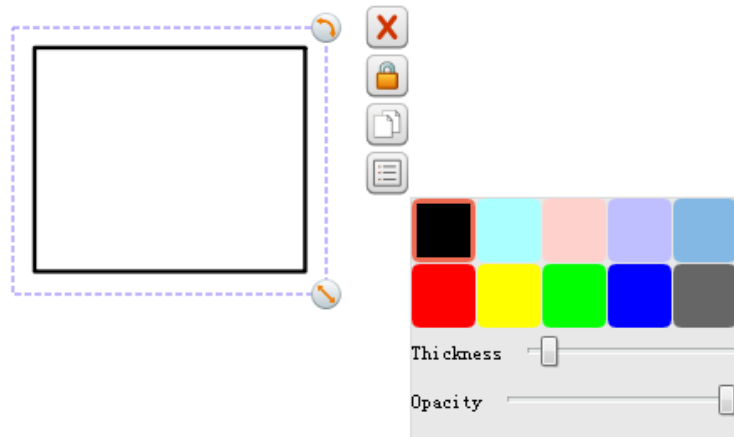
 : Create a duplicate of an object.




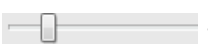
 : Click the menu button to see all the commands: **Delete, Clone, Lock, Order, Flip, Mirror, link to Object, Set Background.**

2.4.1 Chang object properties

- Change shape properties

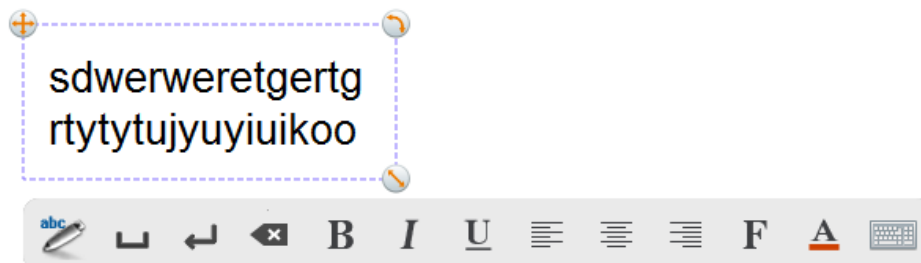
Select the shape and then click the Menu button , pops out the object properties including **Color, Thickness and Opacity.**




- **Color:** Select the desired color and the shape outline will appear in the selected color.
- **Thickness:** Move the  button on the slider  to change the shape outline thickness
- **Opacity:** Move the  button on the slider  to change the shape outline opacity.







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


- Change text properties:



Click the icon  , you can use the Handwriting Recognition function.





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

Icons	Functions	Icons	Functions
	Space text		Align text left
	Down one row		Center text
	Delete one character		Align text right



B	Bold	F	Change font
<i>I</i>	Italic	<u>A</u>	Change color
<u>U</u>	Underline		Use the keyboard

2.4.2 Cut, copy & paste objects

You can cut copy and paste objects, including shapes and resources.


- To cut and paste an object:
 1. Select the object.
 2. Select **Cut** .
 3. Press **Paste** .
- To copy and paste an object:
 1. Select the object.
 2. Select **Copy** .
 3. Press **Paste** .


Note:

1. *Cut and Copy buttons   will appear on the toolbar when the object is selected.*
2. *Use keyboard shortcuts to cut, copy and paste the text.*

2.4.3 Lock objects



Objects can be locked to prevent its modification, movement or rotation.

- To lock an object:
 1. Select the object.
 2. Press button .

3. Select **Lock**  .
4. Select the Lock again to unlock the object.



2.4.4 Clone objects

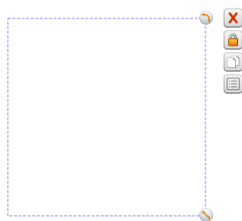
You can create a duplicate of an object by using the Clone function. Its function is much similar to Copy and Paste function.

- To clone an object:
 1. Select the object.
 2. Press button  .
 3. Click **Clone** 

2.4.5 Show or hide objects

You can choose to hide the object.

- To hide objects:
 1. Select the object.
 2. Press button  .
 3. Click **Hide** 



4. Click **Show** to show the object.

2.4.6 Order



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

- To order an object:
 1. Select the object.

2. Press **Order** .
3. Select the stacking order (**Bring to front/ Bring to back/ Bring forward/ Bring backward**).



2.4.7 Flip

Flip the object horizontally and vertically.

- To flip an object:
 1. Select the object.
 2. Press button .
 3. Click **Flip** .
 4. Select **vertical** or **horizontal**.

2.4.8 Mirror

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

- To mirror an object:
 1. Select the object.
 2. Press button .
 3. Click **Mirror** .
 4. Select the mirror direction (**left/ Right/Up /Down**).


2.4.9 Add links to object

You can link any object on the page to a file on your computer, a webpage or a designated page in the file.

Select the object, press button , click **Link to object** and the link menu appears:

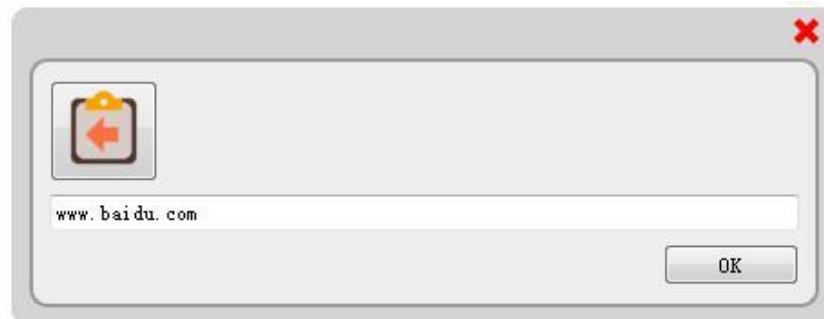


- Link to file:

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

- Link to web:

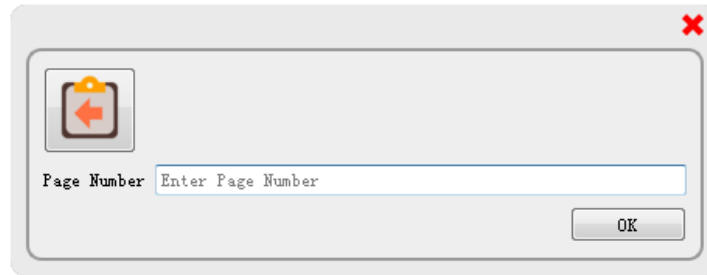
1. Click **Link to Web**.
2. Enter the website address and click OK button.



3. Click the Link icon  to enter the website.

- Link to page:

1. Click **Link to Page**.
2. Enter page number and click OK button.




3. Click the link icon  to linked page.

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

2.4.10 Set as background

The inserted image can be set as background

1. Click the object.
2. Select **Set as background** 

Note: only the image can be set as background. You can use the Delete function on the background fill to remove the image background.





Part 3 Use the Tools

Teacher friendly tools such as spotlight, shades, rulers, geometry palettes, timers and clocks provide a comprehensive package for instructors to engage your audience. You can use the desired tools under the **Tool**


menu  .

3.1 Use the Protractor


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


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




 Drag to zoom in and zoom out

 Recover the Protractor to horizontal position.




 Drag to rotate the Protractor

 Click to create a sector

 Delete the Protractor

3.2 Use the Ruler

Ruler is also a convenient instrument for classroom teaching.

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



Rotate the ruler.



Move the ruler.




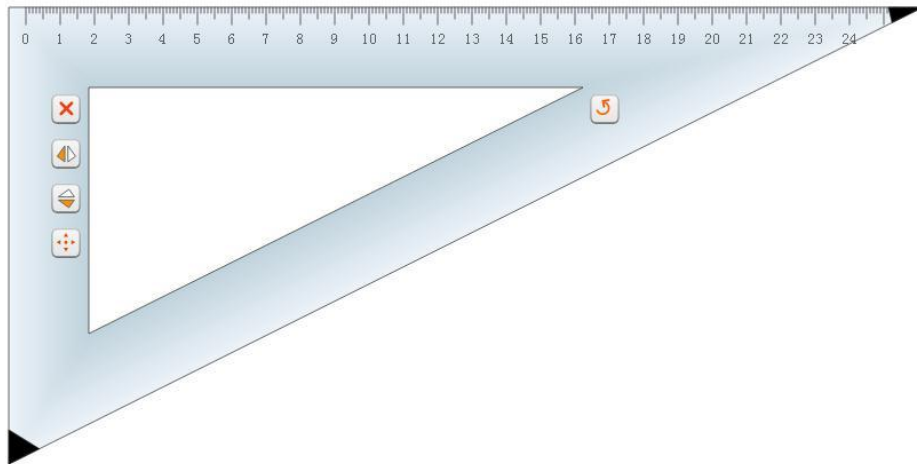
Delete the Ruler.


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


3.3 Use the Triangular Ruler


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

Click the **Triangular Ruler**  from tool menu, it will display on the whiteboard. Use the functions on the protractor to operate.



 Drag to rotate the triangular plate.

 Click to be X-symmetrical

 Click to be Y-symmetrical.


 Move the ruler.

 Delete the ruler.



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


3.4 Use the Compass

Click the **Compass** button from the tool menu, and it will display on the drawing board. When the cursor is over

the right side of its part, it will change to icon  , drag to draw a circle.



 : Cursor will change to  when it is over the icon, drag to customize the circle diameter you draw.

 : Delete the Compass.

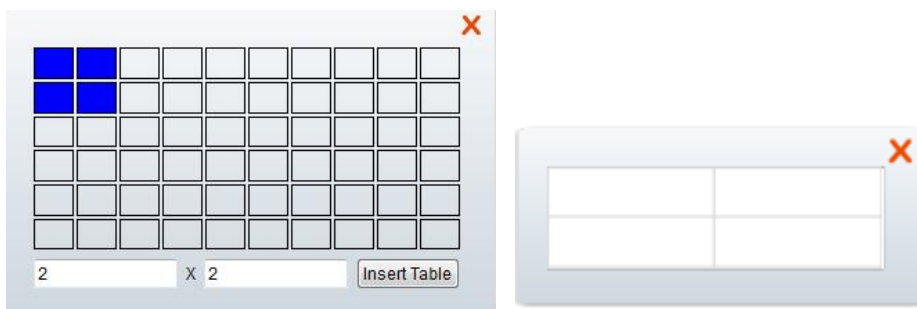
3.5 Use the Calculator

You can start the calculator from the Flow!Works Pro tool.

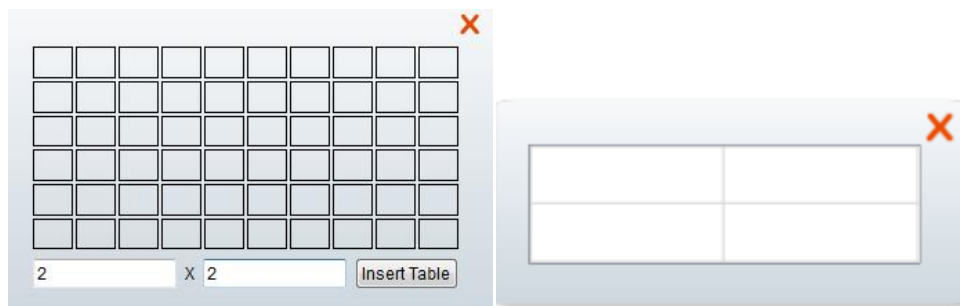
3.6 Use the Table

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

1. Drag to choose the columns and rows.



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



3.7 Use the Spotlight

Spotlight can be used during a presentation to highlight a specific area on the screen. You can adjust the shape and resize the highlighted area.




Change the Spotlight shape to square.



Exit the Spotlight

When the cursor is over the connection area between spotlight and drawing board, you can drag to resize or use two fingers touch outside the spotlight to scale the spotlight size.

3.8 Use the Curtain

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



Some buttons show on the curtain for more operations:



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



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



: Delete the Curtain.

3.9 Use the Keyboard

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

3.10 Use the Clock



The clock function not only shows the current time, but also provides **Timer** and **Count-down** functions.

- To use the clock

Click the clock command, the current time will be shown on the screen.

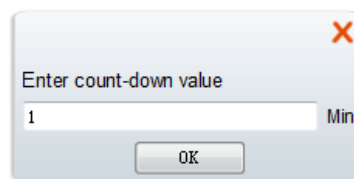


- To use the Stopwatch


Click the Stopwatch  and then click the Start  to begin timing.


- To use the pour/count down

1. Click the Setting icon  (A window pops out.)




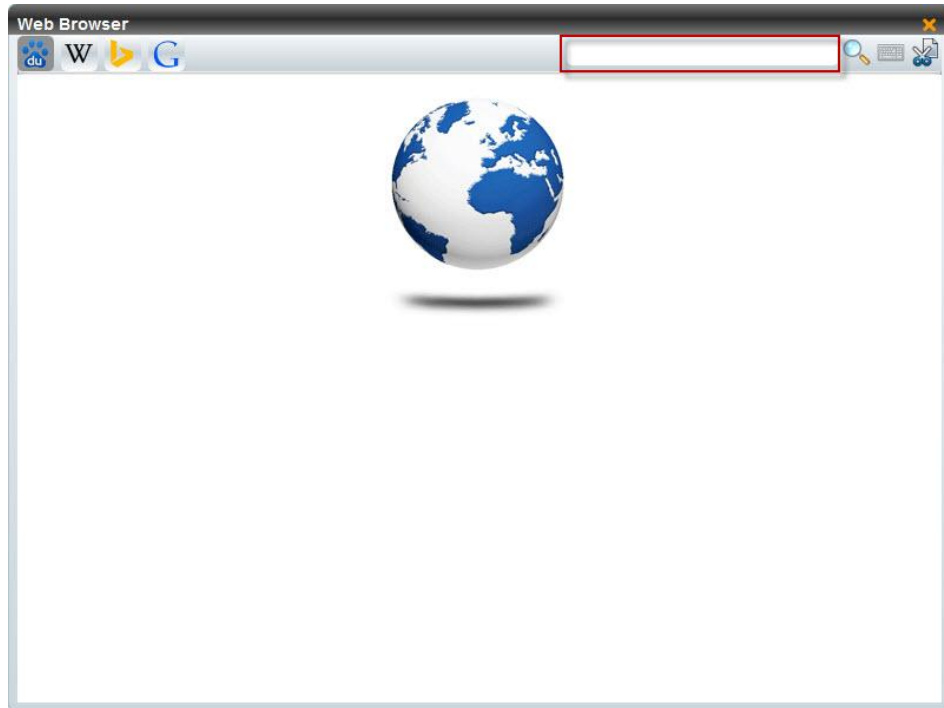
2. Enter the value and click **OK** button.

3. Click the pour .

4. Click the Start .

3.11 Use the Web Browser

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



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



: Click to enter search keywords

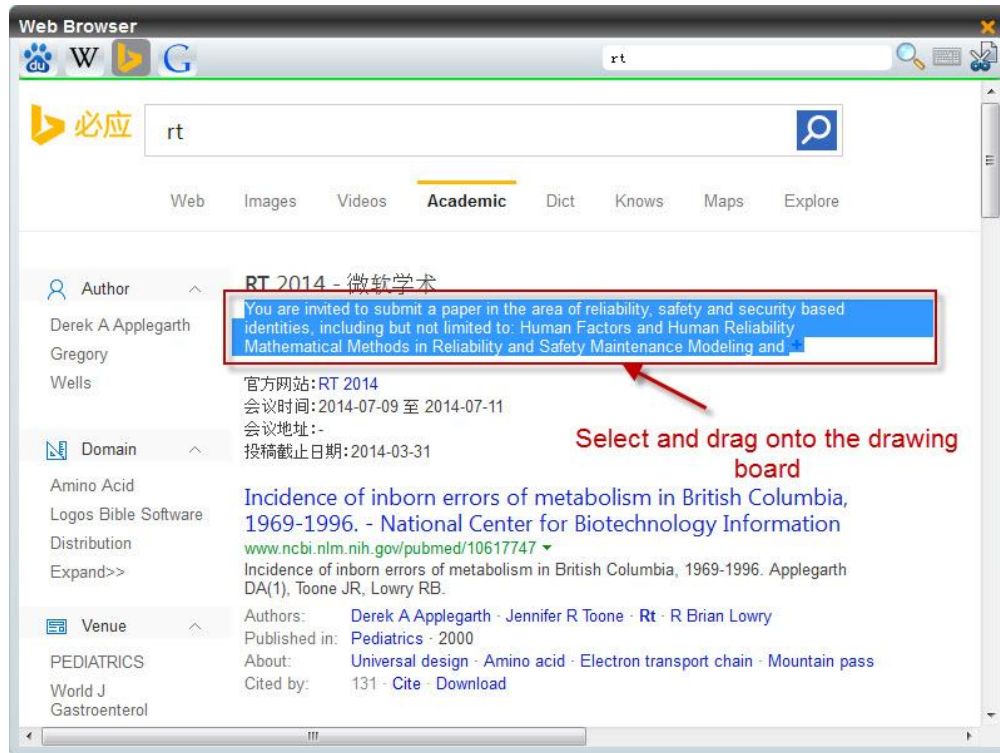


: Click to use the system keyboard



: Capture website image

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



3.12 Use the Graph

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

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



: Make Bar graph;



: Make Pie chart;

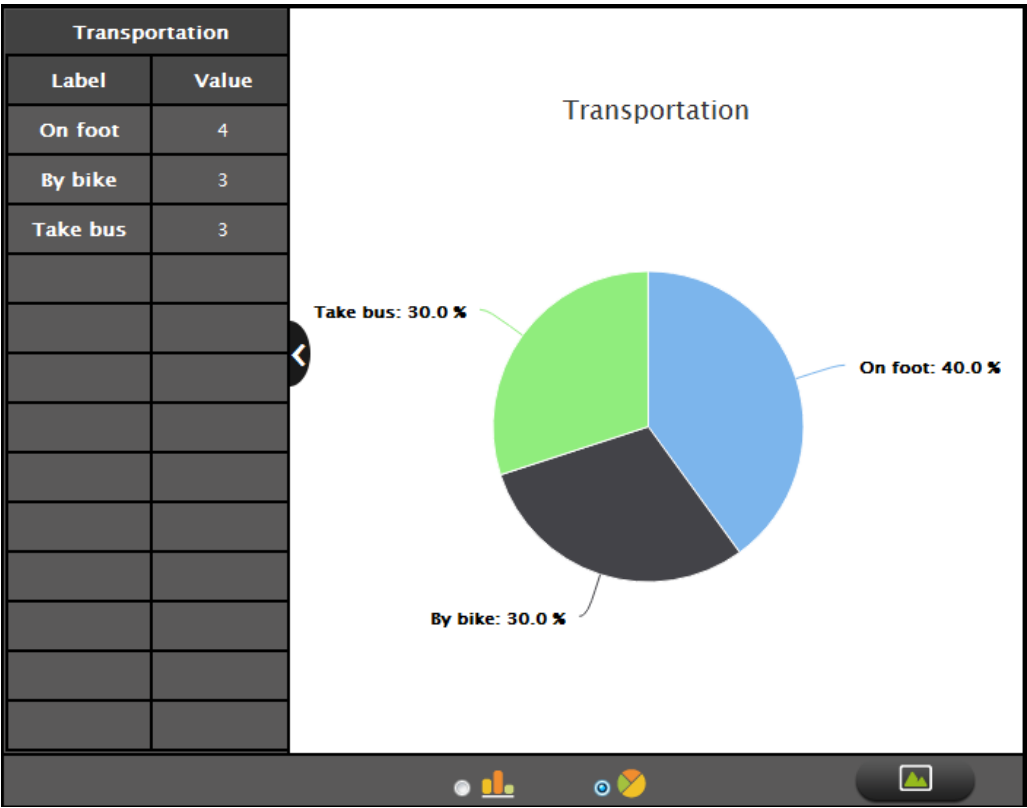



: Click to add the chart onto the board in the form of image;



: Show or hide the table.

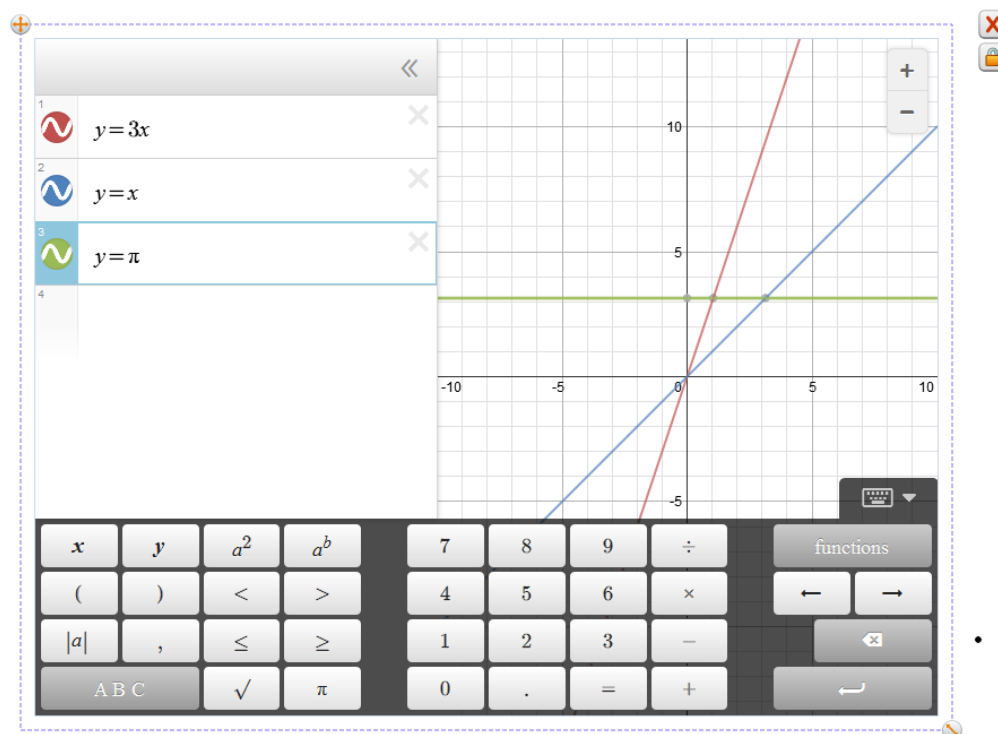
- To make Pie chart
1. Select the Pie chart option on the bottom;
 2. Input the title, label and value on the left side table;
 3. The pie chart will display on the right side.



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

3.13 Use the Function Editor

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



: Zoom in Function



: Zoom out Function




: Restore the function



: Retract keyboard

3.14 Use Periodic Table

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

icon , periodic table pops out.

9

Be

4

Beryllium

Neutrons: 5

Atomic Mass: 9.01218

Electr

Structure: 2,2

Non Metal

Alkali Metal

Alkali Earth Metal

Transition Metal

Halogen

Metalloid

Rare Earth

Noble gases

Rare Earth

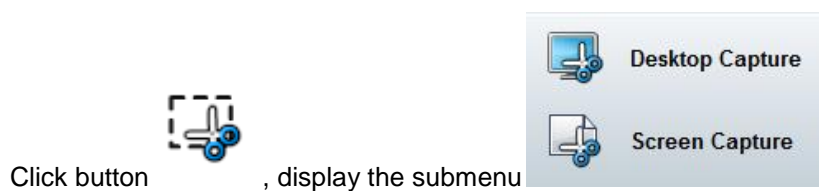
Metal

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
I	H																	He
II	Li	Be											B	C	N	O	F	Ne
III	Na	Mg											Al	Si	P	S	Cl	Ar
IV	K	Ca	Sc	Ti	V	Cr	Mn	Fe	Co	Ni	Cu	Zn	Ga	Ge	As	Se	Br	Kr
V	Rb	Sr	Y	Zr	Nb	Mo	Tc	Ru	Rh	Pd	Ag	Cd	In	Sn	Sb	Te	I	Xe
VI	Cs	Ba	La	Hf	Ta	W	Re	Os	Ir	Pt	Au	Hg	Tl	Pb	Bi	Po	At	Rn
VII	Fr	Ra	Ac															


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

3.15 Use the Capturer






Use the screen capture button to capture you desired region on the page. This function includes **Desktop Capture** and **Screen Capture**.



- To use the **Screen Capture**  :

Click the **Screen Capture** icon. The screen will be covered by gray with **Cancel** icon  Drag to select the desired capture area, it will show four buttons.




-  : Add the captured image to current page
-  : Add the captured image to a new page
-  : Save the captured picture image into your computer disk.
-  : Cancel the operation.
-  : Drag to change the selected capture area size

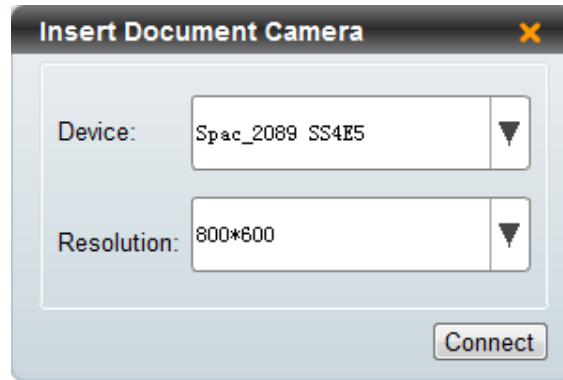
- To use the **Desktop Capture** 

After selecting the **Desktop Capture** icon, software will automatically change into desktop mode, here you can capture the desktop image and add it onto the drawing board. The commands and operations are the same with **Screen Capture**.

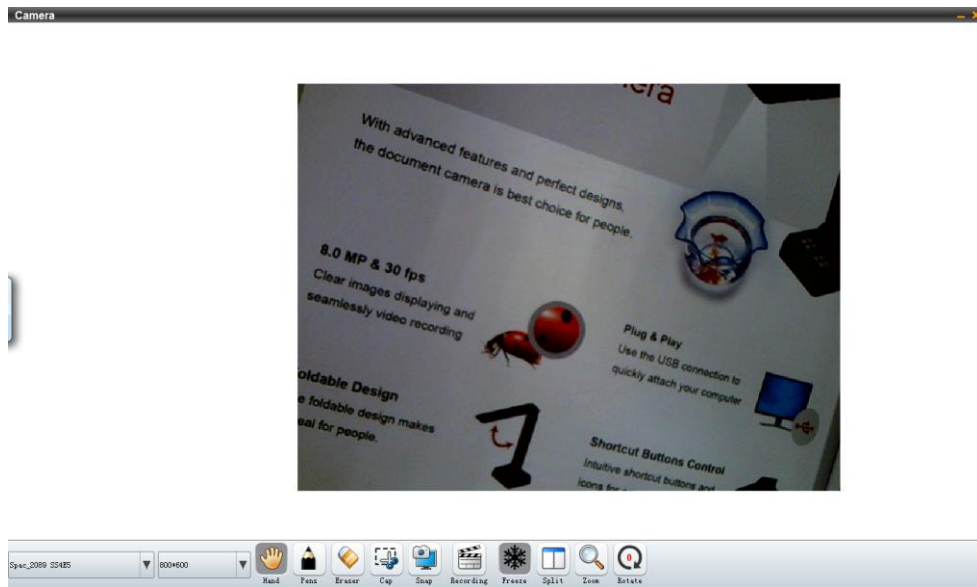
3.16 Use the Document Camera

Flow!Works Pro enable you to connect the external camera to show the vivid image.

- To use the external camera:
 1. Connect camera device through the computer.
 2. Press the icon , a device selection window pops out.













3. Click connect button, document camera window appears.



Document camera toolbar:




Icons	Menus	Function Descriptions
	Navigation	Drag the page to reveal more of the page.
	Pen	Click the icon to select its color and annotate or draw directly over the image. There are four color selections: black, red, green and blue.
	Pixel eraser	Clear the selected object, only for object drawn by pen



	Regional screenshot	Select part of the region and take a screenshot.
	Camera image capture	Capture real-time document camera image.
	Recording	Video and audio recording
	Freeze	Freeze the real-time document camera image.
	Split	Splitting the document camera image into left and right screens. Left screen image is frozen while right screen image is live.
	Zoom in	Zoom in the image
	Restore	Restore to its original size
	Zoom out	Zoom out the image
	Rotate	Rotate image by 0°/90°/180°/270°


Screenshot and recording


This menu contains **regional screenshot**, **camera image capture** and **recording**.

Regional screenshot


Click  icon, the whole drawing board turns grey. Drag the mouse to select the regional to capture.

Two icons pop up in the selected region:  .


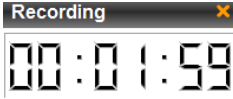

: Save the capture to the drawing board.

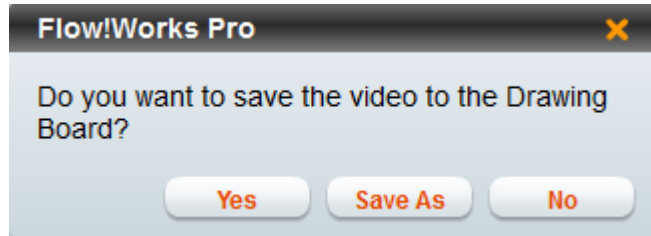
: Exit out of the screenshot selection.

Camera image capture

Click  icon to capture real-time document camera image and automatically save it to the drawing board.


Recording

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



- Yes: Save and display the recording directly to the drawing board;
- Save as: Select a path and enter a name to save the file in the form of avi.
- No: Finish the recording directly and do not save it.

3.17 Use the Screen Recording

Click screen recording icon  in the tools menu, recording interface pops out.



Icons on the recording interface:



: Select an audio source for recording



: Full screen recording



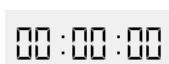
: Regional screen recording



: Start/Pause recording











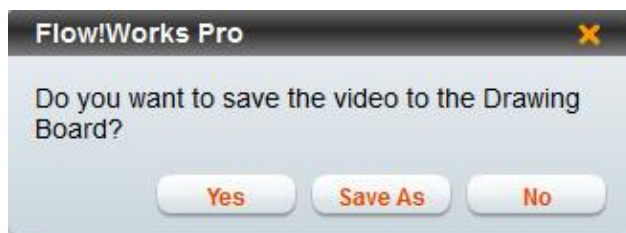
: Stop recording



Recording time

- **To use screen recording**

1. Use  dropdown list to select an audio resource. The icon changes to  if you directly click it, which indicates that it will record without sound.
2. Click  dropdown list to select full screen recording  or regional screen recording . When you select regional screen recording, a cross cursor will appear. Drag the cursor to select the desired recording area.
3. Click  button to start recording, click  button to pause recording.
4. Click  button to stop recording and a dialog box pops out.



- ◆ Yes: Save and display the video directly to the drawing board
- ◆ Save as: Select a path and enter a name to save the file in the form of avi.
- ◆ No: Finish the recording directly and do not save it.


Note:

1. *It continues recording even you switch to the desktop mode.*
2. *Video won't be saved if you close the program during the recording.*











3.18 Use the Voting


Flow!Work Pro software integrates with QClick voting system. With this function, presenters can quickly engage all participants into any virtually situation. Freestyle mode enables presenters to improvise questions at any time during the presentation.

- **To use the voting function**

1. Insert the QRF300 host.
2. Click the Voting icon , a toolbar will display on the top of the interface.







-  Host: shows if the QClick host is connected.
-  Class setting: Edit the students' profiles in class.
-  Letter Grade: Set students' letter grade.
-  Question Mode: select the question template.
-  Answer setting: Show the QClick answer setting item on the left of the interface.
-  Start /Stop: Start or stop to answer the question.
-  Result: Show response result in graphics.
-  Report: Show the student response report.
-  Roll Call: Make a roll call before the quiz.
-  Export session data: Exit the voting system.






3. Click the class setting icon . A class setting dialog box pops out with its students listed on the left of the window. A default sample class has been added in the system. You can create a new class or just import an existing class data sheet.


Class Setting
✕

Class Name:

Student ID	First Name	Last Name	Group No.	Device No.
001	Student	001	1	1
002	Student	002	1	2
003	Student	003	1	3
004	Student	004	1	4
005	Student	005	1	5
006	Student	006	1	6
007	Student	007	1	7
008	Student	008	1	8
009	Student	009	1	9
010	Student	010	1	10
011	Student	011	1	11
012	Student	012	1	12
013	Student	013	1	13
014	Student	014	1	14





➔




-  Add a new student list.
-  Delete selected student list.
-  Import the existing class.
-  Export the created class.
-  Click to next process.

4. Change the default letter grade through letter grade button , click the button, a letter grade dialog box displays.


Letter Grade ✕

Letter Grade	From(%)	To(%)
A	90	100
B	80	89
C	70	79
D	60	69
F	0	59

+ - ⌨ →

-  Add a new row of letter grade.
-  Delete selected letter grade.
-  Click to next process.

Double click the selected cell; you can edit the letter grade or percentage value.

5. Inset questions. Click the question mode icon  to select the question template from the drop-down list

Multiple Choice ▸

True/False

Likert ▸


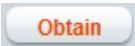



2 Options

3 Options

4 Options

5 Options

6 Options

 and enter question details.
6. Click the answer setting icon . QClick answer setting list displays on the left side of window; click the obtain button  to obtain the question. In the same way, you can set the question details on the left window and then click the synchronize button  to show the same questions on the drawing board.
7. After finishing all settings, click the start icon  to start voting.
8. Click the quit icon  to quit the QClick function. If there is answer from students, system will pop out an export dialog, you can save the students' answer result. If you have a roll call before quiz, system will

automatically save the roll call result in an additional file.

Notes:

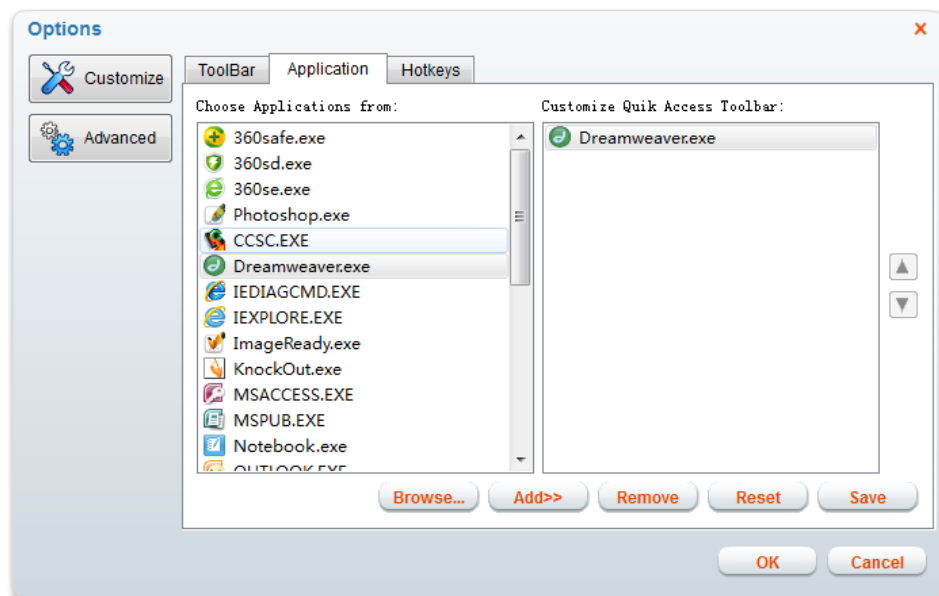
1. Current Voting function only supports QOMO QRF300.
2. If the QRF300 host is not connected, the voting icon is gray and the function can't be used.

3.19 Use the Applications

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





Click the icon and application dialog box pops out. Edit box on the left shows applications on your computer and edit box on the right shows applications added into software.




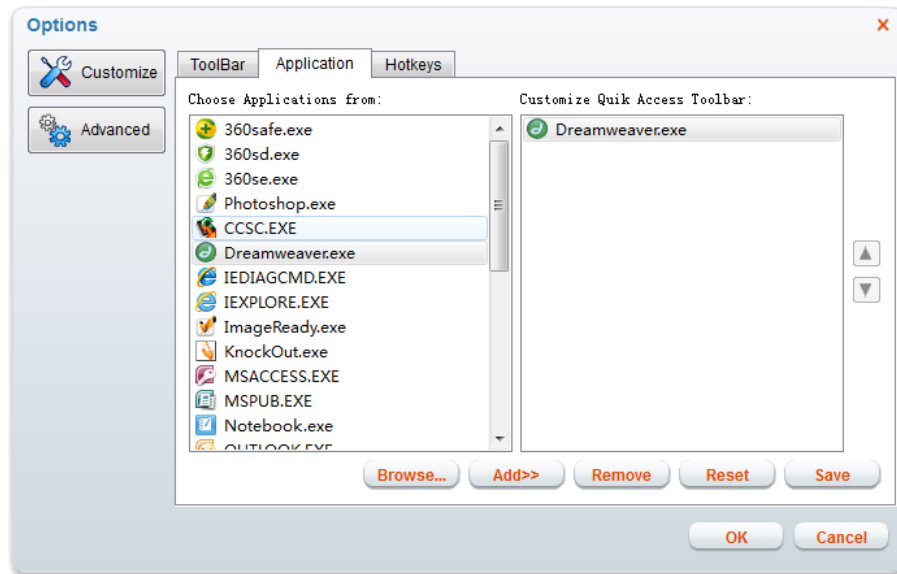
There are some command buttons:


- Browser: Directly browse the computer disks for desired applications.
- Add: Add the application from the left edit box.
- Remove: Remove the application from the right edit box.
- Reset: Restore the right edit box to the last time saved.
- Save: Save the settings.



-  Move the selected application to up one layer.
-  Move the selected application to down one layer.

● Add applications from local computer



1. Click icon  (Customizing applications dialog box appears.)




2. Select the desired application or use button  to browse the computer disks for desired application.


3. Click button .
4. Click button .

● Delete applications from local computer






1. Select **Application** button (Customizing applications dialog box appears.)
2. Select the unwanted application.
3. Click button .
4. Click button .


Part 4 Desktop Mode

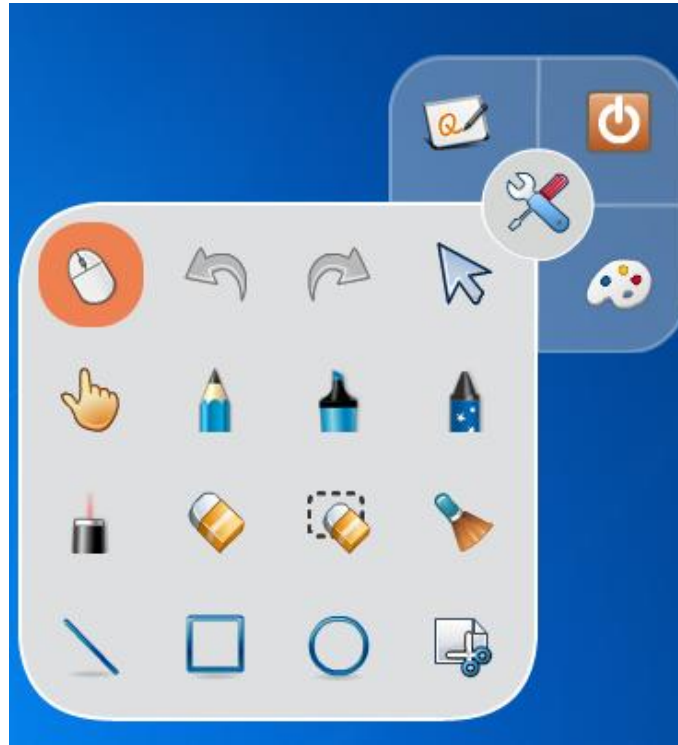
Flow!Works Pro enables you to switch between software and desktop mode. During the presentation, you can switch to desktop through icon  to work on multiple programs at the same time on the computer, make annotations, capture into drawing board and also embed the annotation into the Microsoft offices.

Click the button  to enter the desktop mode, a floating toolbar will display on the right-top of the screen.

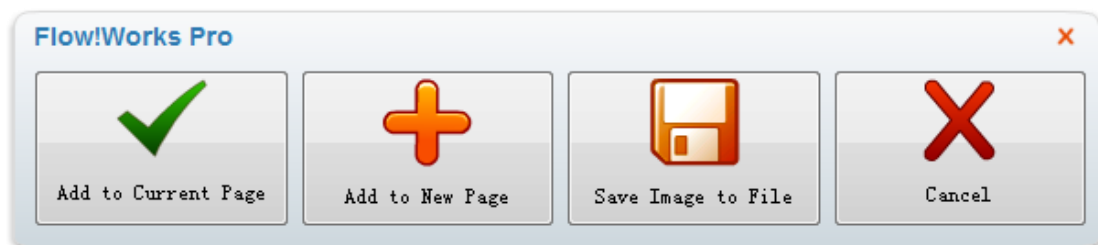


-  Hide/show the Floating Tool Bar
-  Return to software screen
-  Exit the application.
-  Click to show the tools for selection.
-  Change the pen and shape color.


Click the button , pop out secondary menu, select the annotation tools to draw.



Click the button to return to software screen, system automatically pops out a dialog box with four selections: Add to Current page, Add to New Page Save the Image to File and Cancel:





Note:

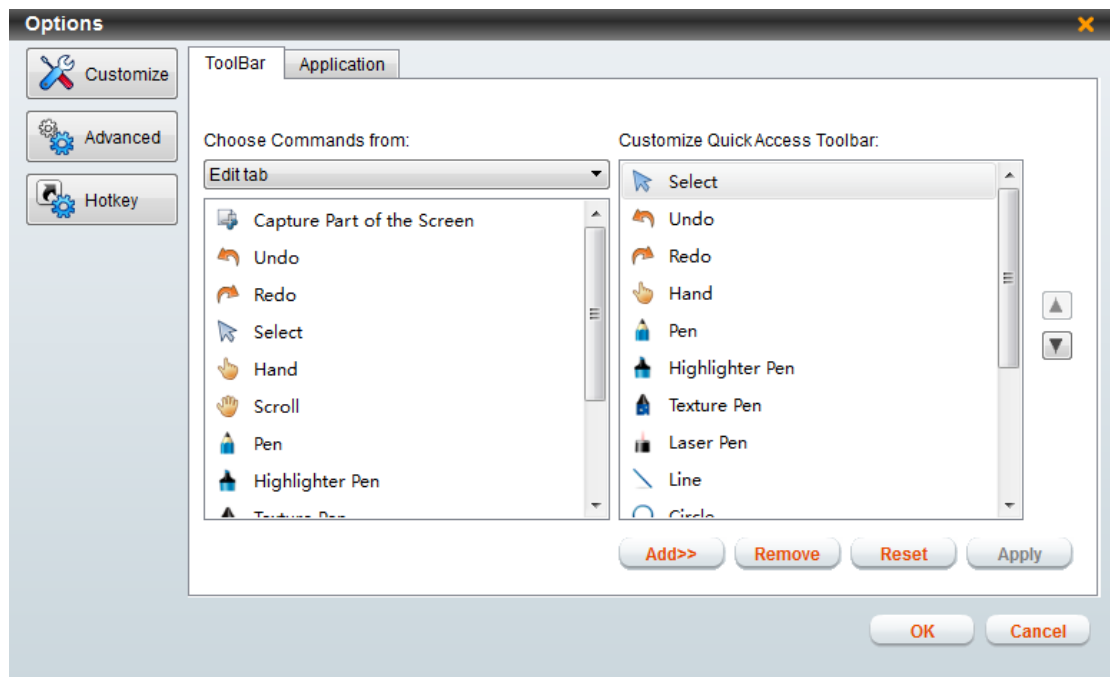
1. Select the mouse icon  to switch to other programs operations.
2. Not all commands are listed on the Floating Tool Bar. It can be customized through the Options menu



in the main tool bar.

Part 5 Options

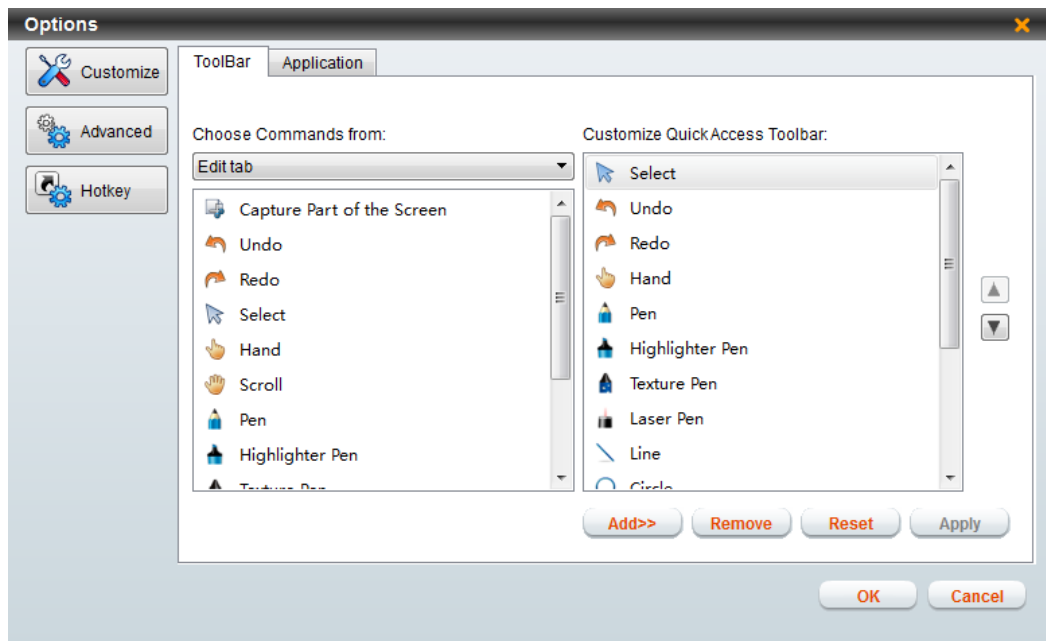
This part  **Options** contains quick access toolbar, applications customize setting, language setting and more advance settings. Click the icon  from the **Start** menu, a window pops out.



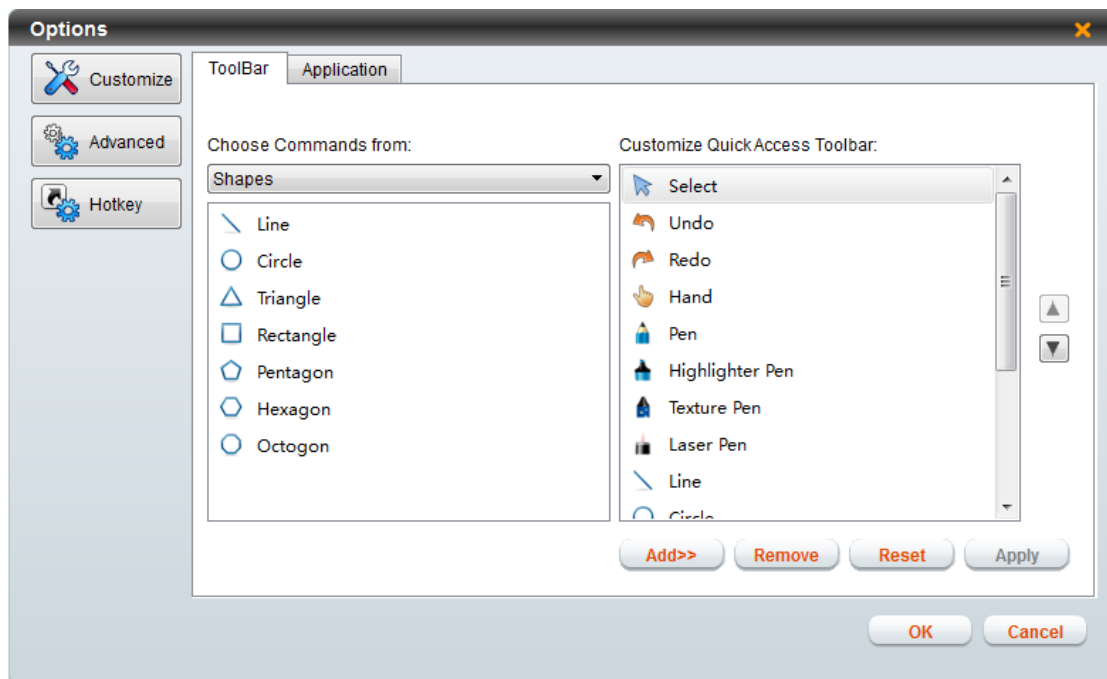
5.1 Customize the Quick Access Toolbar

The **Quick Access Toolbar** enables you to select and use a variety of commands and tools in the desktop mode. You can customize the toolbar so that it includes the tools you use most frequently. You can add or remove tool buttons, and restore the default set of toolbar buttons

- To add tools to the **Quick Access Toolbar**
 1. Select **ToolBar** button (Customize toolbar dialog box opens.)



2. Select the tool from the drop-down list.



3. Click button .

4. Click button .

- To remove tool from the **Quick Access Toolbar**:

1. Select **ToolBar** button (*Customize toolbar dialog box opens.*)
2. Select the tool from **Quick Access Toolbar**

3. Click button .

4. Click button .

- To restore the quick access toolbar to its default settings


1. Select **Toolbar** button (*Customize toolbar dialog box* opens)

2. Click button .

3. Click .

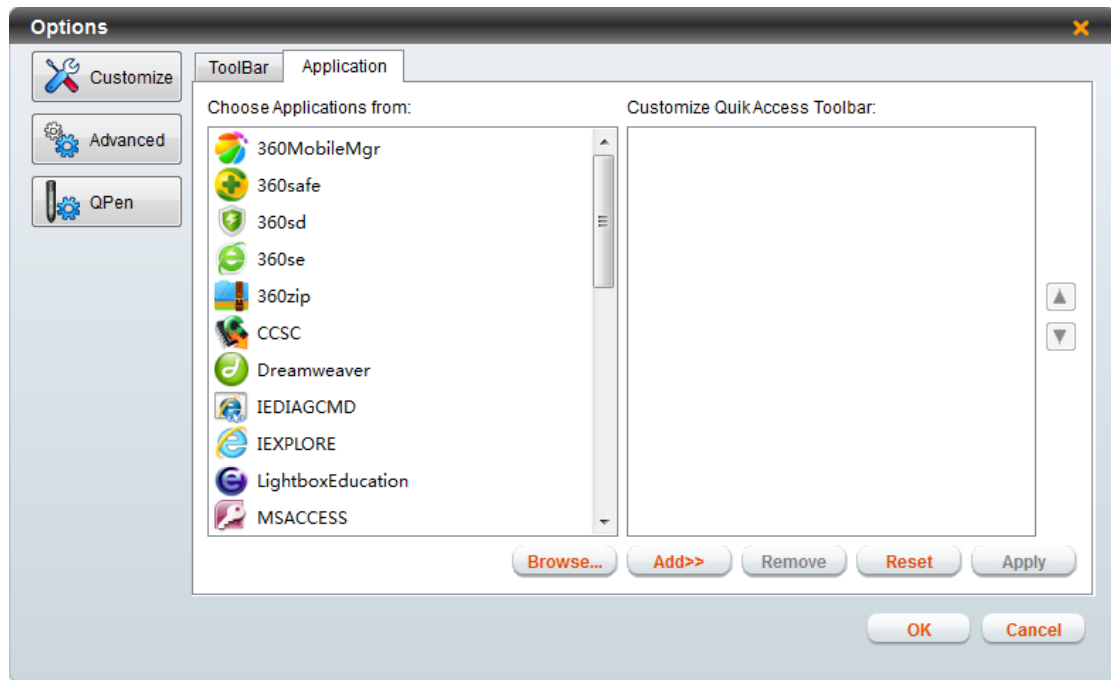
5.2 Add/delete application from local computer


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

Add and start the application by clicking the icon . Detail steps please see below.

- Add applications from local computer

1. Select **Application** button or click icon  (Customize application dialog box appears.)



2. Select the desired application or use button  to browse the computer disks for desired application.

3. Click button .

4. Click button .

- Delete applications from local computer

1. Select **Application** button (Customize application dialog box appears.)

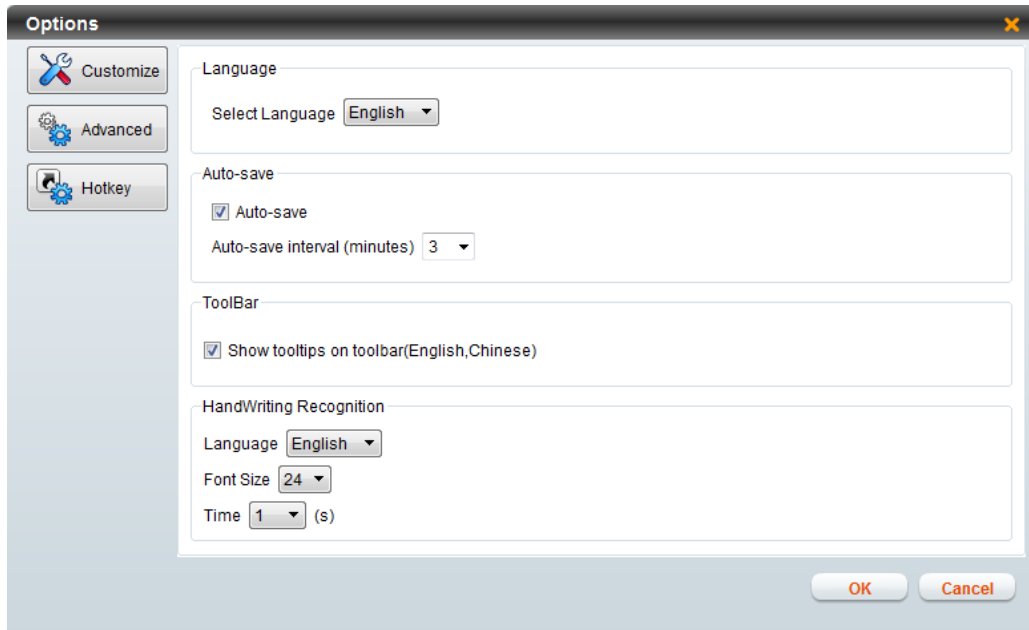
2. Select the unwanted application.

3. Click button .

4. Click button .

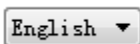
5.3 System setting

Click the **Advanced** button to enter the system setting interface. Here, you can set the software language, file auto save times, handwriting recognition and other relevant settings.




- Software language setting

Flow!Works Pro provides multi-language. You can choose the software language from the drop-down list



- Auto save times setting

This function enables you to restore the file you created in case of system crash.

Click the **Advanced** button; tick the ☒ Auto-save item, and then select auto-save times from the drop-down list .

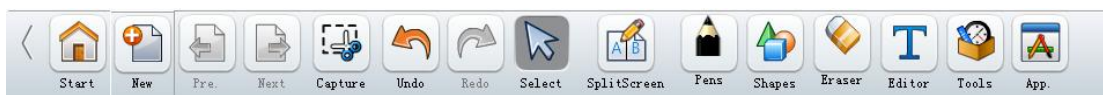
- Handwriting Recognition

You can set the handwriting recognition language and its recognition time in the advanced settings.

- Toolbar setting

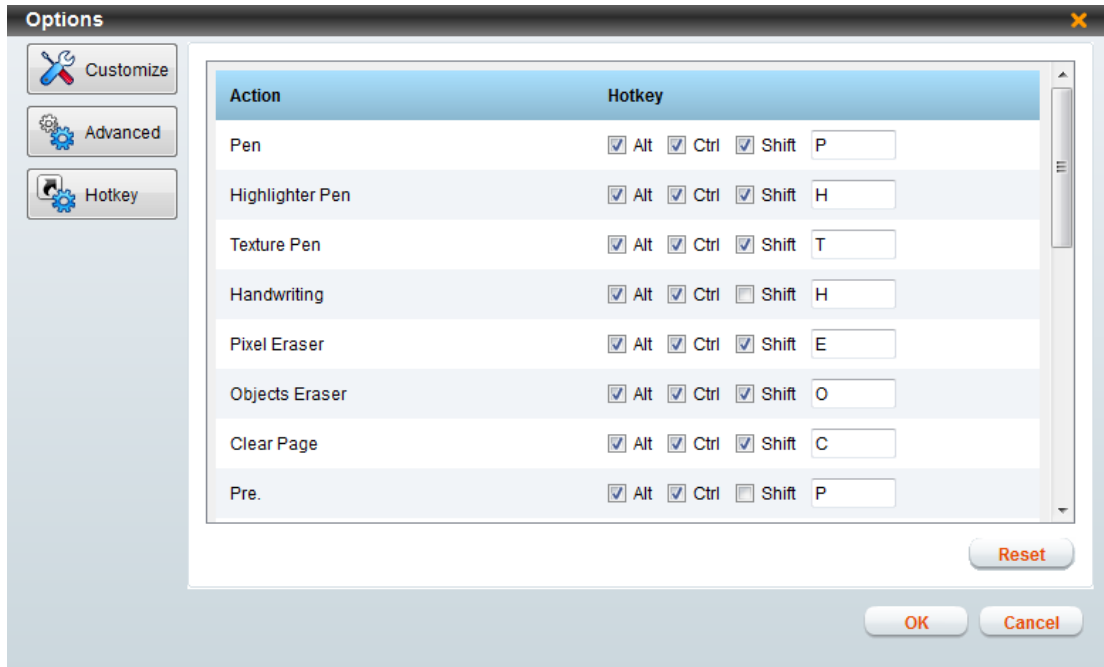
Software interface default not to show the tooltips on the toolbar.

Tick the ☒ Show tooltips on toolbar item, the tooltips will show on the toolbar.




5.4 Hotkey setting

Flow!Works Pro supports keyboard hotkey setting to invoke parts of the functions. Click Hotkey button to enter the setting interface.



Note: The combination of hotkeys should contain at least one of the check boxes and a letter in the input box.


Part 6 Server Settings

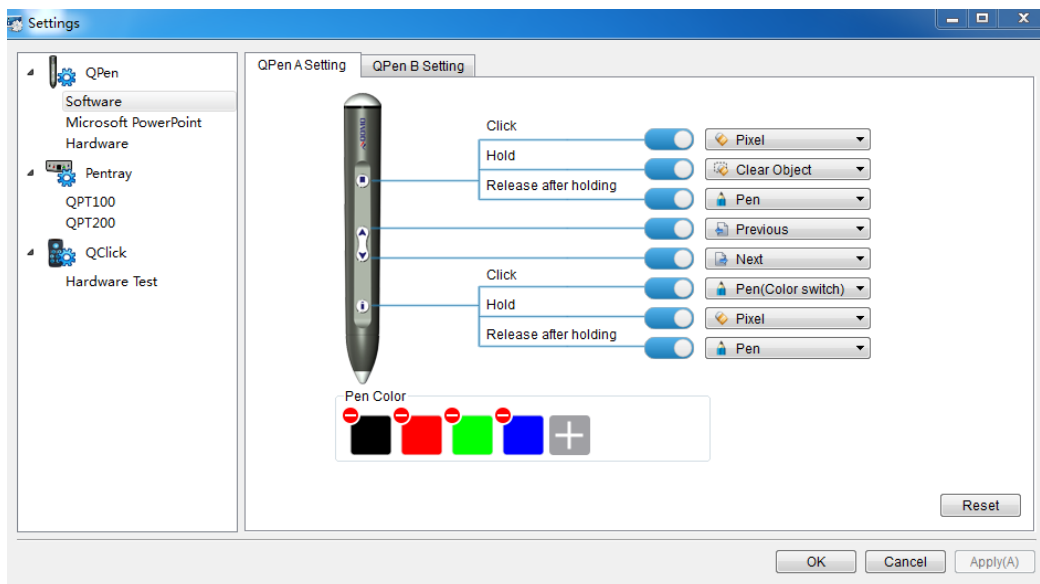
The Flow!Works Pro Server automatically starts with the icon  displaying in the notification area after installing Flow!Works Pro. The server includes QPen, Pentray and QClick settings.

6.1 QPen setting

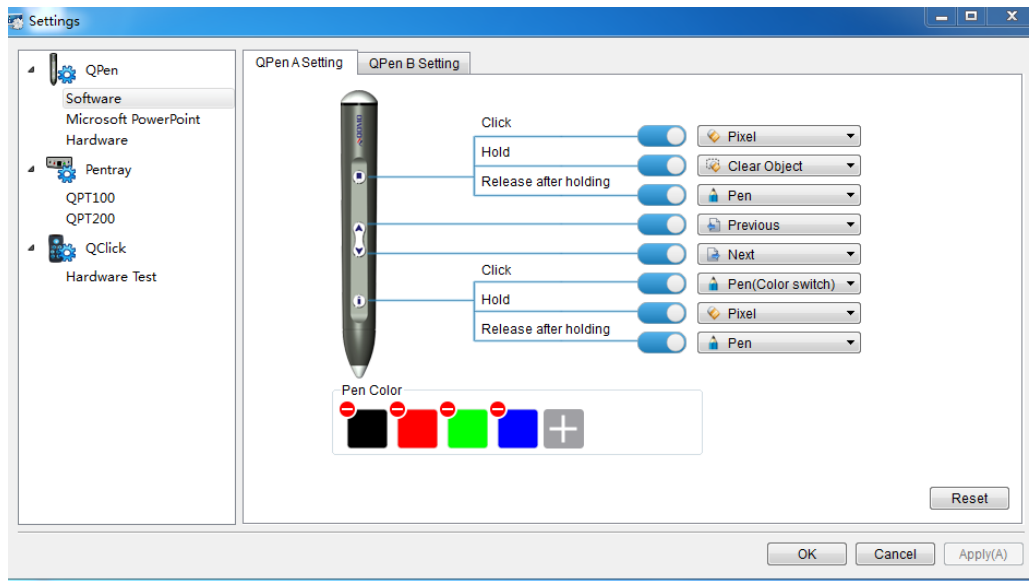
6.1.1 Software

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

Click server icon  and QPen software, a setting window appears.




- QPen A setting interface



1. Select functions from the dropdown list on the right option boxes;
2. Click Ok or Apply to finish setting.

Slide left  to disable a button function.

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

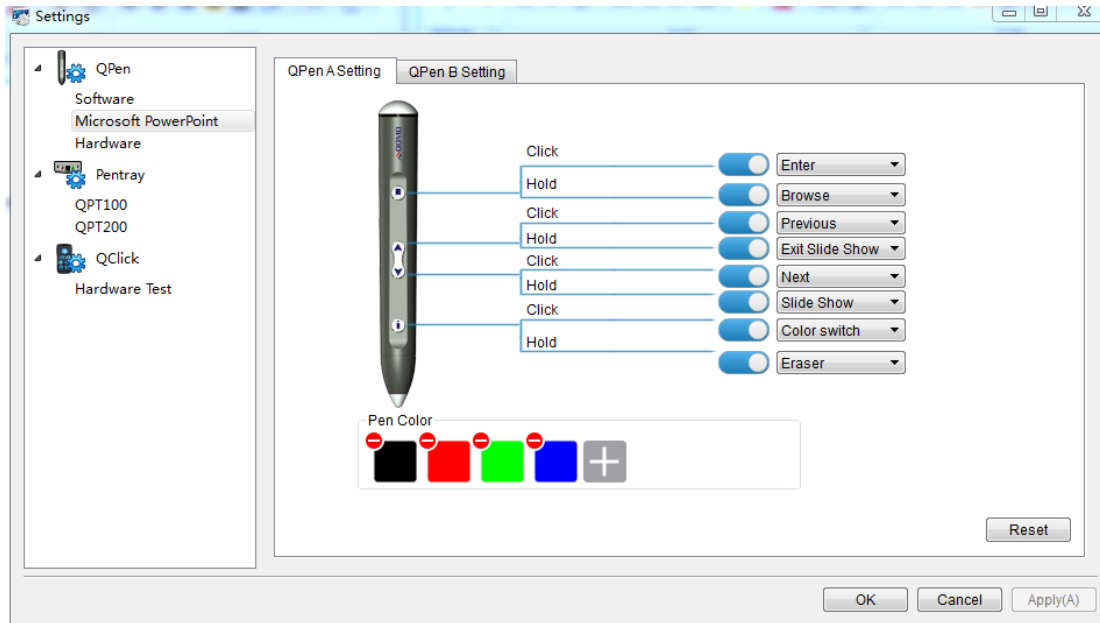
Minus icon on the top-left  to delete the corresponding color.

Note: QPen B setting is the same as QPen A.

6.1.2 Microsoft PowerPoint



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

1. Click Microsoft PowerPoint and setting interface displays as follows:



QPen default functions:

- Eraser button Click: function as Enter key on keyboard;
- Eraser button Hold: browse all slides
- Up button Click: go to previous slide
- Up button Hold: Exit slide show
- Down button Click: go to next slide
- Down button Hold: start slide show
- Pen button Click: change pen colors
- Pen button Hold: erase function

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



Eraser and pen button functions:

1. Click: change pen color, eraser, erase all ink markings, display a black screen or white screen, browse all slides, arrow pointer, enter and start or exit slide show;
2. Hold: eraser, browse all slides, display a black screen or white screen and arrow pointer, enter and start or exit slide show;

Up and down button functions:

1. Click: go to next/previous slide;
2. Hold: start or exit slide show; zoom in/out slide in edit mode;

Pen color:

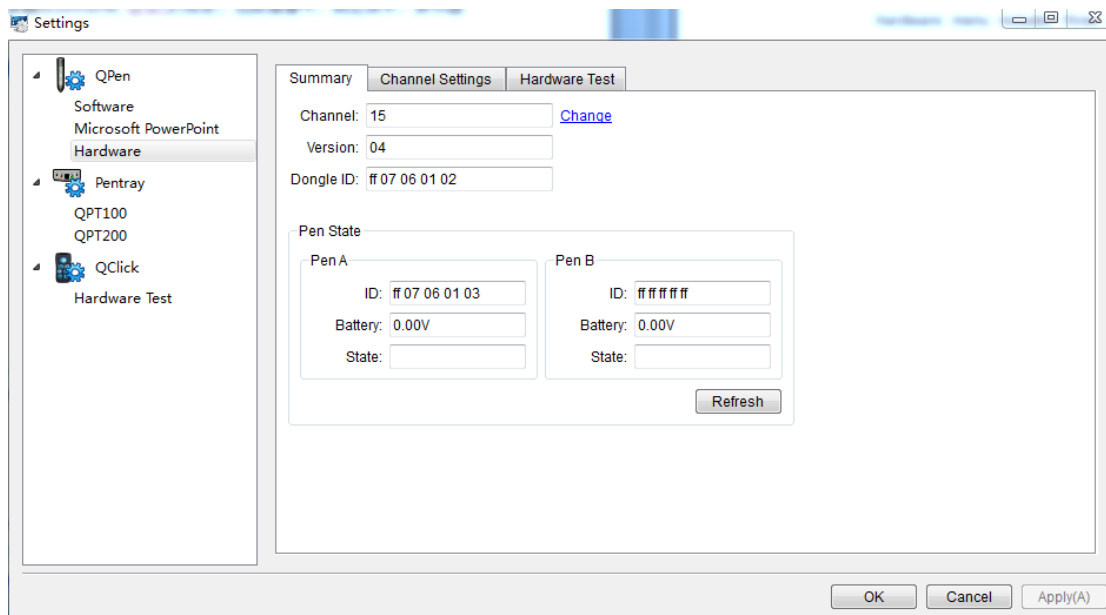
The software supports 7 colors switching for QPen. Click this icon  to select and add new colors; Click Minus icon on the top-left  to delete the corresponding color. (This function can change pen colors in the slide show.)

6.1.3 Hardware

Hardware menu includes three parts: hardware parameters, channel setting and hardware test.

Hardware parameters

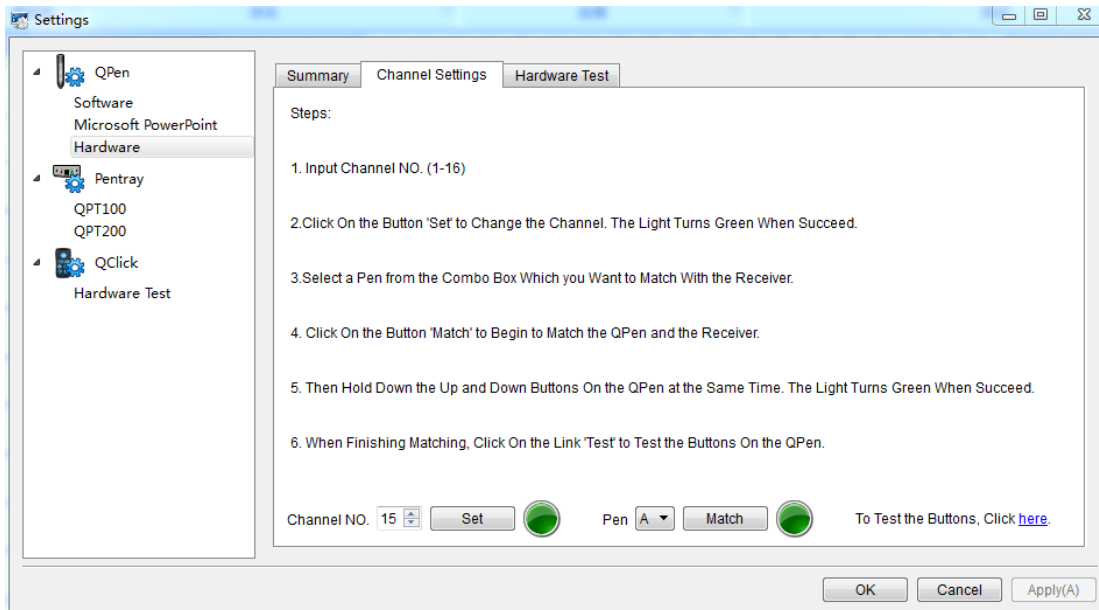
When Qpen is connected, hardware parameters will automatically obtain QPen information including channel NO., dongle ID and battery level and charging state.






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

Channel setting

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

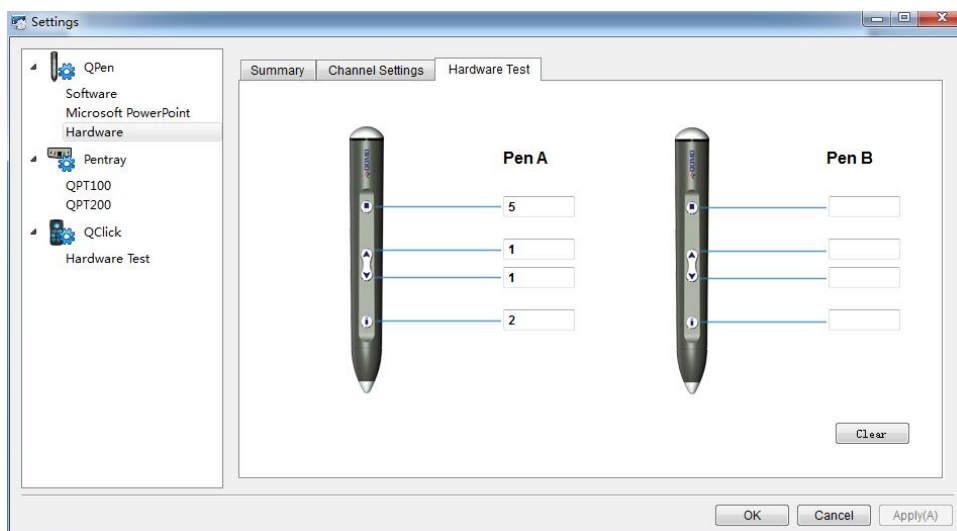


1. Input channel number or click   button to change the channel number. The valid numbers are from 1 to 16.
2. Click Set button, the light turns green when receiver is successfully connected with Flow!Works Pro.
3. Select A or B from the drop-down list  to match QPen with the receiver.
4. Click Match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

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

Hardware test

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

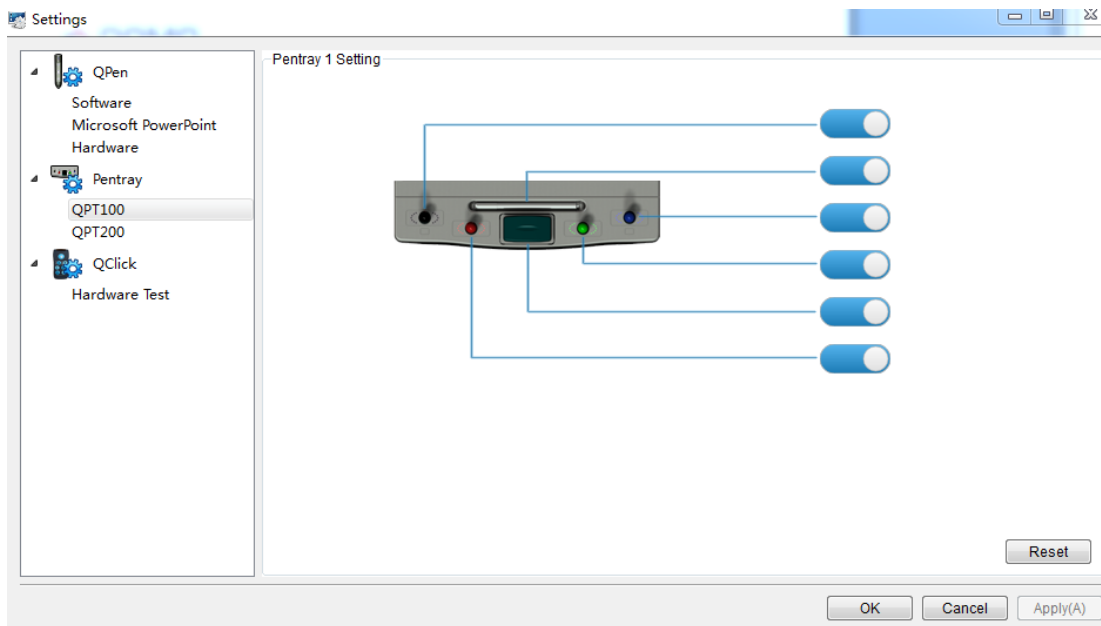


6.2 Pentray setting

Pentray setting includes QPT100 and QPT200 settings.

6.2.1 QPT100 setting

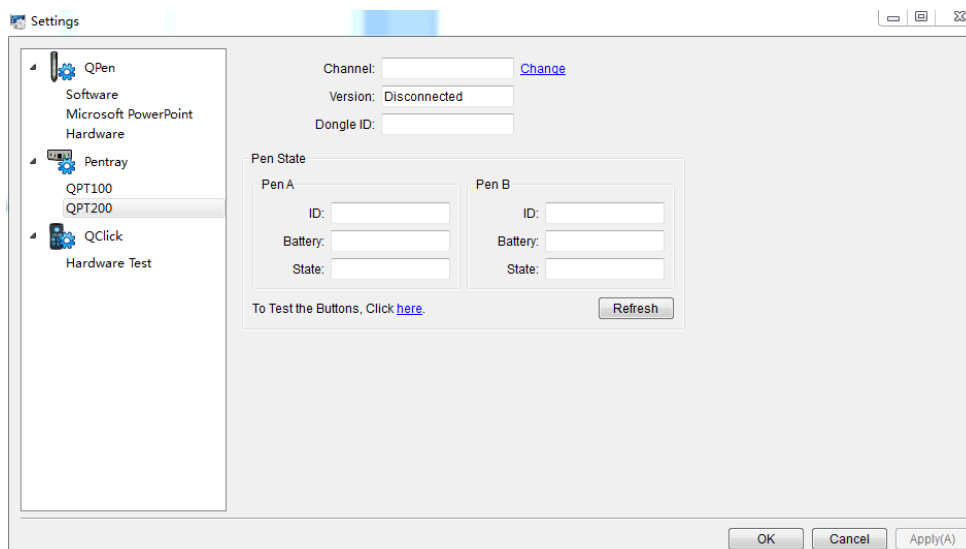
Click QPT100 and its setting interface appears:



Slide right or left  to receive or shield pen tray signals to prevent interference.

6.2.2 QPT200 setting

Click QPT200 and its setting interface appears:



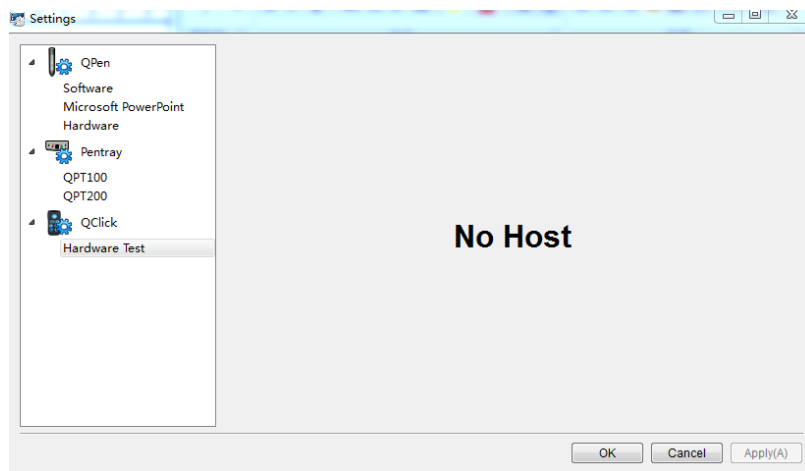
When QPT200 is connected, its information will automatically be obtained including channel number, version, dongle ID and QPen information.



Note: when several receivers are connected, the system will recognize the first connected one.

6.3 QClick hardware test

Qclick hardware test is used to test whether receiver, teacher remote and student remote have been successfully connected.

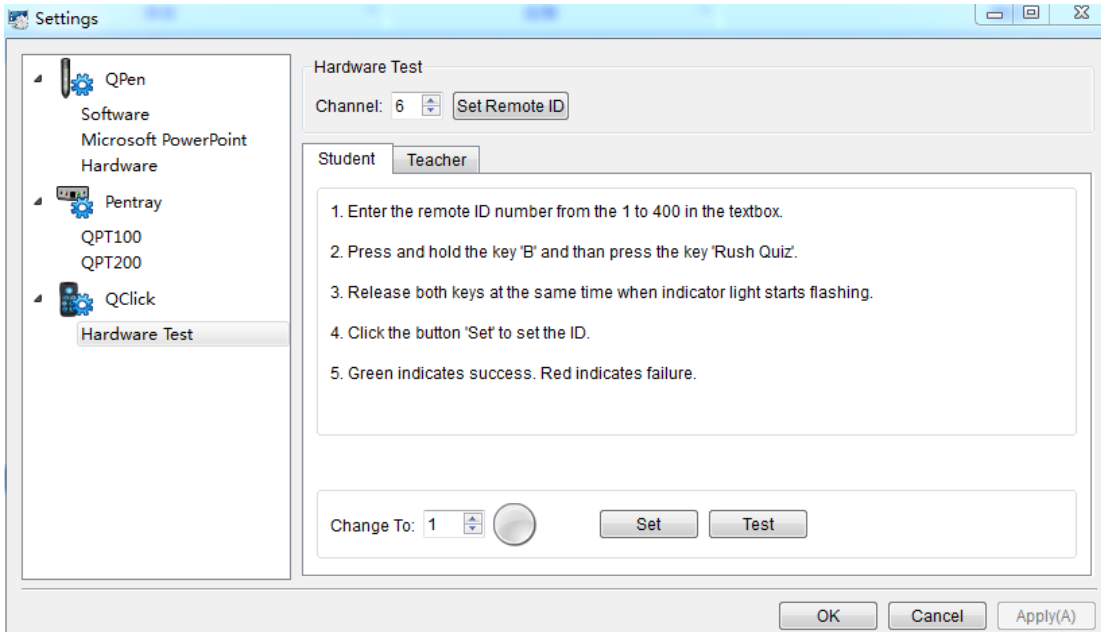
Click **QClick Hardware Test**, no host will be prompted if no receiver is connected.


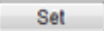


When receiver is connected, the system will automatically obtain the channel No. You can enter a number from 1 to 1000 or click  or  icon to change channel number.


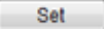
- Set student remote ID as follows:

1. Click **Set Remote ID**, student and teacher remote ID setting interface will appear.



2. Enter the remote ID number from 1 to 400 in the textbox;
3. Press and hold the key “B” and then press the key “Rush Quiz”  on student remote keyboard;
4. Release both keys at the same time when indicator light starts flashing.
5. Click the button  to set the ID;
6. Green indicates success. Red indicates failure.

- Reset QRF300 teacher remote as follows:

1. Click “Teacher”,
2. Press and hold the key “Start”  on the teacher remote, and then press the key “OK”;
3. Release both keys at the same time when indicator lights start flashing.
4. Click the button  to set the ID.

- Test QRF300

Click “Test” to test whether QRF300 is successfully connected.

1. Click “Test” and hardware test interface will appear.
2. Press keys on teacher remote control and the top of interface will show the corresponding key functions, which indicates that teacher remote is successfully connected to the receiver.
3. Press keys on student remote and information will show in corresponding grid, which indicates that student remote is successfully connected to the receiver.

Hardware Test
25

Channel: 6
Teacher's Key:

	Key		Key		Key		Key		Key
1	A	21		41		61		81	
2		22		42		62		82	
3		23		43		63		83	
4		24		44		64		84	
5		25		45		65		85	
6		26		46		66		86	
7		27		47		67		87	
8		28		48		68		88	
9		29		49		69		89	
10		30		50		70		90	
11		31		51		71		91	
12		32		52		72		92	
13		33		53		73		93	
14		34		54		74		94	
15		35		55		75		95	