



# DisplayNote®

## User Guide

## Setup

### Get the Host

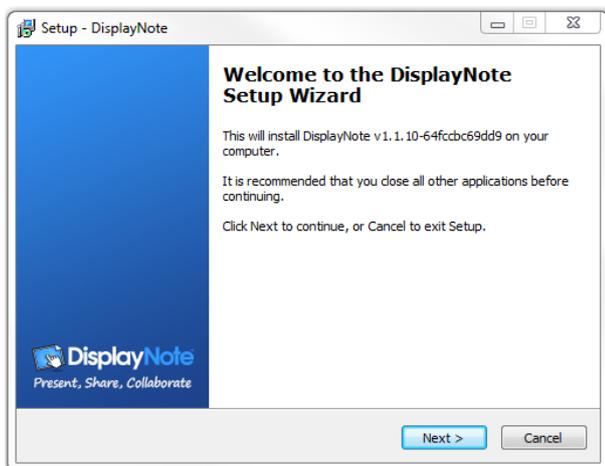
DisplayNote requires a small program running on your machine that hosts connections for your participant devices, download it and open once complete to begin.

You can download it here - <http://www.displaynote.com/>

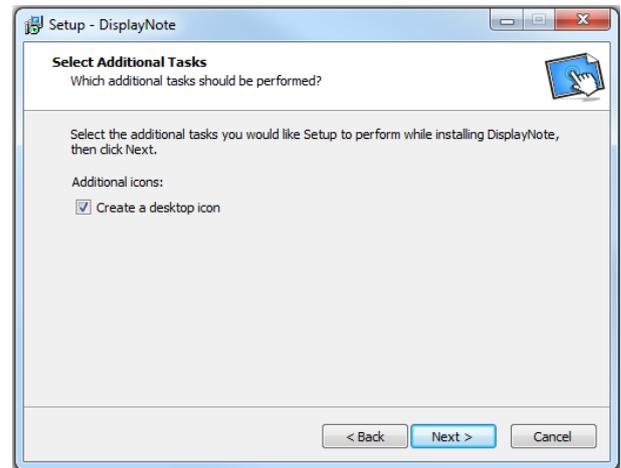
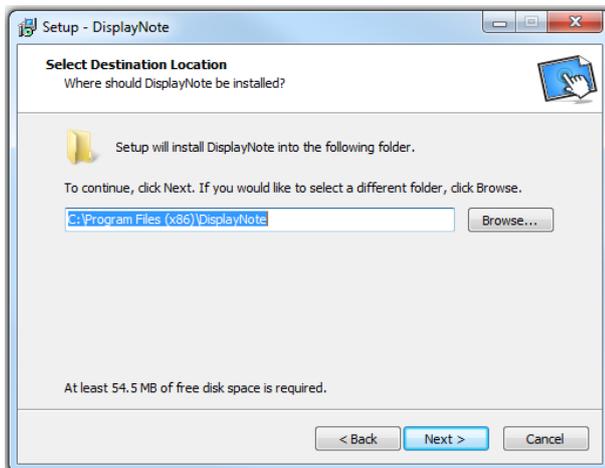
| Minimum Specifications  | Recommended Specifications  |
|---|---|
| 1.6GHz Processor<br>1GB Memory<br>100MB Free Hard Drive Space | 2.0GHz Dual-Core Processor or Higher<br>2GB Memory or Higher<br>500MB Free Hard Drive Space |
| Windows XP Home SP3 or Newer<br>Mac OS X 10.7 or Newer        | Windows 7 Home Premium or Newer<br>Mac OS X 10.7 or Newer                                   |
| 54Mbps Wireless-G Router                                      | 300Mbps Performance Wireless-N Router   |

### Install the host

The default settings will suit the majority of users, but should you need to change the installation location or would like a different shortcut name these can be changed in the installer.



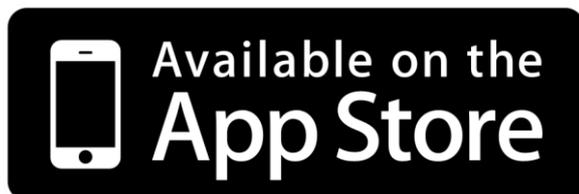
Lastly, if you would like a desktop icon select the checkbox to do so. You are now ready to install DisplayNote.



## Download the App

The DisplayNote app is available on the iTunes App Store and on Google Play. Download it on any devices you wish to connect and use with DisplayNote.

If you are unsure how to do this see your user documentation for the device you are using.

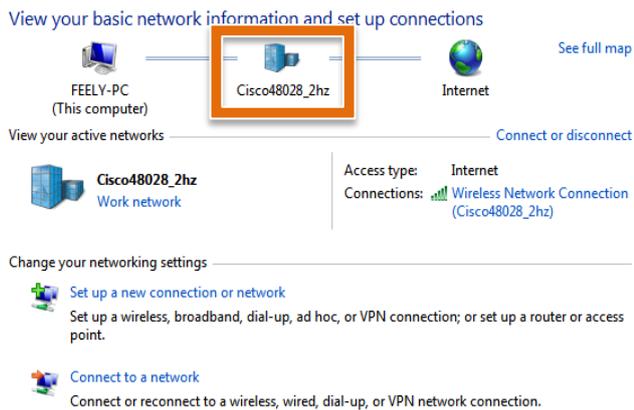


## Setting Up the Connection

Once the DisplayNote host is on your machine and the DisplayNote app installed on your devices you are ready to begin.

Start by making sure that all devices, both wired and wireless, are connected to the same network.

Wi-Fi networks are typically found in the network section of your device settings.



As you can see, both the host machine (Windows 7) and the connected device (iPad) are on the same network: "Cisco48028\_2hz". This is all DisplayNote needs to auto-detect any hosts running a session.



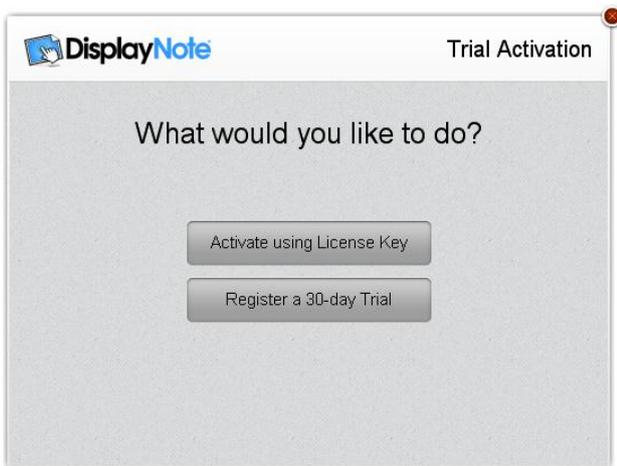
Launch DisplayNote on the host from your applications and on any device you wish to connect to it.

## Activating DisplayNote

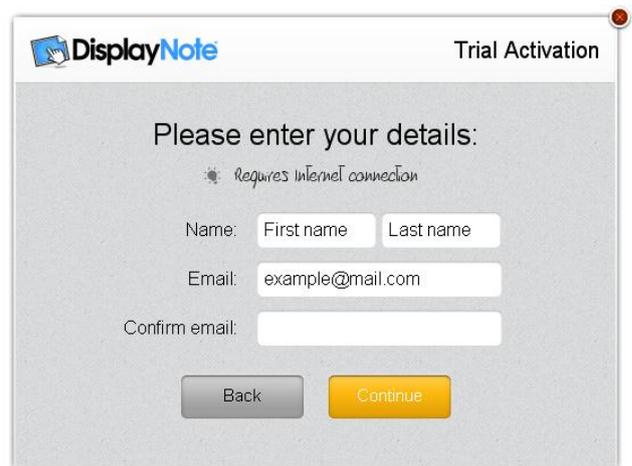
DisplayNote requires a license key for activation regardless of whether it is a trial or a purchased product you are intending to use.

DisplayNote allows a 30 day trial of the software free of charge, to start, begin by clicking the "Register a 30-day Trial" button.

This will bring up a form for name and email address, fill these in and click "Continue".

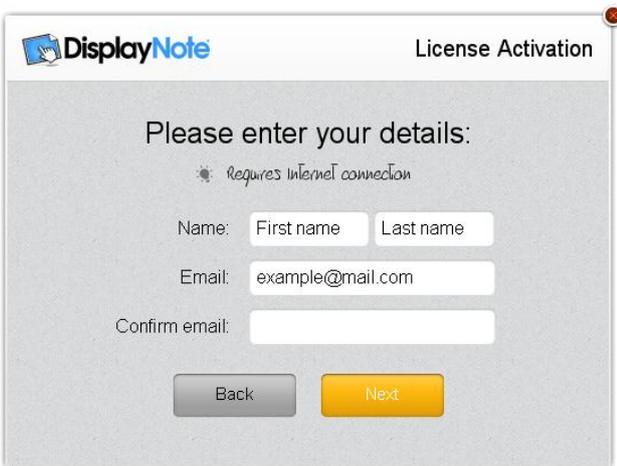


The screenshot shows a window titled "Trial Activation" with the DisplayNote logo. The main heading is "What would you like to do?". Below the heading are two buttons: "Activate using License Key" and "Register a 30-day Trial".

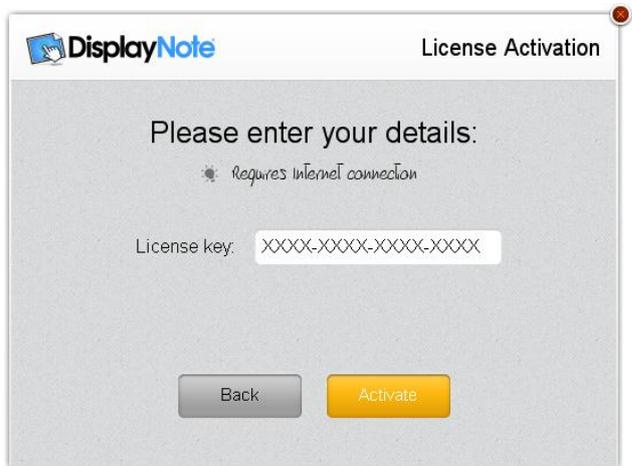


The screenshot shows a window titled "Trial Activation" with the DisplayNote logo. The main heading is "Please enter your details:". Below the heading is a note: "Requires Internet connection". The form includes fields for "Name" (split into "First name" and "Last name"), "Email" (with the example "example@mail.com"), and "Confirm email". At the bottom are "Back" and "Continue" buttons.

If you have already purchased a license then select "Activate using License Key" and enter your details, your license key and then click "Activate".



The screenshot shows a window titled "License Activation" with the DisplayNote logo. The main heading is "Please enter your details:". Below the heading is a note: "Requires Internet connection". The form includes fields for "Name" (split into "First name" and "Last name"), "Email" (with the example "example@mail.com"), and "Confirm email". At the bottom are "Back" and "Next" buttons.

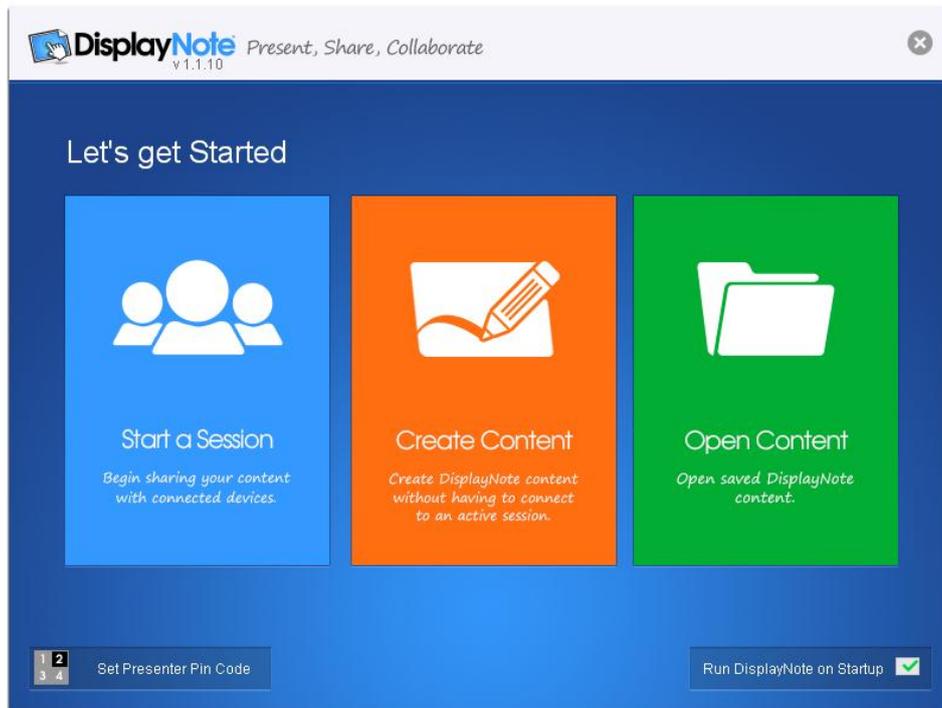


The screenshot shows a window titled "License Activation" with the DisplayNote logo. The main heading is "Please enter your details:". Below the heading is a note: "Requires Internet connection". The form includes a "License key" field with the example "XXXX-XXXX-XXXX-XXXX". At the bottom are "Back" and "Activate" buttons.

## Using DisplayNote

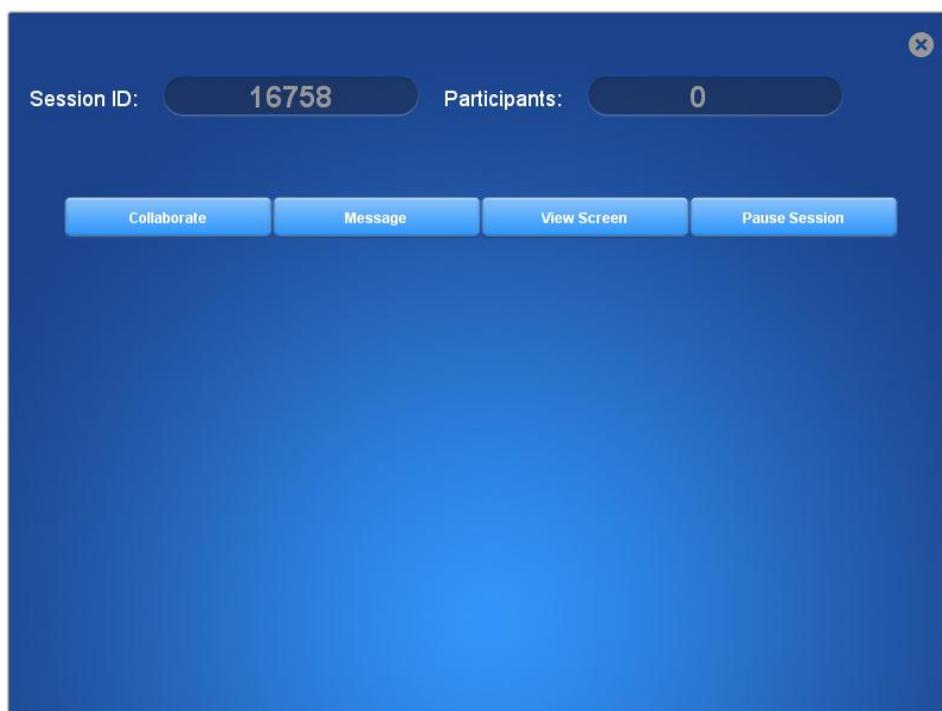
### Creating a Session

Getting a session up and running is simple. Open DisplayNote on the host and click "Start a Session".



The next screen you see is the session screen, from here you can control all aspects of your session. Creating collaborations, messaging participants, viewing a participant's screen and pausing the video stream can all be performed from this window.

This shows the Session ID for the active session, the code required for participants to connect to the host.



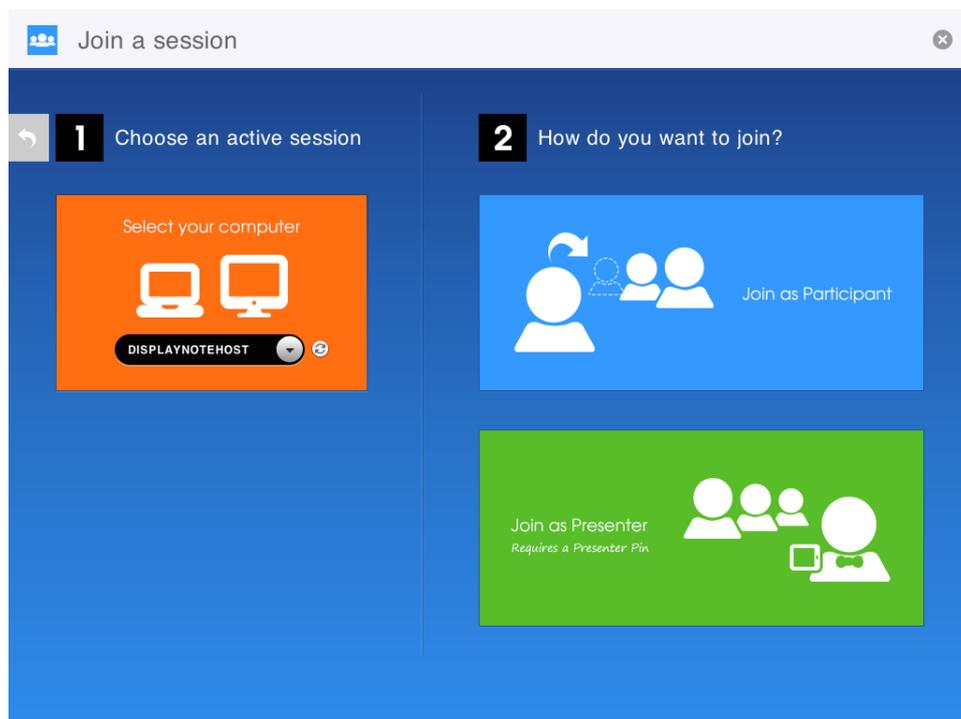
## Connecting to a Session

Within DisplayNote there are two modes by which you can connect to the host, "Participant" or "Presenter".

Participant is the standard option that allows users to connect and view the host screen, annotate on their device and use all the main features of DisplayNote.

Connecting as participant requires a username (a name to identify your device by) and the session ID of the host.

Selecting "Present" will ask for the pin code to connect to the host in "Presenter Mode".



Presenter mode allows a user to utilize all the features of DisplayNote but additionally, the ability to control the host computer using their wireless device as a remote desktop.

Presenter mode requires an additional security pin to take control of the host and is limited to one presenter per session to prevent conflicts. While connected as presenter, input is controlled through the touchscreen of your device, a single tap acts as a left click and tap and hold for a right click.

Whilst in presenter mode the presenter tools found on the host will be available on the device.

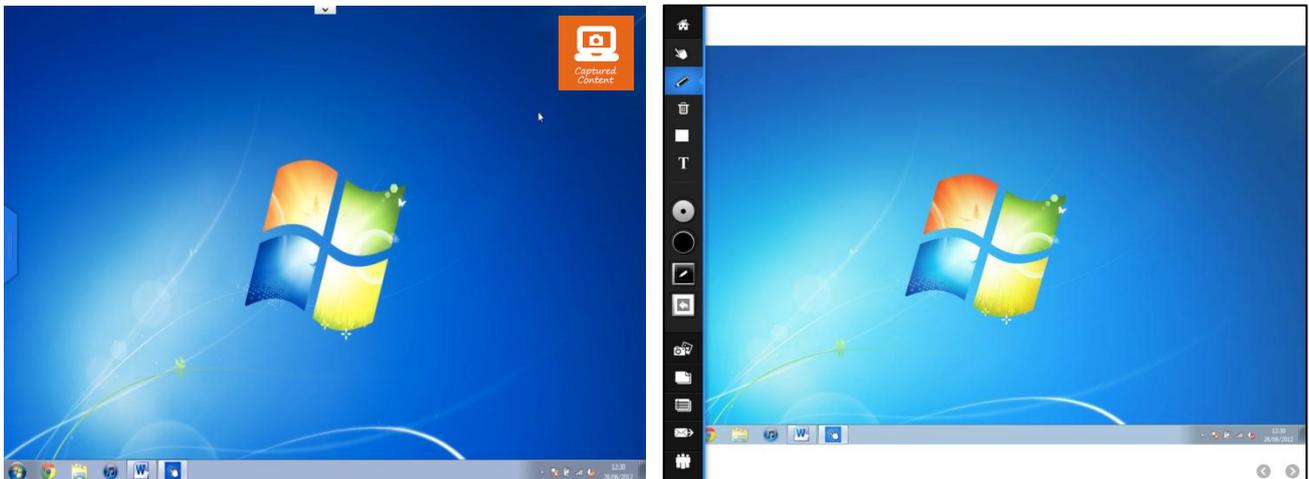
## Creating Slides

DisplayNote's core strength is its ability to create content from any application opened on the host.

Creating slides on the host is easy, once you are satisfied with the content you have added simply click the right arrow on the toolbar. A number will appear to indicate the number of slides that have been created.

Hitting the left arrow on the toolbar will take you back through any created slides with a symbol to indicate what slide number it is. These will be just a screenshot of your desktop when the slide was created so to resume controlling your desktop, return to the live screen. The presence of the snapshot icon in the top right indicates that you are currently on a slide rather than your desktop.

After connecting to a running session users will see the current screen of the host desktop. From here users can add annotations, shapes and other content to create personal slides for future review.



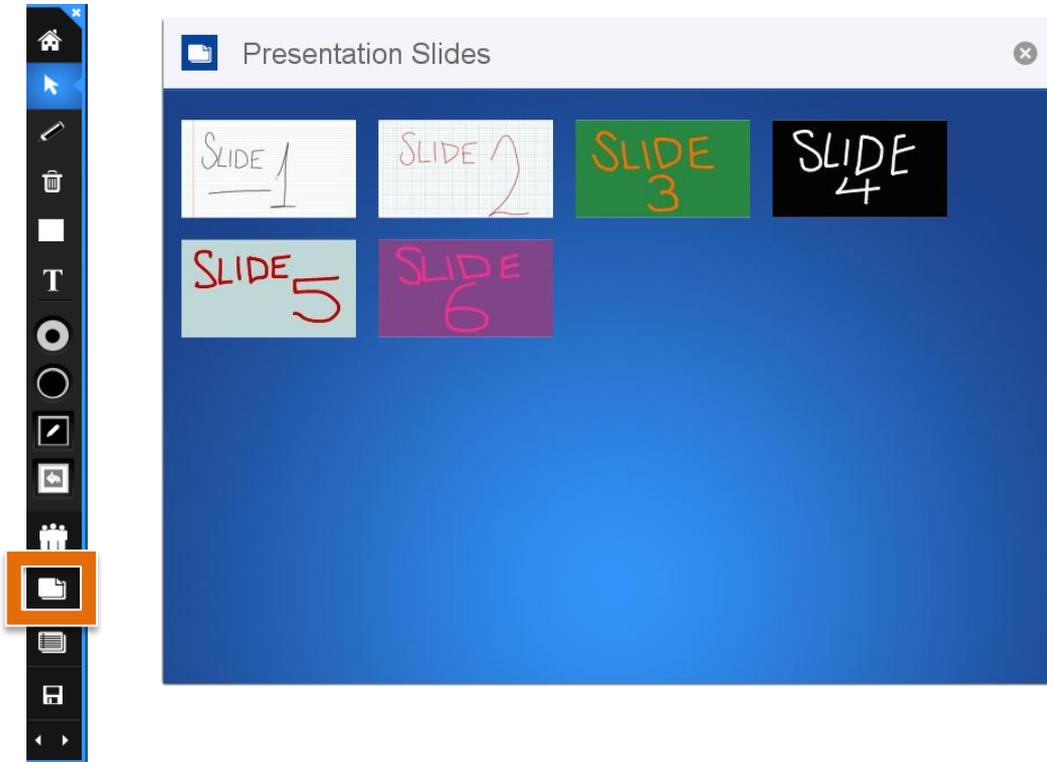
Once a user adds content to a screen it no longer will show the live feed from the host screen. Instead, what is shown is the slide that will be saved to the user's personal device including annotations from the presenter and the user themselves.



When a user has completed adding annotations to a slide they can then return to the live feed by tapping the live screen button in the top right of the screen on their tablet.

## Lesson View

Lesson view allows users to be able to see all created slides from the currently open lesson. Using lesson view facilitates fast navigation to any created slide for review or editing. Click on the "Lesson View" button to navigate your created slides.



## Slide Text Tool

Depending on the device, adding a lot of text by drawing could be unpractical, therefore DisplayNote includes the slide text tool for keyboard based input for notes. These are associated with the corresponding slide DisplayNote was on when they were added. Click the "Slide Text Tool" tab on the right of the screen and begin typing to add associated notes to your slide.

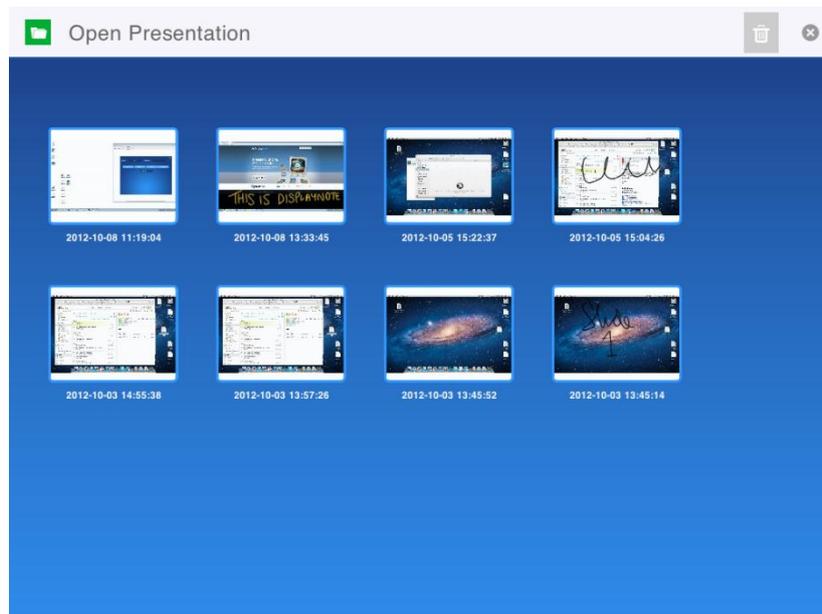


## Loading Saved Lessons

Lessons created in DisplayNote are automatically saved on tablet devices and can be saved on the desktop versions by selecting the "Save" button on the toolbar.

Loading lessons on the desktop will open the file browser, navigate to where you saved the lesson and open any .DN lesson file.

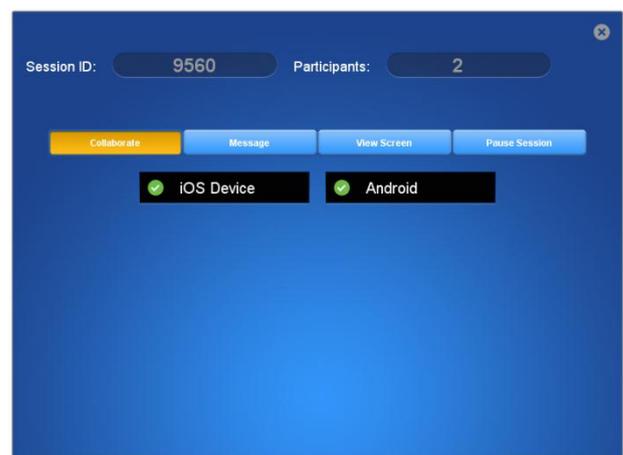
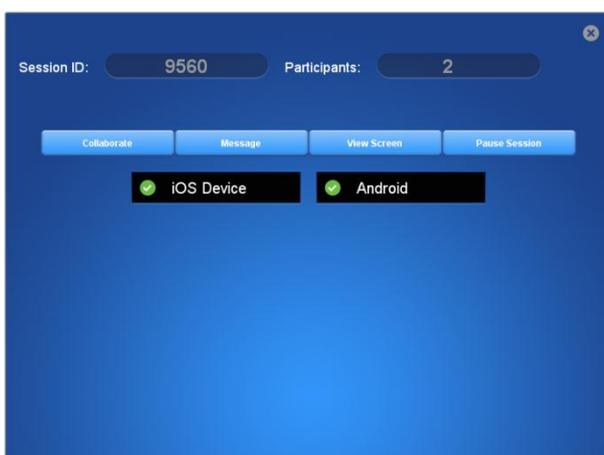
Lessons created within tablet versions of DisplayNote are auto-saved and stored within the application and can be accessed by choosing "Open Content" on the main menu.



## Creating a Collaboration

From the Session screen select the devices you want to collaborate with by clicking on them. (Devices that have been selected will have a black background.)

Lastly select "Collaborate" to begin sharing annotations and diagrams across any selected devices.



## The Toolbar

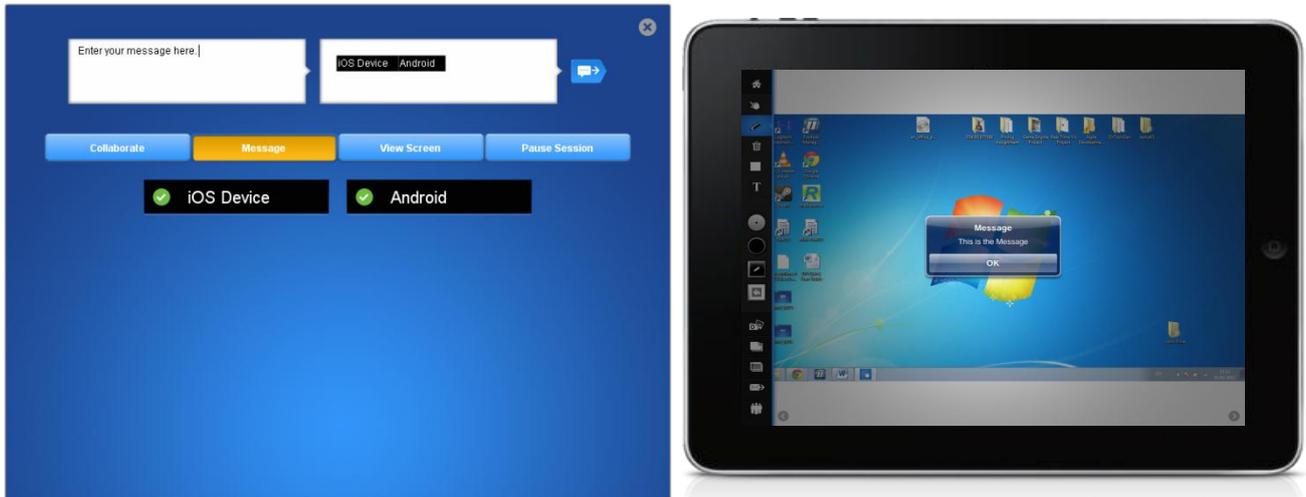
In order to make the most of DisplayNote you should become familiar with the toolbar. Below is a description of each of the tools you see here and what they do.



|   |  |
|---|--|
|    | <b>Home Screen</b> – Return to the main menu of DisplayNote  |
|    | <b>Select Tool</b> – Selecting annotations, moving annotations and restoring mouse control on the host |
|    | <b>Pen Tool</b> – Drawing annotations  |
|    | <b>Eraser Tool</b> – Deleting annotations and created objects  |
|    | <b>Shape Tool</b> – Creating shapes, submenu includes rectangle, circle, polygon and line tools        |
|    | <b>On Screen Notes</b> – Adding keyboard based text notes  |
|    | <b>Pen Thickness</b> – Adjusting the thickness of the pen or shape borders                             |
|    | <b>Opacity Setting</b> – Adjusting how transparent an annotation or shape is                           |
|  | <b>Pen/Border Colour</b> – Range of colours for pens and borders                                       |
|  | <b>Object Fill Colour</b> – Range of colours for filling objects                                       |
|  | <b>Connections</b> – Connect to a host or disconnect from the current session                          |
|  | <b>Slide Overview</b> – See all created slides and select a custom slide background                    |
|  | <b>Backgrounds</b> – Enable or Disable Backgrounds   |
|  | <b>Save Currently Open Lesson</b>  |
|  | <b>Navigation</b> - Previous Slide   Next Slide/Create New Slide (if on live screen)                   |

## Messaging Users

Begin by selecting the recipients from the users listed and click the "Message" button. This will bring up a dialogue box where you can enter your message. Lastly, hit the message send button to send the message on its way.



## Viewing a Participant's Screen

Viewing a participant's screen from the host is a similar process to sending a message. Select the participant whose screen you wish to view and select "View Screen". Use the refresh button in the top left to update to the current screen and use the X in the top right to close the View Screen panel.

