

Overview Guide









Improved Toolbar



Lockable Objects



Transparent Objects



Improved Gallery



Multimedia Support



Import Documents

mimio Toll Free Support: 877.846.3721

email: techsupport@mimio.com

Overview

There are three main parts to working with mimio Studio 6:

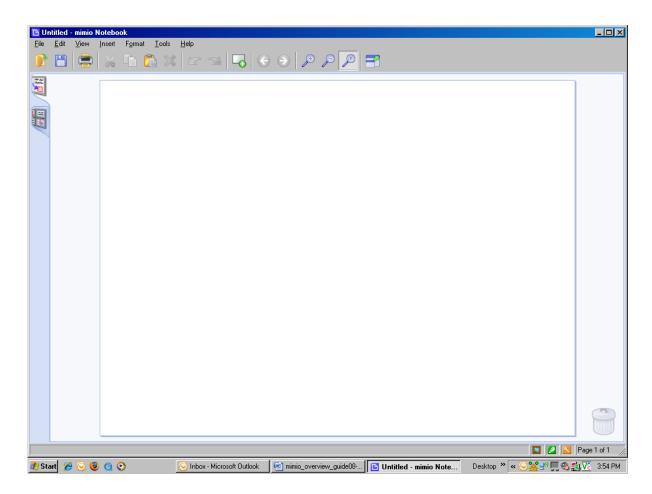
- mimio Notebook
- mimio Tools
- mimio Gallery

A. mimio Notebook:

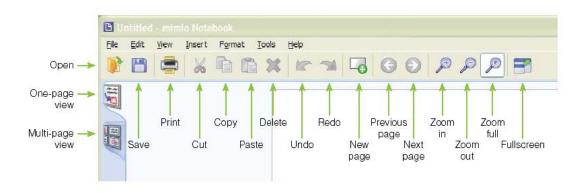


🗂 icon on your desktop.

- To open mimio Notebook, double click on the mimio Notebook
- mimio Notebook will automatically open to a New Page.
- The picture below shows the mimio Notebook. You can create and present information within mimio Notebook. Content created in mimio Notebook can be saved as mimio .ink files or a variety of other file formats including .html, .jpeg, .png, .gif, .bmp, .tif, .pdf.



Below is a quick reference to the icons located in mimio Notebook.



1

Single	Page View/Multi Page view:	24
	Page View/Multi Page view: To view one page at a time Click on Single Page View	9

□ To view all pages click on Multi Page View |



■ Saving in Mimio Notebook:

- □ To save your mimio Notebook presentation, go to the top menu and click on File → Save as. Choose the name, location, and file format (.ink, html, jpg, bmp, png, tif, pdf) and click Save.
- Opening saved files in Mimio Notebook:

Go to top menu and click on File > Open. Locate and select the file. Click Open.

■ Deleting Pages in Mimio Notebook:



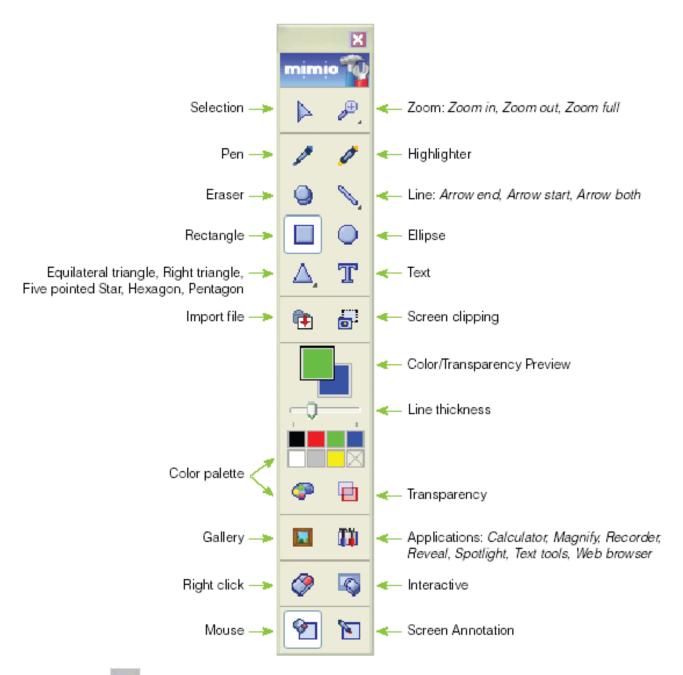
- \Box Select the page(s) you want to delete.
- Go to top menu and click on Edit/Delete or use the Delete icon () from the mimio Notebook menu
- Importing Word (.doc), PowerPoint (.ppt) and PDF (.pdf) Files into mimio Notebook
 - .doc, .ppt, and .pdf files can be directly imported into mimio Notebook, each page imported as an image on a separate mimio Notebook page.
 - □ To import, you can do one of following:
 - 1. Click on File→Import
 - a. Click on your desired file and press Open.
 - On the bottom left corner of mimio Notebook, the words "Loading Document" will appear until the file is imported into mimio Notebook.

OF

- Click and drag the file icon into mimio Notebook.
 - a. On the bottom left corner of mimio Notebook, the words "Loading Document" will appear until the file is imported into mimio Notebook.

B. mimio Tools:

- The mimio Toolbar should open along with mimio Notebook. If it doesn't open or you close it by mistake, click on Tools → mimio Tools. You can also double-click on the green tools icon in the bottom right-hand corner of mimio Notebook.
- The screen below shows the mimio Toolbar. Remember, mimio Tools can be used while working both in and out of mimio Notebook

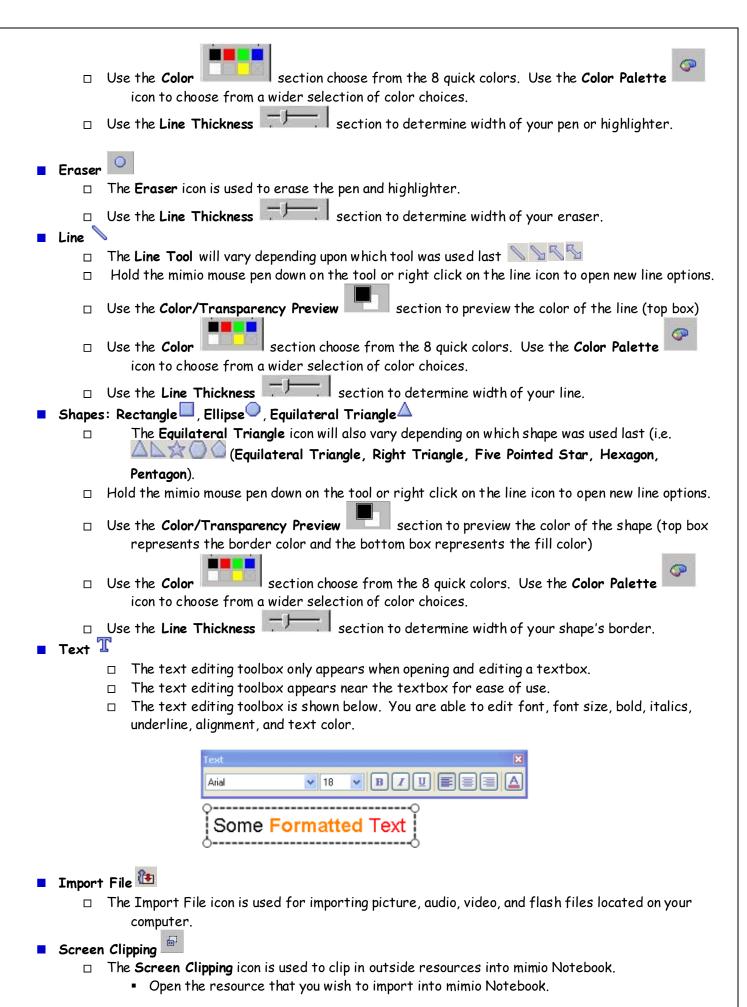


Selection

☐ Use the **Selection** icon to choose an object. Once chosen, you can move, resize, and rotate objects.____

Zoom: Zoom In , Zoom Out , Zoom Full

- $\hfill\Box$ The Zoom icons allow you to zoom in and out on a selected area of the page.
- □ Select the **Zoom In** icon and click on the area you wish to zoom in on.
- □ Select **Zoom Out** icon and click on an area you wish to zoom out on.
- Select Zoom Full icon to return to the default magnification.
- 💶 Pen 🧪 and Highlighter 🧳
 - Use the Color/Transparency Preview section to preview the color of the pen (top box).



- Click on Screen Clipping.
- The screen will turn transparent.
- Click and drag over the area you wish to insert as an image in your mimio Notebook presentation.
- The image will automatically be sent into mimio Notebook.
- You also have the option of screen clipping the whole desktop as a new page by clicking on the caption at the top of the screen.

Transparency

- □ Click on an object.
- □ Click on the **Transparency** icon.
- □ Choose the level of transparency (0%, 10%, 25%, 50%, 75%, or 90%)

■ Gallery 🛄

- □ Opens the mimio Gallery in a separate window.
- □ Section C describes all topics related to the mimio Gallery.

Applications

- □ Calculator
 - The default Windows Calculator Application is open.
- □ Magnify
 - The default Windows Magnify Application will open.
- □ Recorder
 - mimio Recorder allows you to record your mimio interactions as an AVI movie file with the option to record audio as well.
 - The mimio Recorder can be used to easily record presentations using the standard record, pause, stop, and play features.

□ Reveal 🖬

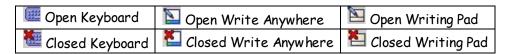
- The Reveal tool creates a shade that you can raise and lower over the screen image, as if
 you are moving a shade up or down from the bottom of the screen. You can then expose
 bullet points or other information progressively.
- To adjust the revealed area, click inside the shaded area and drag down or up to reveal more or less of the displayed area.
- To adjust the transparency of the Reveal screen, click on the blue menu and then click on Transparency. From the Transparency list, choose your desired choice.
- To exit the Reveal tool, click the Close button denoted by a red X.

□ Spotlight 🛂

- The Spotlight tool masks the entire screen except for a small area, the spotlight. You
 can then focus audience attention on a specific area of the screen.
- The spotlight area can be reshaped, resized, and moved around the screen.
- To move the spotlight, click the shaded area outside of the spotlight border and drag the spotlight to the desired location.
- To adjust the shape of the spotlight, Click on the blue menu and then click on Shape. From the Shape list, choose your desired choice.
- To resize the spotlight, click on the blue menu and then click on Size. From the Size list, choose your desired choice. You can also resize the spotlight by dragging the colored border of the spotlight until the spotlight is the desired size.
- To adjust the transparency of the spotlight, click on the blue menu and then click on Transparency. From the Transparency list, choose your desired choice.
- To exit the Spotlight tool, click the Close button denoted by a red X.



- When you click on the Text Tools icon, the feature that was last used (Keyboard, Write Anywhere or Writing Pad) will open.
- To change the Text Tool feature, look in the Systems Tray at the bottom right of your desktop. The Text Tool can be represented by six different icons, depending on what you have used last:



Right click on the Text Tool Icon (see above) in the systems tray of your computer. The following pop-up box will appear:



Keyboard

Click on Keyboard to open (see below).



- Choose and open mimio Notebook, a Word Document, a Web Page, etc.
- Place cursor in an active textbox where you want to input text.
- Click on the keyboard buttons.
- Text is automatically inputted into the active textbox (see below).





Click on Write Anywhere to open (see below).

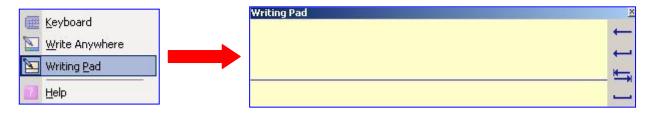


- Choose and open mimio Notebook, a Word Document, a Web Page, etc.
- Place cursor in an active textbox where you want to input text.
- Use the mimio Mouse to write anywhere on the screen.
- Your handwriting is automatically converted into text (see below).
- Remember, you can turn Write Anywhere off by clicking on the X in the icon on your bottom right of the screen. You will not be able to click on anything until this feature is turned off.

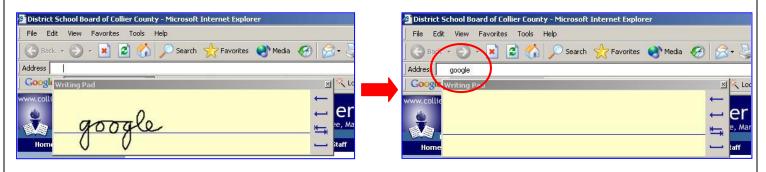


Writing Pad <a>Pa

Click on Writing Pad to open (see below).



- Choose and open mimio Notebook, a Word Document, a Web Page, etc.
- Place cursor in an active textbox where you want to input text.
- Use the mimio Mouse to write on the writing line in the Writing Pad (see below).
- Your handwriting is automatically converted into text.



Right Click

☐ When you click on the **Right Click** icon, the next time you click on the board with your mimio Mouse, it will distinguish the specific click as a right click rather than a left click.

- Interactive □
 - □ Used to enter and exit Interactive mode in mimio Notebook.
- Mouse and Screen Annotation
 - □ The Screen Annotation icon is used when you want to use the mimio Toolbar outside of mimio Notebook. When you are in Screen Annotation mode, you are able to freeze the screen on any file, document, webpage, etc. and use the mimio Tools to Annotate (highlight, draw, add notes, etc.). Note: Make sure to open the file that you wish to annotate before clicking on the Screen Annotation icon, as the screen freezes once the icon is selected.
 - To enter Screen Annotation mode, click on the **Screen Annotation** icon . The screen will freeze and you are now able to use any of the mimio Tools on this frozen image.
 - □ You will be reminded that you are in Screen Annotation Mode by a camera flash noise and a green border around your screen.
 - □ When you are finished annotating your screen, click on the Mouse icon.
 - □ You do not need to save in Screen Annotation Mode. Your Screen Annotations are automatically archived by date and time in the Screen Annotations folder (located in the mimio Gallery).

C. mimio Gallery:

Organization

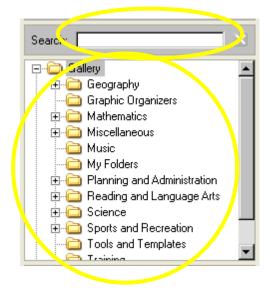
- Gallery content is sorted into 4 different categories:
 - Images -- includes pictures
 - Templates includes entire .ink pages
 - Multimedia includes movies, animations, and audio objects.
 - Lessons includes mimio .ink lessons.



Searching the mimio Gallery

- □ You can search the Gallery by:
 - Using the keyword search at the top of the Gallery window.
 - 1. Click to highlight the folder in which you choose to search.

 Using the expandable folders. Expand main Gallery folders to view subfolders. Content will automatically be sorted as you view subfolders.



Adding Content to a Gallery

- □ There are numerous methods to add content into your personal Gallery. You are able to:
 - Copy and paste content into the Gallery
 - Import Content into the Gallery
 - Click and drag content into the Gallery. Any item that you add to the gallery will automatically be placed in its proper category (image, template, multimedia, lesson)
 - Remember: To customize content in your Gallery, you can right click on the folder, image, template, multimedia, or lesson to access:
 - 1. Properties: edit Name and Keywords.
 - 2. Export: save content as a .mcf file.

Gallery Icons



- □ New Folder □
 - Click on the Gallery folder in which you want to add a subfolder.
 - Click on New Folder to create a new Gallery folder.
 - Type in the Name and desired Keywords for the new folder.
- □ Insert File
 - Click on **Insert File** to add one of the following to a gallery folder from your computer:
 - 1. .ink lesson file
 - 2. Picture file
 - 3. Video file
 - 4. Audio file
 - 5. Flash file
- □ Copy □
 - Click on any gallery item(s) and/or folder(s) which you want to copy.
- □ Paste 🖺

