

Flow! Works Pro

User Manual



V2.1.58

2/17/2022

Information in this manual is subject to change without notice.

Contents

1. General Introduction of Software	2
1.1 Computer Requirements	2
1.2 Software Download	2
1.3 Software Installation	2
1.4 Software Uninstallation	4
1.5 Software Main Interface	5
2. How to Use Flow!Works Pro	6
2.1 Default Toolbar Introduction	6
2.2 Work with Objects	8
2.2.1 Change object properties	9
2.2.2 Order objects	11
2.2.3 Flip object	11
2.2.4 Mirror object	11
2.2.5 Add a link to object	11
2.2.6 Attach a sound to object	13
2.2.7 Add to Resource	13
2.2.8 Set as background	14
2.3 Menu	14
2.4 Tools	15
2.4.1 Customize toolbar	15
2.4.2 Use the Tools	17
2.4.2.1 Use the Protractor	18
2.4.2.2 Use the Ruler	18
2.4.2.3 Use the Triangle	19
2.4.2.4 Use the Compass	19
2.4.2.5 Use the Chart	20
2.4.2.6 Use the Calculator	21
2.4.2.7 Use the Curtain	21
2.4.2.8 Use the Keyboard	22
2.4.2.9 Use the Browser	22
2.4.2.10 Use the Element	23
2.4.2.11 Use the Clock	23
2.4.2.12 Use the Timer	24
2.4.2.13 Use the Document Camera	24
2.4.2.14 Use the Magnifier	26
2.4.2.15 Use the Broadcast	27
2.4.2.16 Use the Multiscreen	27
2.4.2.17 Use ScoreBoard	28
2.4.2.18 Use Pickout	29
2.4.2.19 Use Shortcut tool	30
2.5 Resources	31
2.6 Desktop Mode	32

2.7 Slide Management	33
2.7.1 Theme	33
2.7.2 Page Management.....	34
2.7.2.1 Add Page.....	34
2.7.2.2 Duplicate Page	35
2.7.2.3 Delete Page	35
2.7.2.4 Group Pages.....	36
2.7.2.5 Preview All Pages	37
2.7.2.6 Slide Show Mode.....	37
3. Server Settings	39
3.1 QPen Setting	39
3.1.1 Software.....	39
3.1.2 Microsoft PowerPoint.....	41
3.1.3 Hardware	42
3.2 Pen Tray Setting	44
3.2.1 QPT100 Setting	44
3.2.2 QPT200 setting	45
3.3 IWB (Infrared Whiteboard Driver).....	45

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.

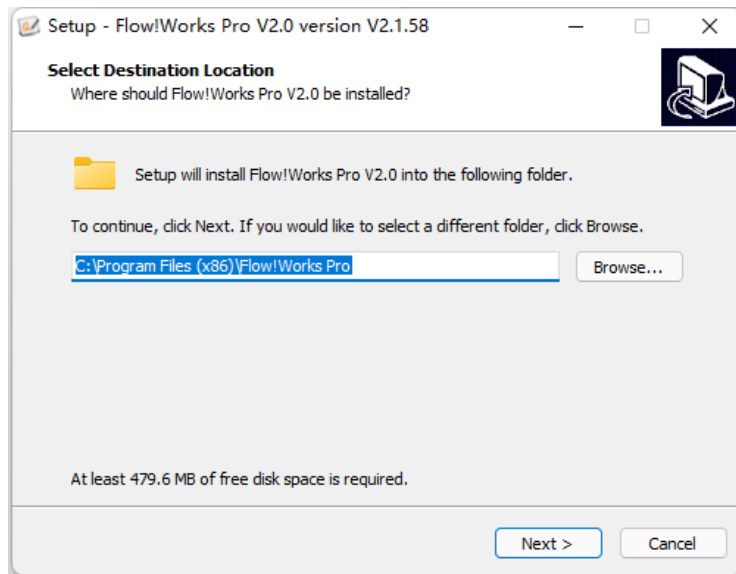
- **Minimum Hardware Requirement:**
CPU: 1 GHz ×86 or ×64
Memory: 1024MB or above
Hard disk: 1G
Operating system: Windows 7/8 /10/11
- **Configuration Recommended:**
CPU: 3.2GHz×64
Memory: 4G or above
Hard disk: 500G
Operating system: Windows 10/11

1.2 Software Download

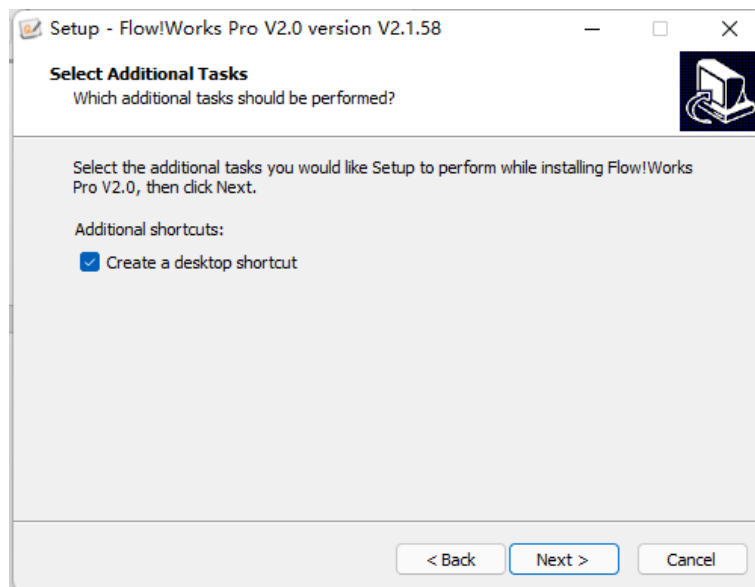
Visit <https://qomo.com/support/> to download the software or obtain it from the included CD-ROM

1.3 Software Installation

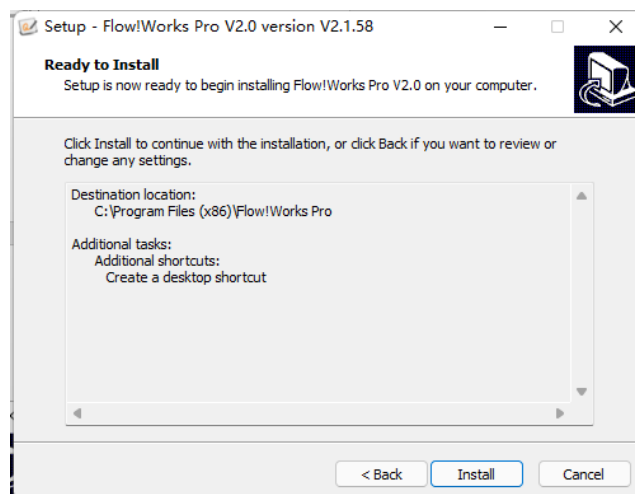
- 1) Double click the Flow!Works Pro Setup.exe to start the installation.
- 2) Select the desired installation path and then click next.



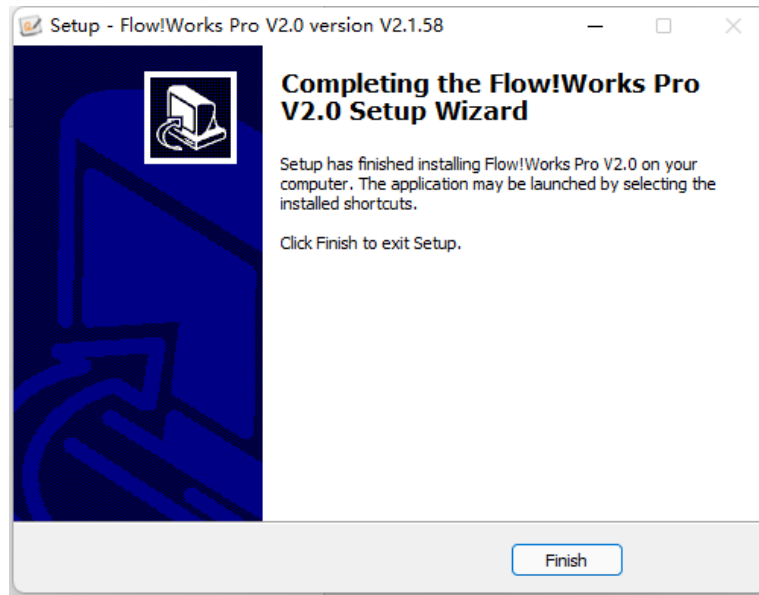
3) Select the additional task “Create a desktop icon” and then click next.



4) You are now ready to install the program. Click “Install”.



- 5) Click “Finish” to exit setup.

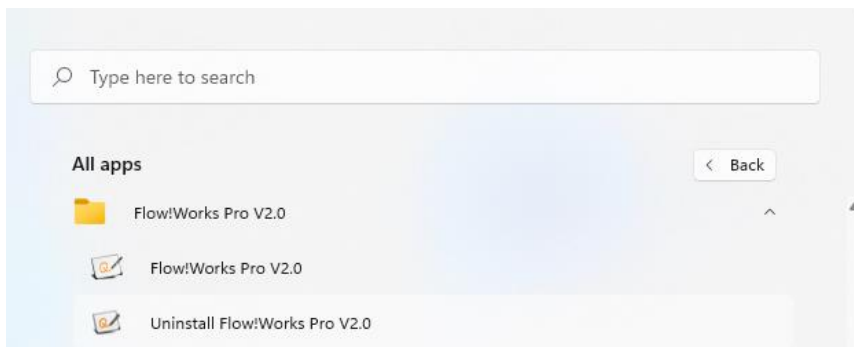


After installation, a shortcut icon  is created on the desktop.

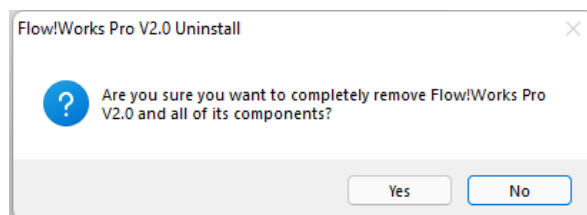
1.4 Software Uninstallation

Note: Please exit Flow!Works Pro Server before uninstallation.

- 1) Open your Windows Start Menu, click all apps and select Flow!Works Pro V2.0 folder.

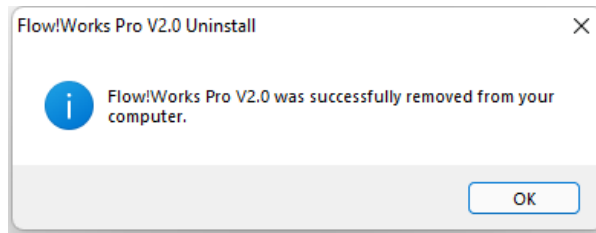


- 2) Click “Uninstall Flow!Works Pro V2.0” and select “Yes”.



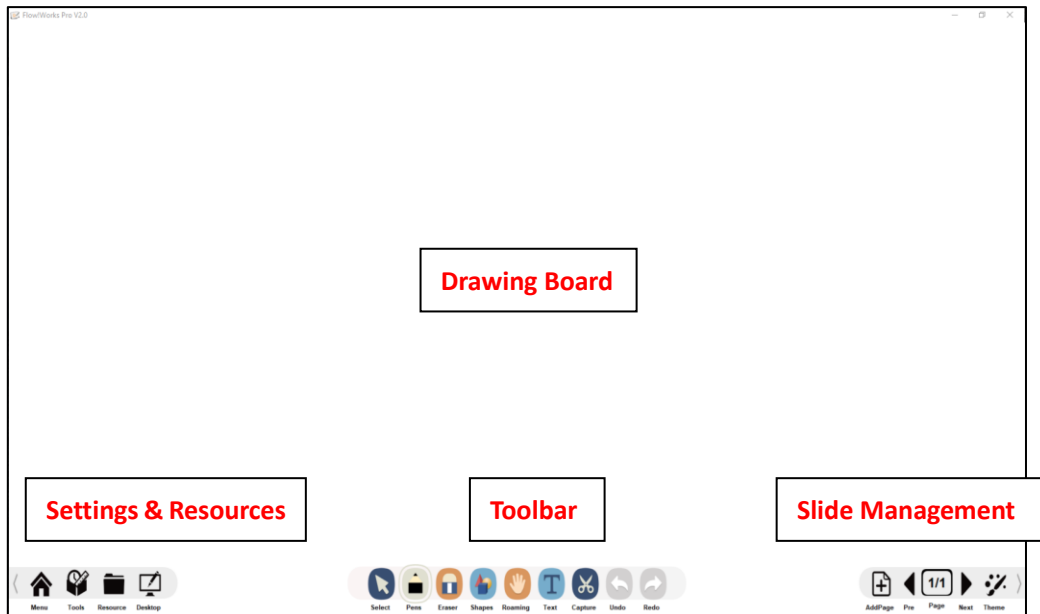
- 3) When Flow!Works Pro is successfully removed from your computer you will receive the following message.

Click “OK”.


















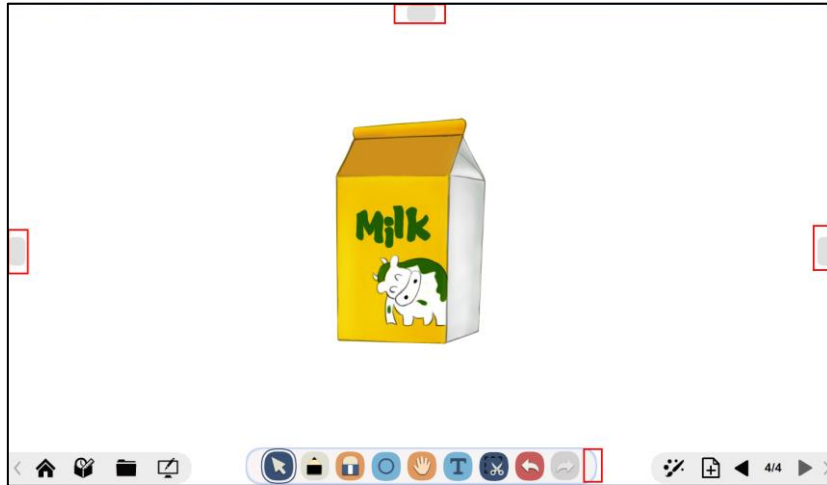
1.5 Software Main Interface

The Flow! Works Pro interface contains four parts: **Drawing board**, **Settings and Resources**, **Toolbar** and **Slide Management**.



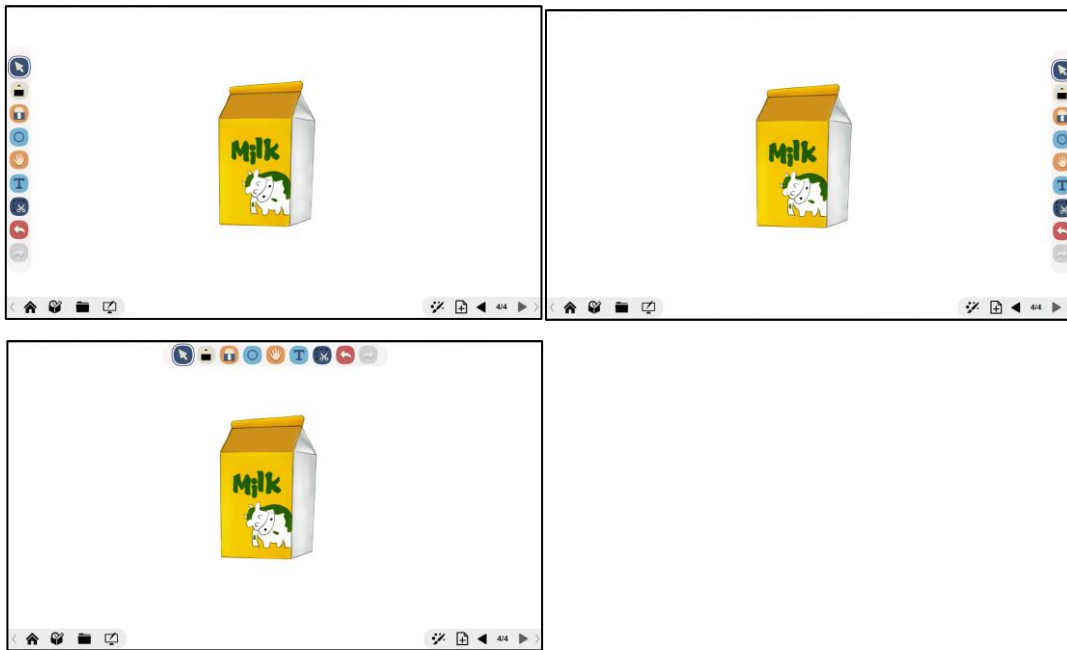
Flow! Works Pro Main Interface

- **Drawing Board** displays the contents of a selected slide in the file. It is also the area where objects are created and edited.
- **Settings & Resources:** Includes four parts: **Menu** , **Tools** , **Resources**  and **Desktop Mode** .
- **Default/Standard Toolbar:** Includes 9 frequently used tools: **Select** , **Pens** , **Erasers** , **Shapes** , **Roaming** , **Text** , **Capture** , **Undo**  and **Redo** .
- **Slide Management:** Manage slides such as changing the background style  and adding a new slide  etc.



Movable Toolbar










Double click the blank until the outline turns blue and square shade appears on both sides and top. Click the shade and the toolbar will move to the place correspondingly.













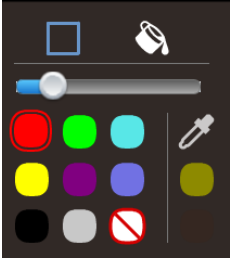







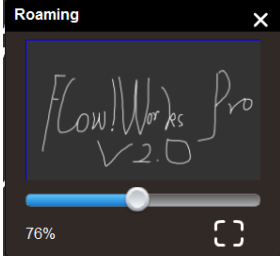














2. How to Use Flow!Works Pro

2.1 Default Toolbar Introduction


Default toolbar lists as follows:

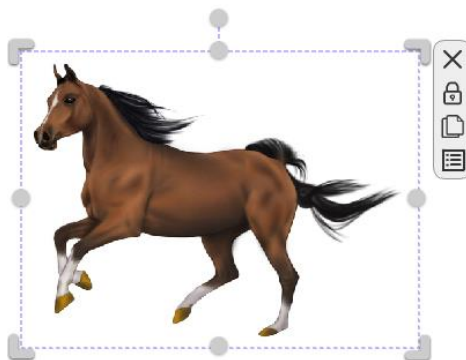
								
Select	Pens	Eraser	Shapes	Roaming	Text	Capture	Undo	Redo
Function Descriptions								





 Select	<p>Select objects on the drawing board, change their position and resize them. Select multiple objects to group.</p>				
 Pens	 Pen	 Highlighter	 Texture pen	 Laser pen	 Handwriting recognition
<p>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.</p>					
 Eraser	 Clear inks created by pens.  Clear selected object.  Clear all the inks and objects on the drawing board. <p>Note: Locked inks and objects cannot be erased. Unlock the inks and objects to erase.</p>				
 Shapes	<p>Click the icon to select a shape type and choose a thickness, border color, fill color for the shape. Then create the selected shape on the drawing board. Note that fill color is only available for basic 2D shapes.</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="328 1088 560 1346" style="width: 30%;">  </div> <div data-bbox="608 1021 1482 1424" style="width: 65%;"> <p> Outline color selection;</p> <p> Fill color selection;</p> <p> Click this icon to set no fill color for the shape;</p> <p> Set the thickness;</p> <p> Use eyedropper to sample a color from an image etc. on Flow!Works Pro to use this color further.</p> </div> </div> <p> Shape Recognition</p> <p>Convert crudely drawn shapes into perfect circles, ovals, squares, rectangles, and triangles.</p>				
 Roaming	<p>Scroll the entire page to view all the content on the drawing board.</p> <div style="display: flex; align-items: center;">  <div data-bbox="959 1615 1482 1794" style="width: 80%;"> <p>Drag the slider  to zoom in/out the page. Click  to restore the page to be 1:1.</p> </div> </div>				
 Text	<p>Create the area where you want to enter the text on the drawing board and enter the text.</p>				


 Capture	 Rectangular Capture	✓: Add to current page (or double-click to add to current page) ; +: Add to a new Page;  : Save the capture to a designated path; ✕: Cancel the capture;	
	 Full Screen Capture	Save the full screen capture automatically on the current page.	
	 Irregular Capture	Save the irregular capture automatically on the current page.	
 Undo	Undo the previous process on the drawing board.		
 Redo	Redo the last process on the drawing board.		


2.2 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 any one of the four icons to zoom in and out.

: Rotate the object.

: Delete the object.

: Lock the object to make it immovable and inerasable or unlock the object.




: Create a duplicate of an object.

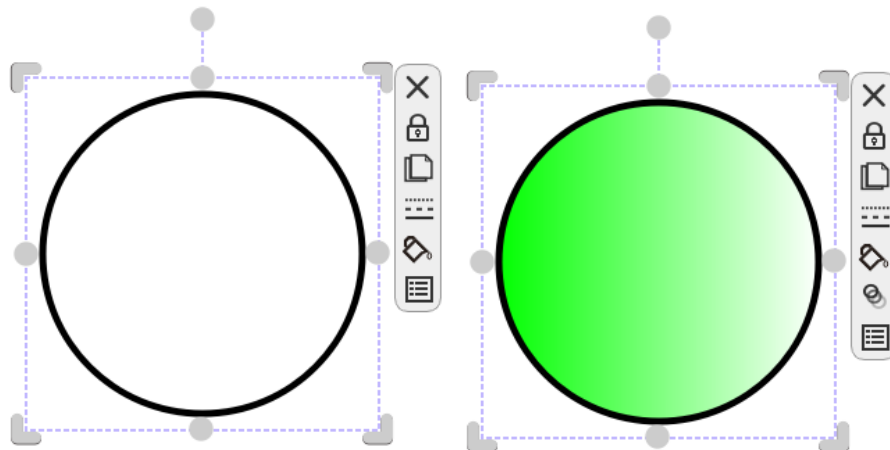
: Click the **Property** button to see all the commands: **Delete Clone, Lock, Order, Flip, Mirror, Link to object, Sound, Add to Resource and Set Background.**


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

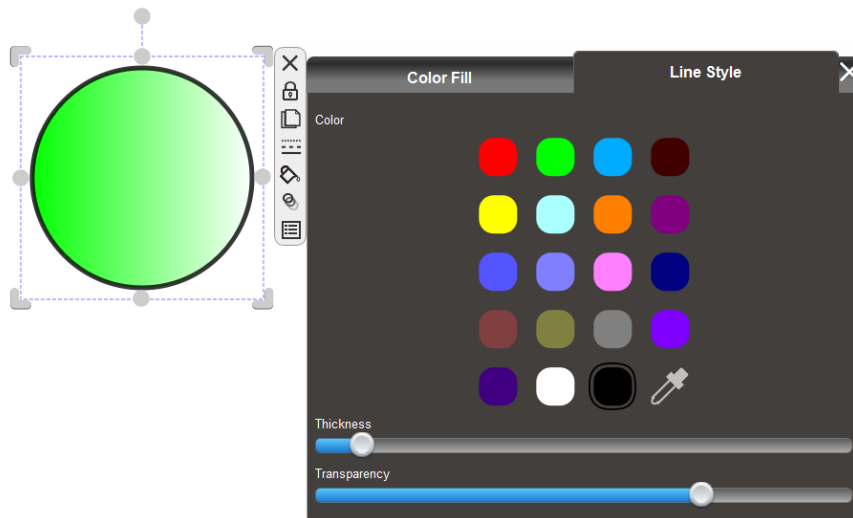
2.2.1 Change object properties



- **Change shape properties**

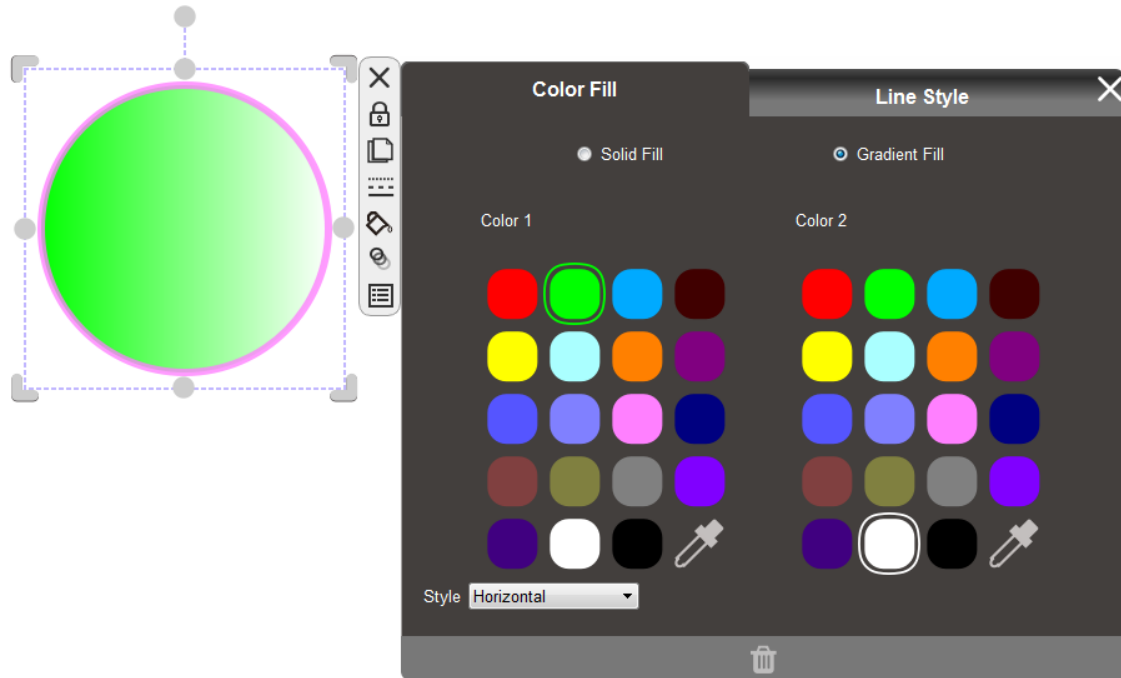
Select the shape and shape properties will pop up, including **Line Style**  and **Color Fill**  etc. Transparency attribute icon  appears when shape is color filled.



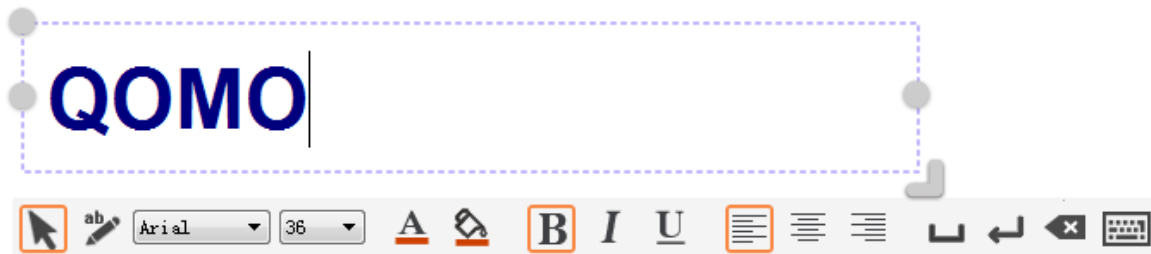
Click **Line style**  to change shape outline color and move the slider to set its thickness and transparency.



Click **Color Fill**  to change a fill color. Select Solid Fill or Gradient Fill and its gradient style. Click the icon  to set the opacity of a fill.















● **Change text properties**



The icon  functions the same as **Select** . Click  to use Handwriting Recognition function.

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



Icons	Functions	Icons	Functions
	Change color		Set background color
	Bold		Italic
	Underline		Align text left
	Center text		Align text right

	Space text		Down one row
	Delete one character		Use the keyboard

2.2.2 Order objects

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



To order an object:

- 1) Select the object.
- 2) Press **Property**  and **Order** .
- 3) Select the stacking order (Bring to front/ Bring to back/ Bring forward/ Bring backward).

2.2.3 Flip object

Flip the object horizontally and vertically.



To flip an object:

- 1) Select the object.
- 2) Press **Property**  and **Flip** .
- 3) Select **vertical** or **horizontal**.


2.2.4 Mirror object

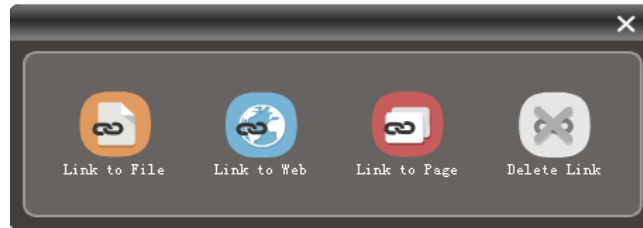
You can make a mirror reflection of selected object with four options (Left/ Right/ Up/ Down).

To mirror an object:


- 1) Select the object.
- 2) Press **Property**  and **Mirror** .
- 3) Select the mirror direction (left/ Right/Up /Down).

2.2.5 Add a link 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 **Property** , click **Link to object** and the link menu appears:

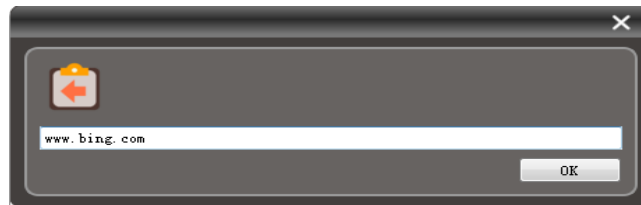



- Link to File:

- 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:

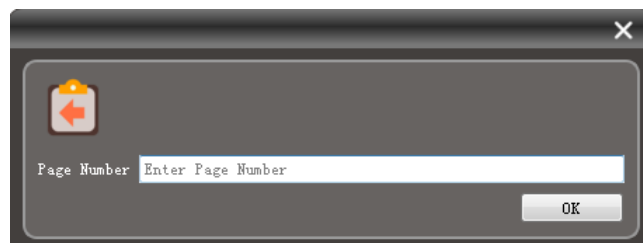
- 1) Click **Link to Web**.
- 2) Enter the website address and click OK button.



- 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.

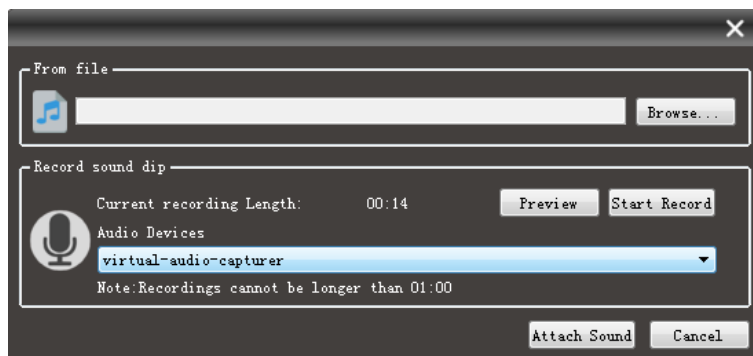
Note: Only one link can be associated per object.

2.2.6 Attach a sound to object

You can attach a sound to an object and click  to play.

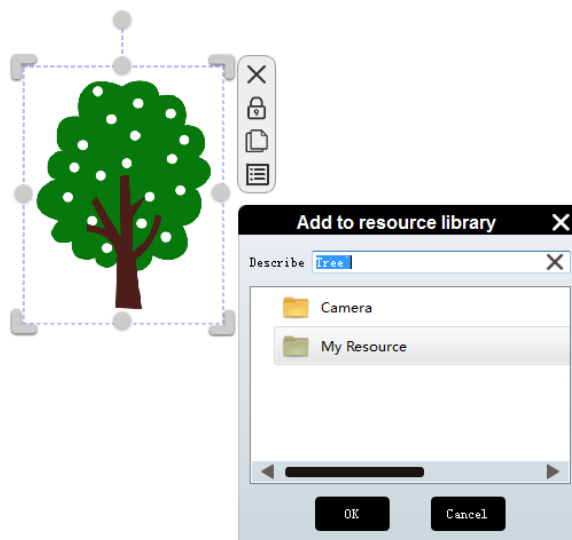
To attach a sound:

- 1) Select the object.
- 2) Press **Property**  and **Sound** .
- 3) Click **Browse** to attach a sound file or **Start Record** to attach a record sound.





2.2.7 Add to Resource

You can add you own resource like image, audio and video in the software and save it to **Personal Resource**.





To add to Resource:

- 1) Select the object.
- 2) Press **Property**  and **Add to Resource** .
- 3) Enter resource name, select a folder and click **OK** to save it.


2.2.8 Set as background















The inserted image can be set as background.




- 1) Click the object.
- 2) Press **Property**  and **Set Background** .

Note: Only the image can be set as background. You can use Delete Background function on the Theme to remove the image background or set background opacity.

2.3 Menu

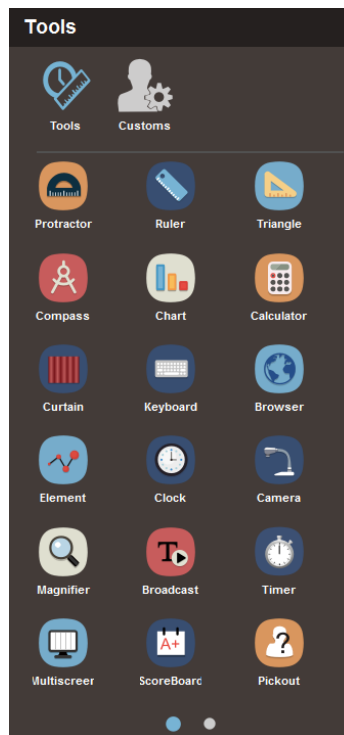
Menu: Click **Menu** button  and submenu pops up which lists functions as **File, Import, Export, Print, Settings, Help, Mode** and **Exit**.

Icons	Menus	Functions Description
	File	Click File button to unfold the submenu: Open, Save and Save As .  Open: Open a created .QBFfile;  Save: Save the file;  Save As: Change the file name and storage path.
	Import	Import PDF, PowerPoint or IWB file.
	Export	Export slides as PDF or image file.
	Print	Print the slide you created.  Printer: Click to print the slide;  PrintView: Click to preview each slide as it will look when printed.  PrintArea: Drag to select the desired print area.
	Settings	Software language, tooltips, handwriting recognition and dragged & dropped image settings. You can also set default pen color and background color.
	Help	Flow!Works Pro version information and User Manual
	Mode	Click Mode button to unfold the submenu: Window, Full and Desktop .  Window mode: Run Flow!Work Pro in a floating window.


		 Full screen mode: Run Flow!Works Pro in full screen mode.  Desktop mode: Run Flow!Works pro in desktop mode.
	Exit	Exit the Flow!Works Pro.

2.4 Tools


Tools: Click **Tools** button  to unfold small tools  and Customs icon  which submenu lists **Standard toolbar**  & Add customizable toolbar .




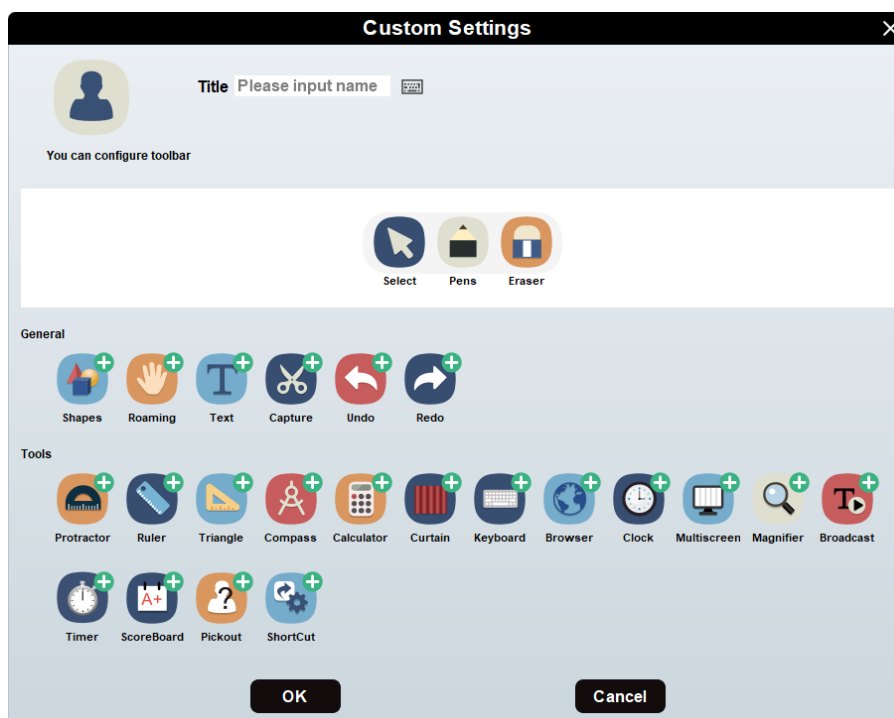
2.4.1 Customize toolbar

- Click Standard button , a standard toolbar will display on the main interface. When you start Flow!Works Pro, the default toolbar displays the same as the standard toolbar.





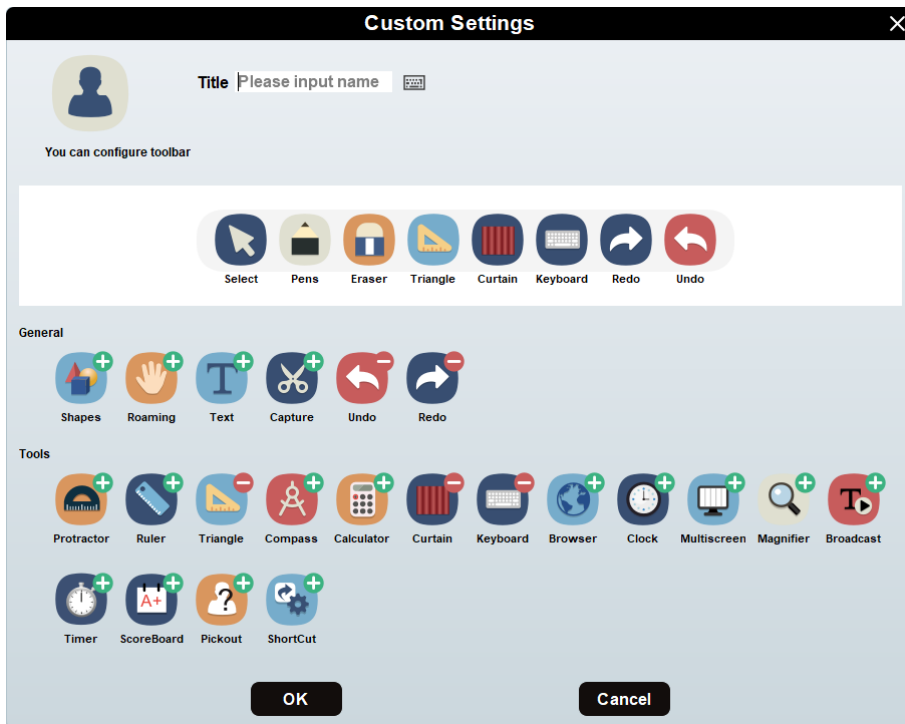
- Click  to customize your own toolbar.

- 1) Click  button, a Custom Settings interface will pop up.





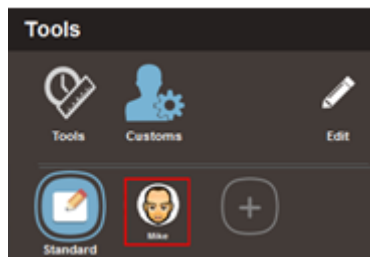
- 2) Enter the title and upload your picture.

- 3) Click corresponding icon to add it on the toolbar. When icons are added on the toolbar, plus  will turn to minus . Click corresponding icon with minus to remove it from the toolbar. Click Ok to save the customization.



Note: Click the tool icon itself to add or delete it instead of clicking plus or minus icon. Tools added should not exceed 6 in total.

A customized image  will display on the menu. Click the image  and the customized toolbar will show on the interface.




Customized Image







Customized Toolbar

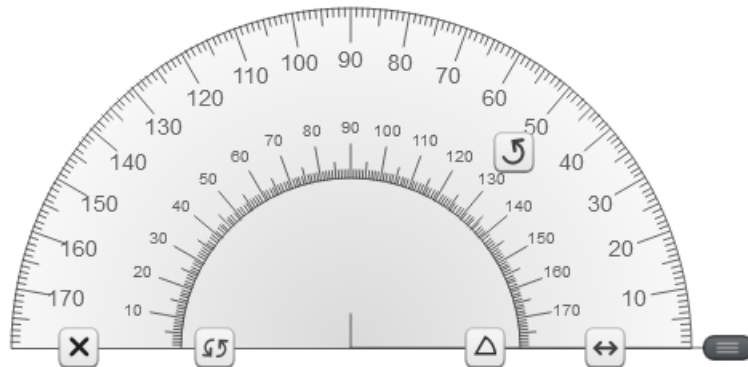
2.4.2 Use the Tools






Teacher friendly tools such as Curtain, Camera, Rulers, Timer and Screen Record provide a comprehensive package for instructors to engage your audience. You can use the desired tools under Tool menu .

2.4.2.1 Use the Protractor

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




Select the **Protractor** button  from tool menu, Protractor will display on the drawing board. When the cursor is over the icon , it will change to icon . Drag the icon  to gauge 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


2.4.2.2 Use the Ruler

Ruler is also a frequently-used tool for classroom teaching.

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




-  Rotate the ruler.
-  Move the ruler.

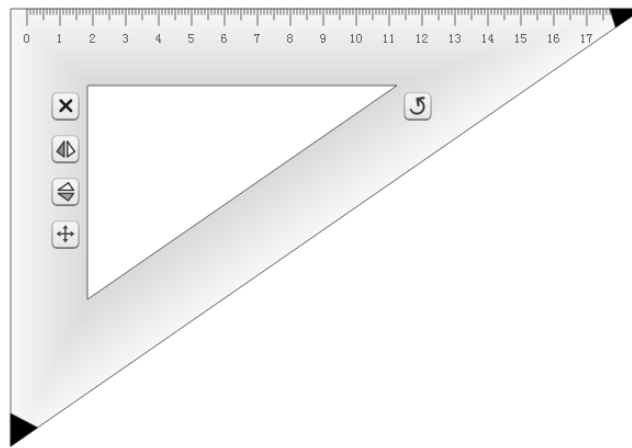
 Delete the Ruler.


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


2.4.2.3 Use the Triangle


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 drawing board.




 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.

2.4.2.4 Use the Compass

Click the **Compass**  from 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 a pen icon. Drag the icon  to draw a circle.



 Cursor will change to  when it is over this icon, drag to customize the radius.

 Delete the Compass.


2.4.2.5 Use the Chart

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.



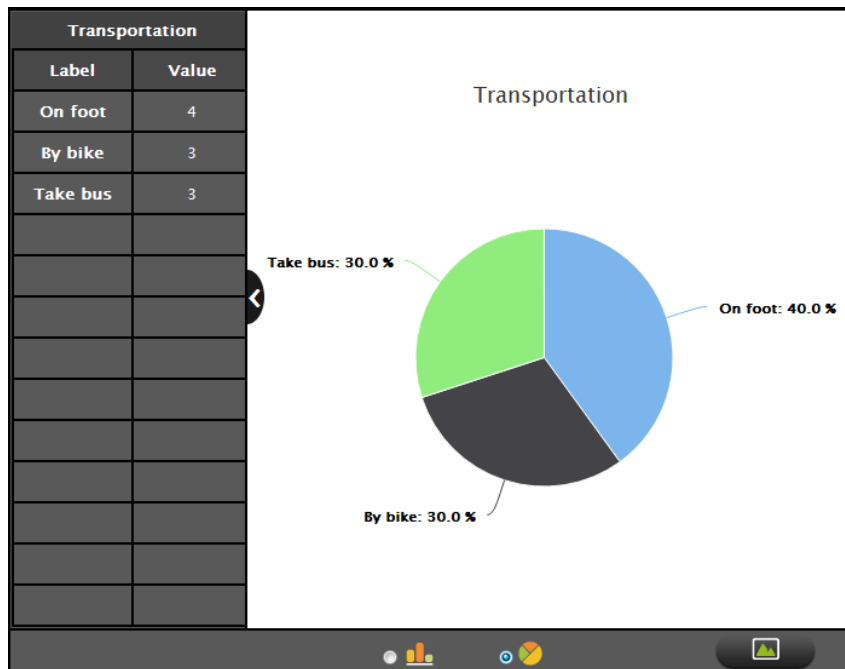
 : Make Bar graph


 : 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.

2.4.2.6 Use the Calculator

Click  from tool menu, and it will display on the drawing board.

2.4.2.7 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.




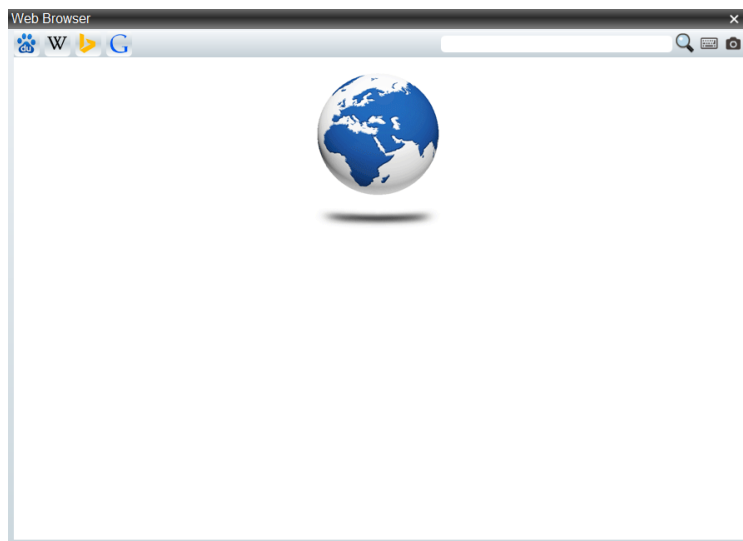
Delete the Curtain.

2.4.2.8 Use the Keyboard

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

2.4.2.9 Use the 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



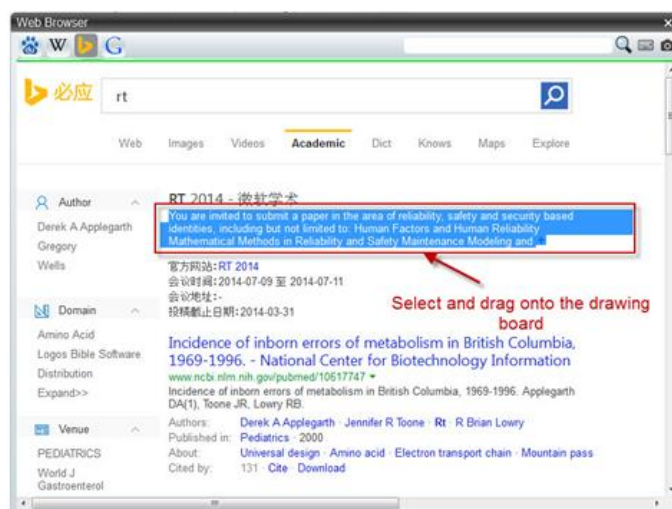
Click to use the system keyboard




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.



2.4.2.10 Use the Element

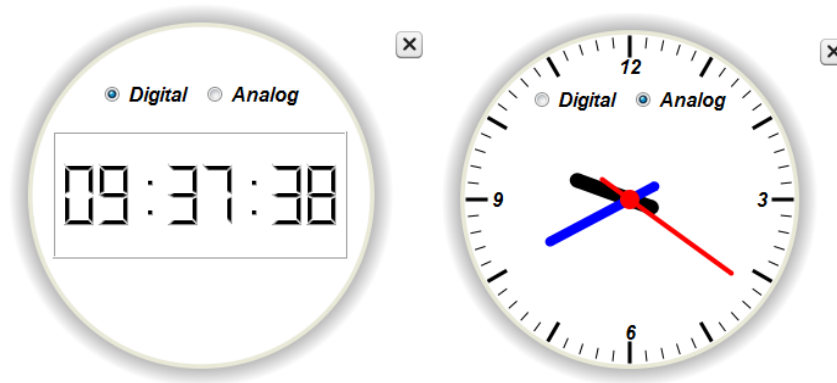
The periodic table is a tabular arrangement of the chemical elements, ordered by their atomic number. Click the icon , periodic table pops out.

9		Beryllium																									
Be		<div style="display: flex; justify-content: space-between;"> <div> <p>Neutrons: 5</p> <p>Atomic Mass: 9.01218</p> <p>Electr Structure: 2,2</p> </div> <div> <table border="0"> <tr> <td>Non Metal</td> <td>Metalloid</td> </tr> <tr> <td>Alkali Metal</td> <td>Rare Earth</td> </tr> <tr> <td>Alkali Earth Metal</td> <td>Noble gases</td> </tr> <tr> <td>Transition Metal</td> <td>Rare Earth</td> </tr> <tr> <td>Halogen</td> <td>Metal</td> </tr> </table> </div> </div>																Non Metal	Metalloid	Alkali Metal	Rare Earth	Alkali Earth Metal	Noble gases	Transition Metal	Rare Earth	Halogen	Metal
Non Metal	Metalloid																										
Alkali Metal	Rare Earth																										
Alkali Earth Metal	Noble gases																										
Transition Metal	Rare Earth																										
Halogen	Metal																										
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																								
				Ce	Pr	Nd	Pm	Sm	Eu	Gd	Tb	Dy	Ho	Er	Tm	Yb	Lu										
				Th	Pa	U	Np	Pu	Am	Cm	Bk	Cf	Es	Fm	Md	No	Lr										

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.




2.4.2.11 Use the Clock

The clock function shows the current time. Click the clock , the current time will be shown on the drawing board.



Click **Digital** or **Analog** to switch clock display style. Drag the gray area of Clock, you can drag to resize or touch outside the Clock with two fingers to scale the Clock size.

2.4.2.12 Use the Timer

Click Timer  and it will be shown on the drawing board. : Count down; : Time.




Drag the yellow circle, you can drag to resize or touch outside the Timer with two fingers to scale the Timer size.

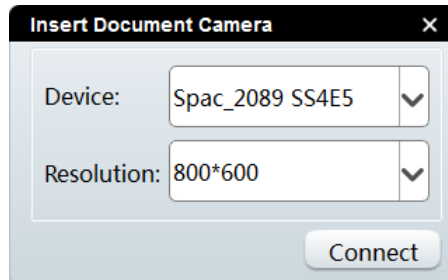
Note: A prompt will pop up when time is up. Click Ok to turn off the alarm.

2.4.2.13 Use the Document Camera

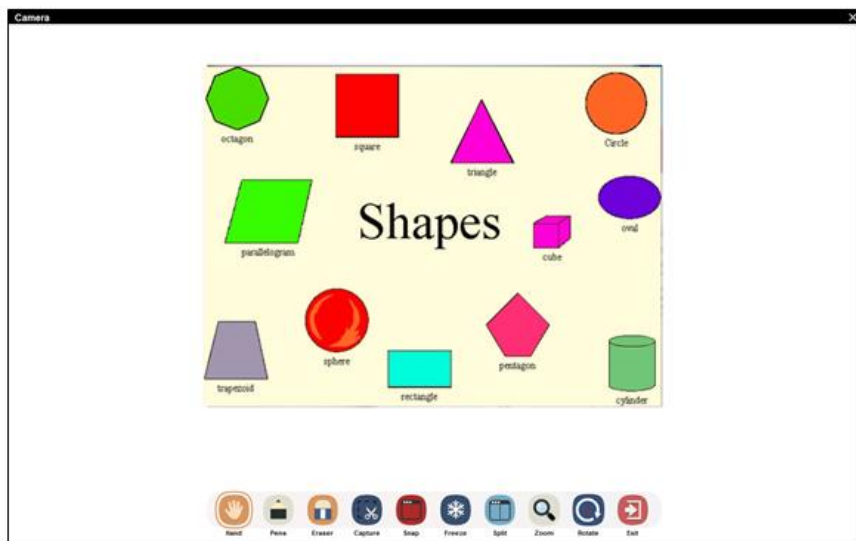
Flow!Works Pro enables you to connect the external camera to show the vivid image and annotate over live image.

- To use the external camera:
 - 1) Connect camera device through the computer.

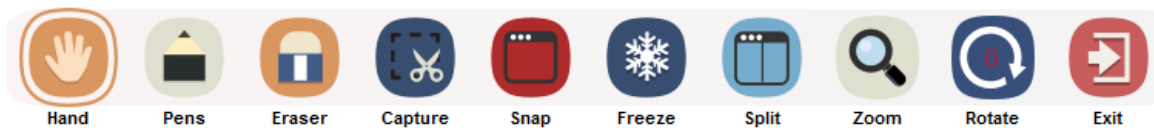
- 2) Press the icon  , a device selection window pops out.


















- 3) Click connect button, document camera window appears.




● **Document camera toolbar:**



Icons	Menus	Function Descriptions
	Hand	Drag the cam capture window to anywhere on the drawing board.
	Pens	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 created by pen.
	 Clean out	Clear all the objects created by pen.


	Regional screenshot	Select part of the region and take a screenshot. Click ✓ to add the capture to the drawing board and click ✕ to cancel.
	Camera image capture	Capture real-time document camera image and add the capture to the drawing board automatically.
	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°.
	Exit	Exit to the main drawing board.


2.4.2.14 Use the Magnifier

The Magnifier tool is useful for magnifying an area of the content when you need to see greater details. Click  in the tool menu, Magnifier appears on the drawing board.



 Click to cover the background except magnification area.

 Change magnifier shape

 Set to increase zoom in level

 Exit magnifier tool


Note: Unmagnified area will be locked when magnifier tool is used. Exit magnifier tool to unlock the area.


2.4.2.15 Use the Broadcast


Broadcast is used to display a continuous scrolling text. Click  in the tool menu and a scrolling text will appear on the drawing board.




Move the cursor over scrolling text and settings     will appear on the top.


 Pause text scrolling;

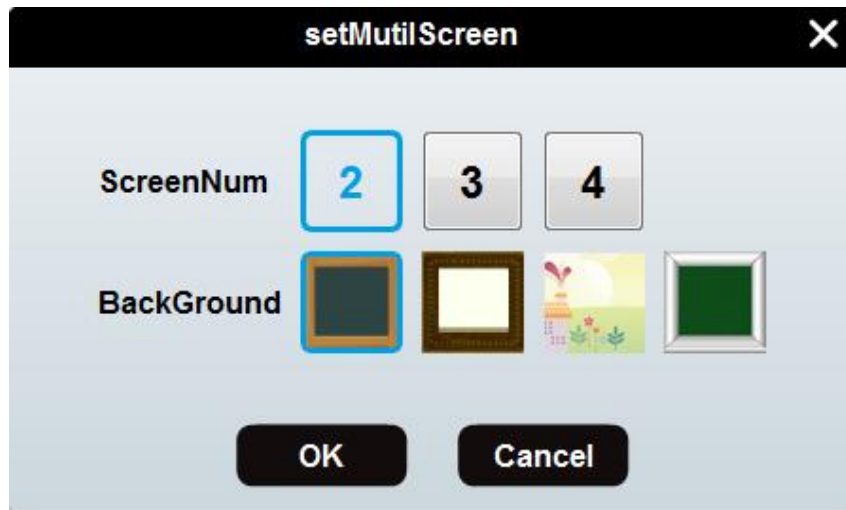
 Click the icon and text editing interface will pop up.

 Hide the text background


 Exit the scrolling text

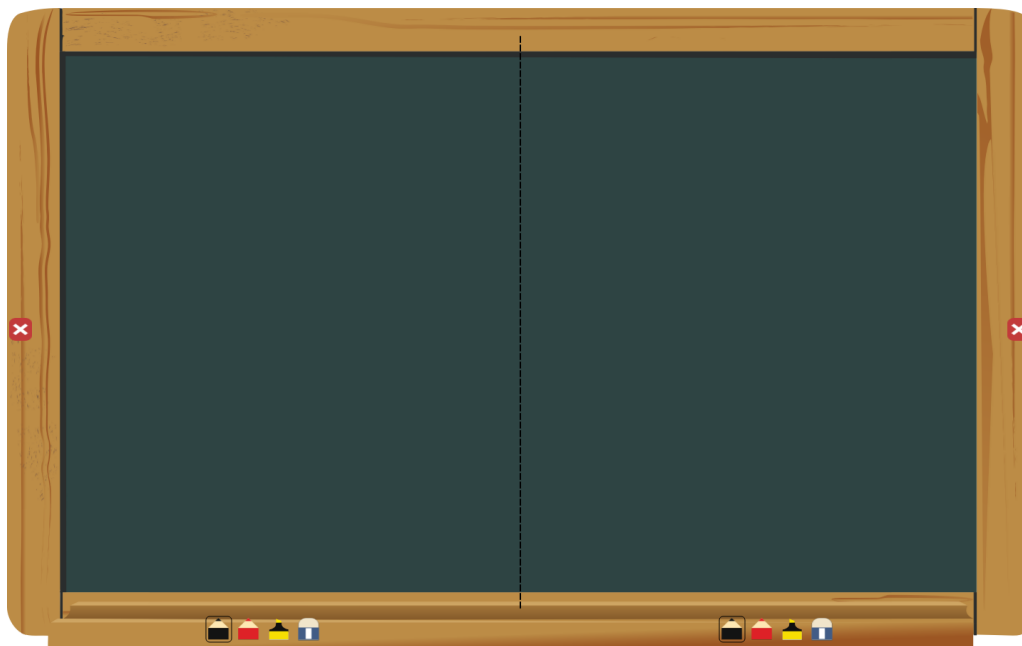
2.4.2.16 Use the Multiscreen

Multiscreen allows users to execute different actions (e.g., write or erase) on different areas simultaneously. Click  in the tool menu and a setting interface will pop up.




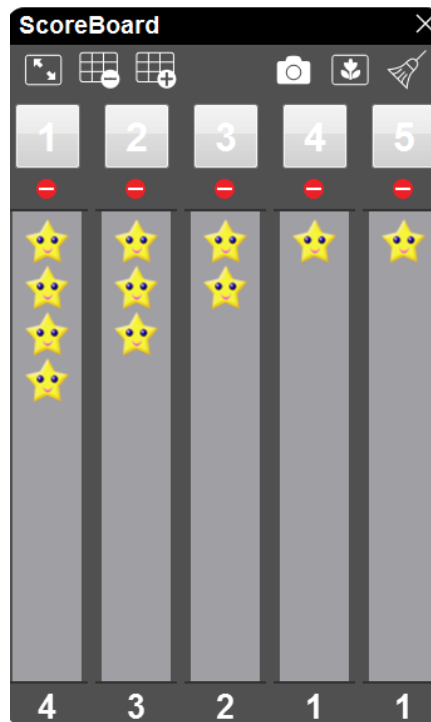
Select ScreenNum to split screen into 2, 3 or 4 and background style. Multiscreen will display on the drawing board. Click








 to exit Multiscreen tool and enter full screen mode. **Note that multiscreen annotation cannot be saved.**




2.4.2.17 Use ScoreBoard

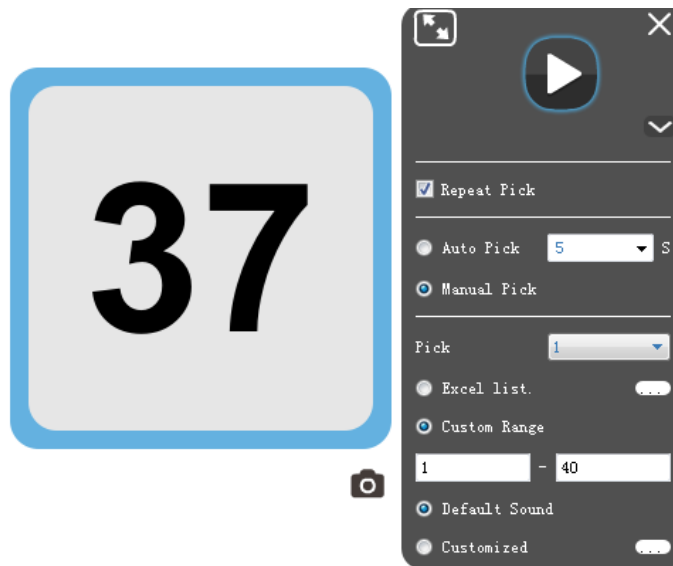
ScoreBoard is a powerful tool to keep track of progress and make competitive games. Click ScoreBoard  in the tool and ScoreBoard will pop up.





-  Click to minimize the ScoreBoard;
-  Click to decrease the number of groups;
-  Click to increase the number of groups;
-  Take a screenshot of scoreboard;
-  Select the score style;
-  Clear score;
-  Click Group Number to add the score and "—" to reduce the score;



2.4.2.18 Use Pickout

Pickout tool  helps teachers choose students in a completely random way.




 Click to start to select student.

 Click to minimize the tool.



 / : Click to hide/show the settings

37 This part shows the student selected.




 Click to take a screenshot of students selected, which helps you record the selections.

Repeat Pick Tick the checkbox and the student has the chance to be selected again.


Auto Pick 5 S Automatically select student according to the time you set.

Manual Pick Select student manually by clicking start  and stop  button.

Pick 1 Set the numbers of students to select.

Excel list.  Tick and click  to import an Excel list of students. The system has a sample of Excel list for your reference. Click  to find the storage path of the list.



Custom Range 1 - 100 Tick Custom Range, enter the range to select the student from the range.

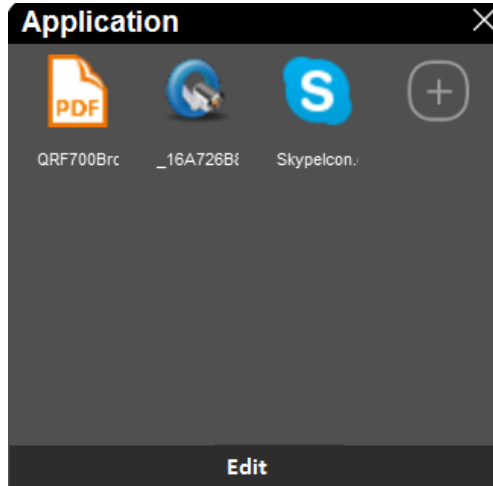
Default Sound Customized  Tick to use default sound or customized sound when selecting.

2.4.2.19 Use Shortcut tool


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




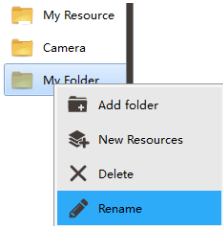



applications from your software.


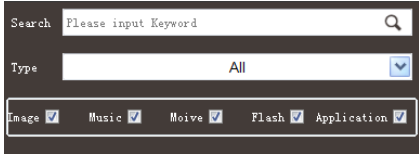

Click  and  to add any applications for quick access. Click "Edit" then click the one you want to remove from the list.




2.5 Resources

Click **Resources** button  and submenu pops up which lists **Computer**, **Local's**, **Personal** and **Search**.

Icon	Function Description		
	Click Computer to quickly access resources on the computer.		
	Click Local's to access built-in resources in the software.		
	Click Personal to access resources you saved in the software. Two default folders: My Resource and Camera .		Right click the folders to have more options: Add folder, Add resources to save in the software, delete the folder and Rename the folder.
			Click the icon at the bottom to add a folder.
			Select all the files in the folder.
			Delete the selected file.

	Search the file in the software.		Input keyword Select a type to locate the file. Check or uncheck file format.
	Go up one directory and go down one directory		

2.6 Desktop Mode

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

Desktop: Click **Desktop** button  to enter desktop mode.



Folded Desktop Mode Toolbar



Unfolded Desktop Mode Toolbar



Click the icon to unfold the tools.



Select the mouse icon to switch to other programs operations.



Click to annotate or select pen color.



Erase the annotation.



Clear the annotations all at once.




Take a capture.



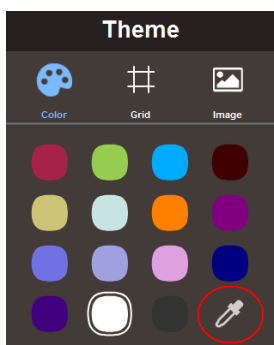
Return to drawing board.

2.7 Slide Management

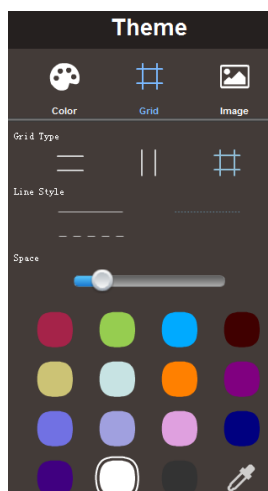
2.7.1 Theme

Click **Theme** to set slide background style: **Color**, **Grid** and **Image**. Click the delete icon  at the bottom of the background interface to delete the selected background fill.

- **Color Fill:** Fill the page background with a selected color. Use eyedropper tool to pick colors from the software interface and click **Ok** to set the background color.



- **Grid Fill:** Fill the page background with a selected grid. Under the grid fill, you have more options like grid types, line styles, space and colors.



- **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.





2.7.2 Page Management

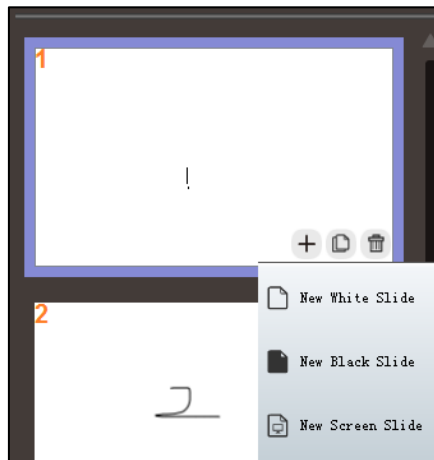
Click Page Sorter      to display the pages.




2.7.2.1 Add Page

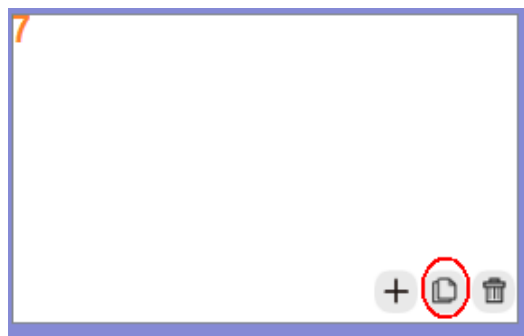
- Click  shortcut icon to add a new white slide.

- Click  icon on the slide and a submenu pops up. Choose the style of slide: **White, Black or Screen**. New Screen Slide will use your desktop screenshot as the slide background.







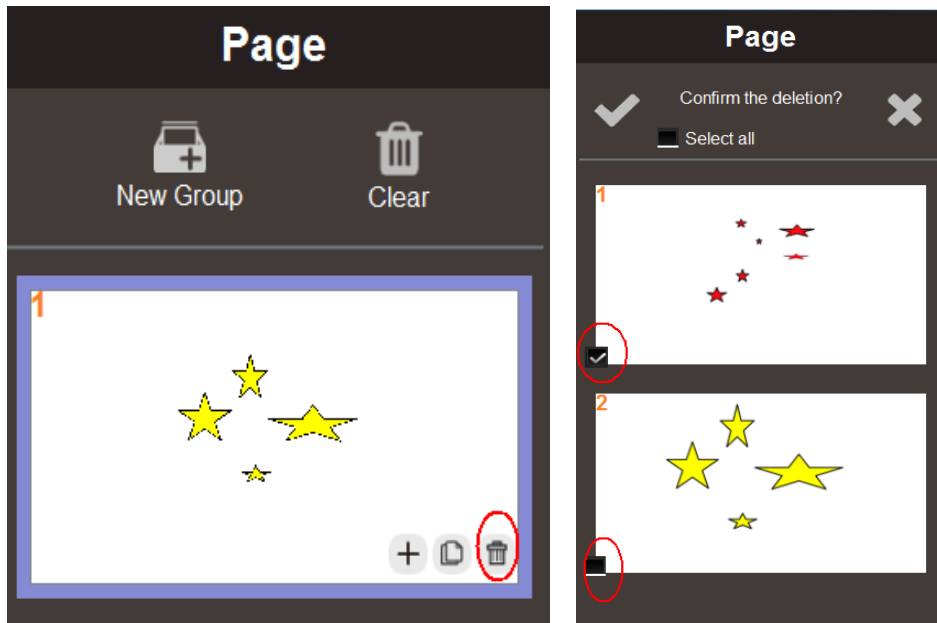
2.7.2.2 Duplicate Page

Click  icon on the slide to duplicate the page.



2.7.2.3 Delete Page

Click the selected page button  or click clear button  **Clear**, check the page you want to delete and click . Click  to cancel.




2.7.2.4 Group Pages

Grouping pages enables you to find a particular group quickly within the Page Sorter and display its pages.



To create or edit a group

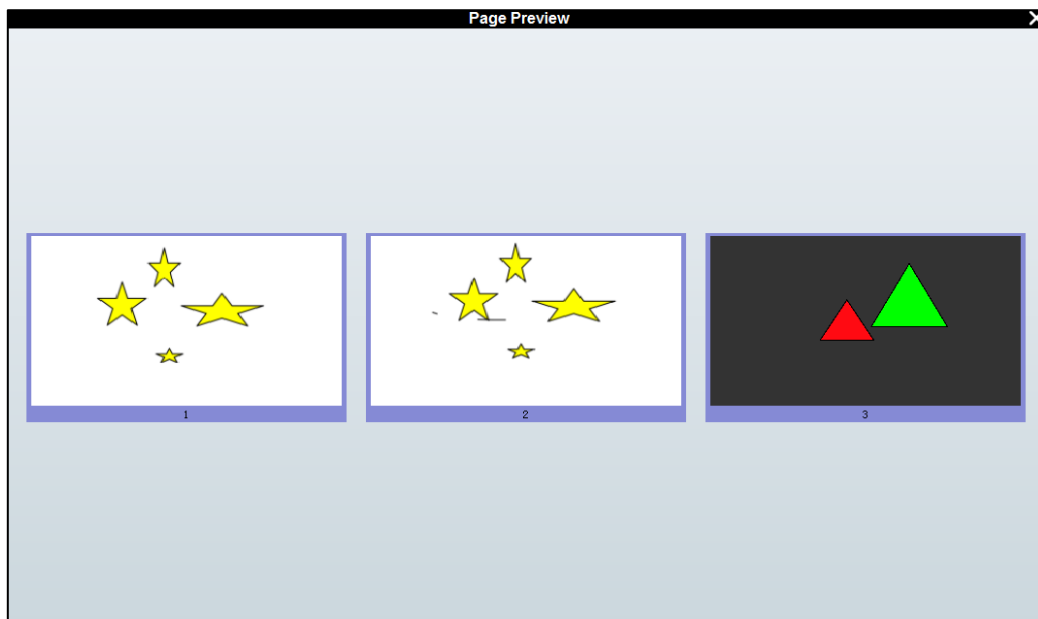
- 1) Click  to create a new group and a new bar appears.




2) Click  to type a new name for the group; Click  to delete the group; Click  to unfold/fold the group.

2.7.2.5 Preview All Pages

Click  to preview all the pages. Click corresponding page to enter the page.



2.7.2.6 Slide Show Mode

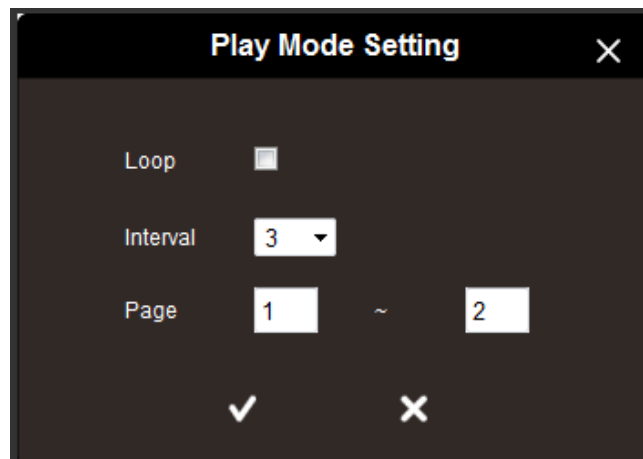
Click  to enter slide show mode.



Slide Mode Interface



Click to change slideshow settings.



- 1) **Loop:** Check to create a looping slideshow.
- 2) **Interval:** Set the length of time each slide appears.
- 3) **Page:** Set slides to show.




Click to enter the slideshow according to the settings.



Click to exit slideshow mode.

3. 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 IWB settings.

3.1 QPen Setting

Pair your interactive display and Flow!Works Pro with QPen. The QPen buttons can be customized to be your favorite and most-frequently used functions.

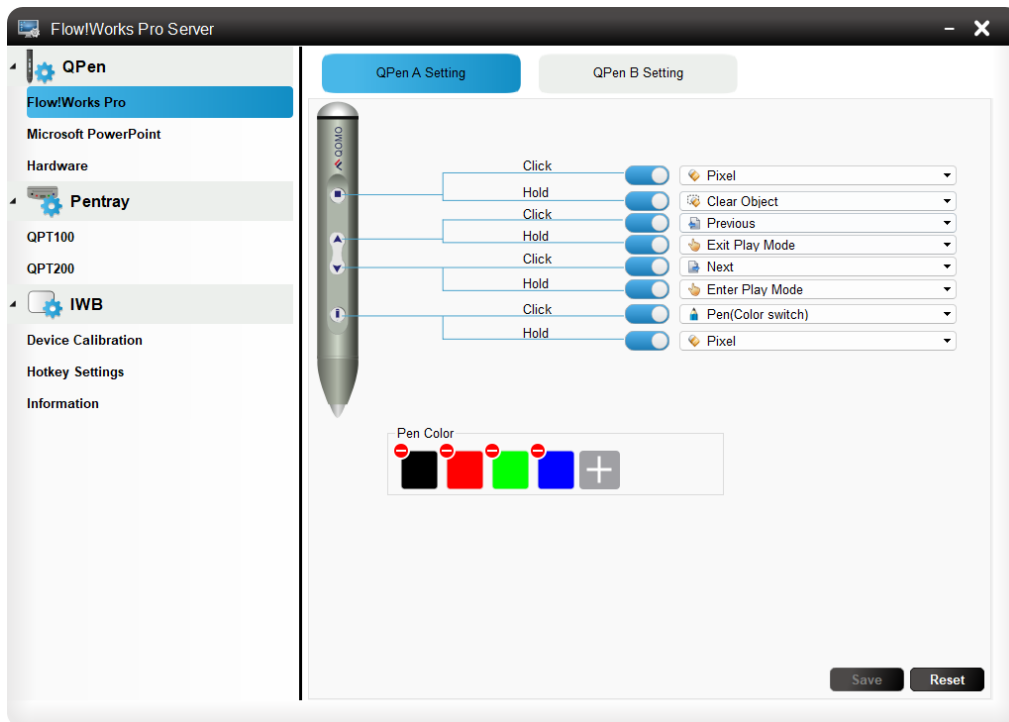
3.1.1 Software

The four buttons on QPen serve as Flow!Works Pro shortcuts with default functions like color change, eraser change and page turnover.

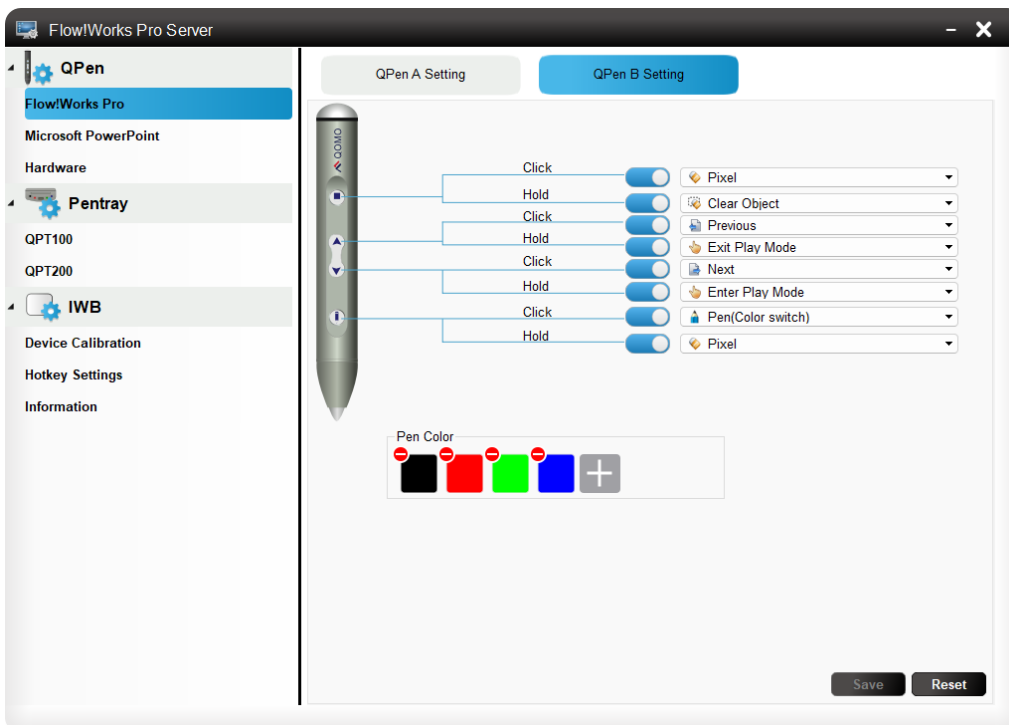
Default buttons setting	Eraser button	<ol style="list-style-type: none">1. Click to erase ink.2. Hold to erase objects.3. Release after holding to switch back to pen function.
	Page turnover button	<ol style="list-style-type: none">1. Page up and down in remote distance.2. Hold to start/end Play Mode.
	Color selection button	<ol style="list-style-type: none">1. Click to change pen's ink colors.2. Hold to erase ink.3. Release after holding to switch back to pen function.

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


- 1) Click Flow!Works Pro server icon  and QPen software, a setting window appears.



QPen A setting interface



QPen B setting interface

- 2) Select functions from the dropdown list on the right option boxes;
- 3) Click Save to finish setting. Slide left  to disable a button function.

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

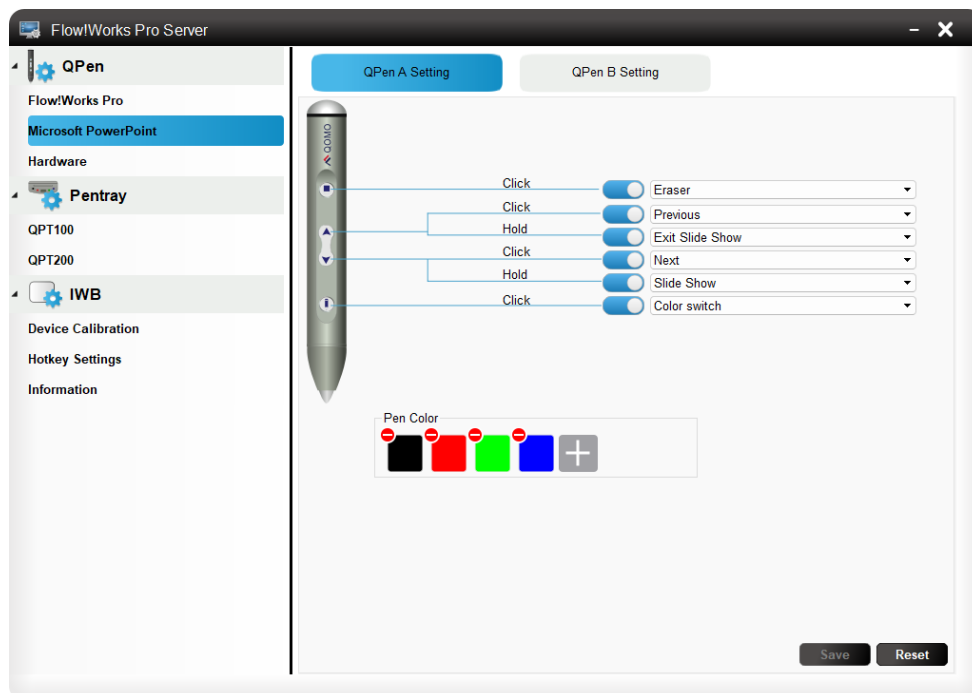
3.1.2 Microsoft PowerPoint

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

Default buttons setting	Eraser button	1. Click to erase.
	Page turnover button	1. Click to go to previous/next slide. 2. Hold to enter/exit slide show.
	Color selection button	1. Click to change pen's ink colors.

Customize QPen functional buttons to interact with PowerPoint.

- 1) Click Microsoft PowerPoint and setting interface displays as follows:



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

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

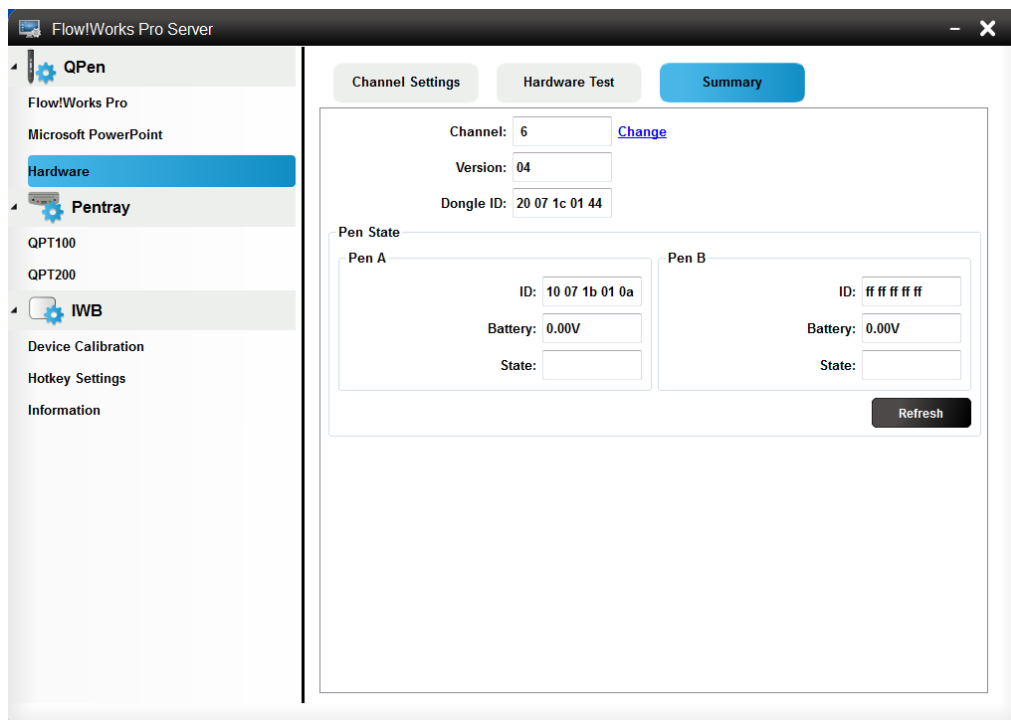
Minus icon on the top-left to delete the corresponding color.

3.1.3 Hardware

Hardware menu includes hardware parameters, channel settings and hardware test.

Hardware parameters

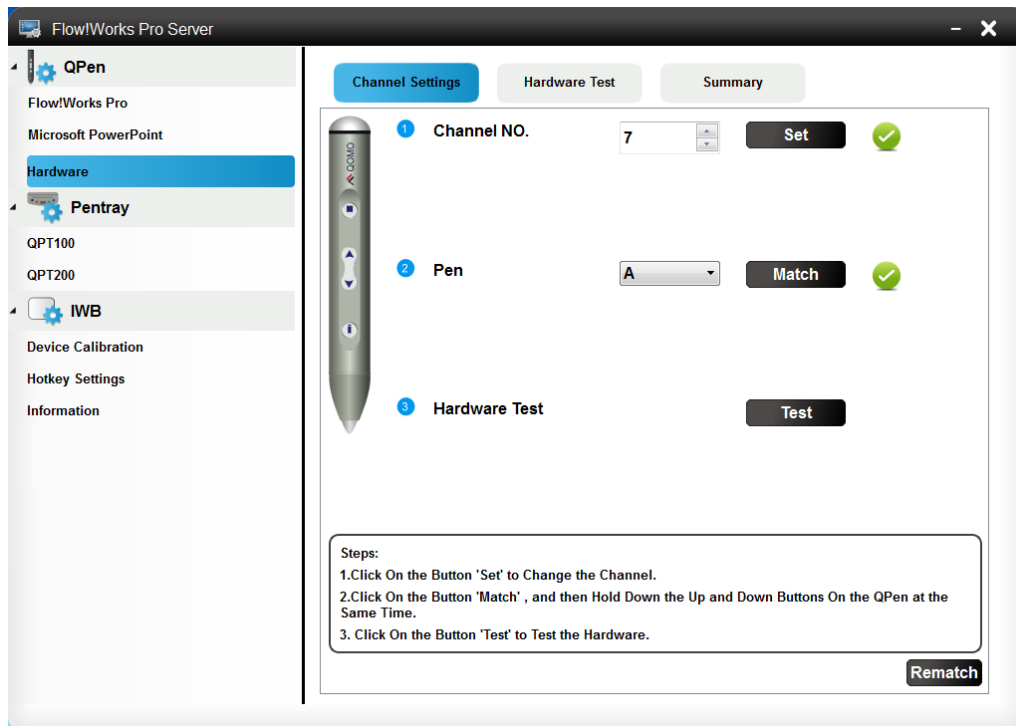
When QPen is connected, hardware parameters will automatically obtain QPen information including channel NO., dongle ID and battery level and charging state.







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

Channel settings

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

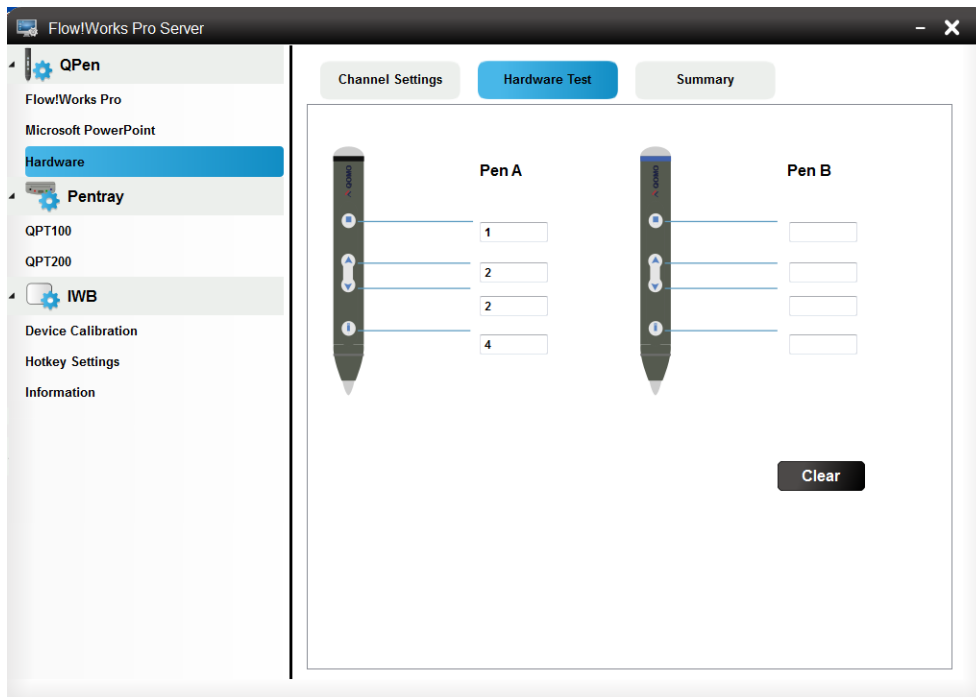


- 1) Input channel number or click  button to change the channel number. The valid numbers are from 1 to 16.
- 2) Click Set button, icon  will appear when receiver is successfully connected with Flow!Works Pro.
- 3) Select A or B from the dropdown list  to match QPen with the receiver.
- 4) Click Match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

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

Hardware test

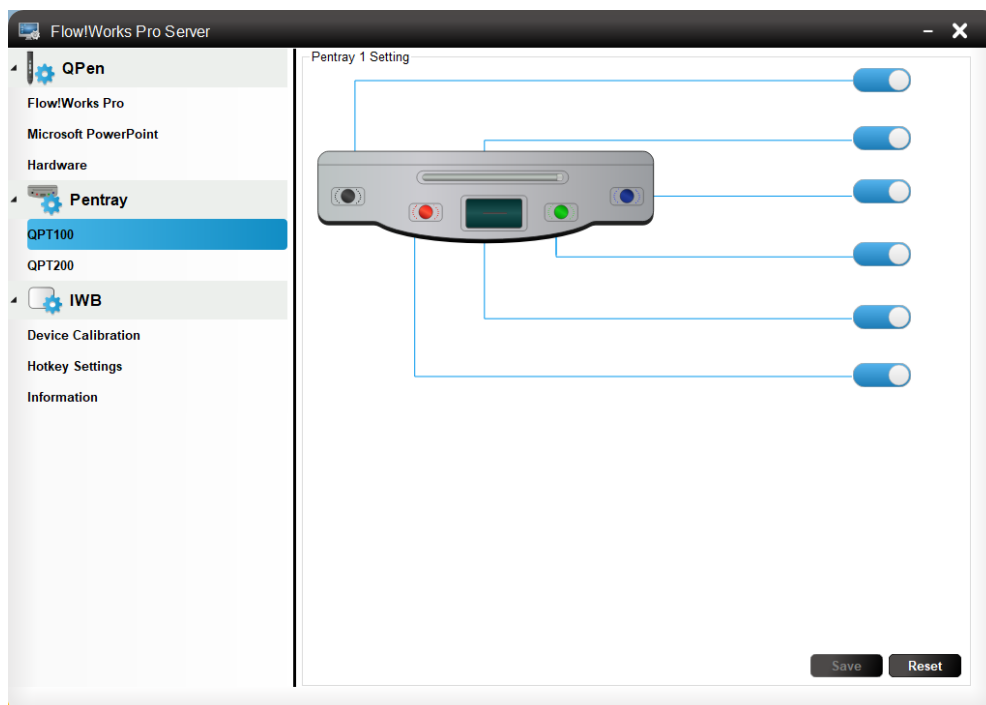
Press every single button on QPen. The corresponding box displays times you press the button which indicates that QPen has been successfully connected with receiver.




3.2 Pen Tray Setting

Pen Tray setting includes QPT100 and QPT200

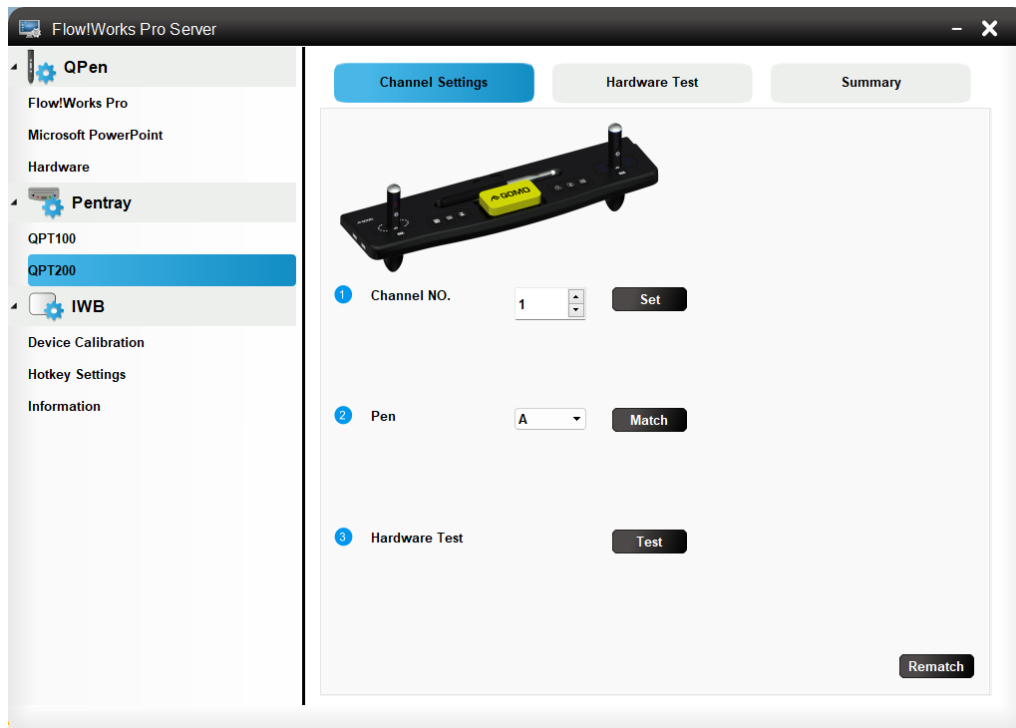
3.2.1 QPT100 Setting



Click QPT100 and its setting interface will appear. Slide right or left  to receive or shield pen tray signals to prevent interference.

3.2.2 QPT200 setting

Click QPT200 and its setting interface appears:



When QPT200 is connected, its information will automatically be obtained including channel NO., version, dongle ID and QPen information.

Note: When several receivers are connected, the system will recognize the first connected one. For more details please refer to QPT200 user manual.

3.3 IWB (Infrared Whiteboard Driver)

For guide of IWB, please refer to Infrared Whiteboard User Manual (Calibration).