Mimio: How Do I?

Skill	How to	Example of Use
Open a Notebook File	FILE -> OPEN	
Save a Notebook File	FILE -> SAVE	
Add Pages to a Notebook		
Access the Gallery	Click this symbol on the toolbar or on the bottom, right of the notebook page. Click the bottom button on MimioTeach and select Gallery. Go up to INSERT and choose GALLERY. Or use the shortcut ⌘G.	Contains: Lessons (multi-page files) Templates (whole pages w/ backgrounds) Multimedia - movies, audio, animations Questions/Results - for MimioVotes
Put Gallery Items in a Notebook	Drag an item from the gallery onto a Notebook page.	
Add Items to the Gallery	Drag item from your desktop into the gallery. You can create folders.	Use any image from any source. By putting it in the gallery, you are just saving it for later use.
Grouping Items	By grouping items, they travel together as one single, moveable item. Select the objects (to select multiple objects hold down SHIFT as you click each item or lasso them.) Go to FORMAT -> GROUPING -> GROUP	Group an image with a caption. Keep items together.

Skill	How to	Example of Use
Ordering Items	4 levels or layering: Front, Forward, Backward, Back Select object -> Format -> Order -> Make your choice.	Layer items behind each other for revealing, like hiding correct answers behind a rectangle... Or putting a Venn Diagram on a page and moving it to the back so other items lay on top of it.
Locking Objects	Select object -> Format -> Locking -> Lock	Objects can't be moved accidentally.
Changing Transparency of Objects	Select object -> Click on transparency icon in toolbar and choose %	Fade images, like a background image.
Adding Hyperlinks	All links must be attached to an object. Click on the object, go to INSERT -> HYPERLINK, Right click the object and choose hyperlink, or the shortcut is ⌘K. To remove the blue border around a link, lock the object.	Link to websites, other pages within the notebook or files.
Cloning Objects	Select object -> INSERT -> CLONE To get rid of the blue box, lock the object.	Create infinite copies of an image or word.
Action Settings	Under INSERT -> Action Settings you can also add a hyperlink, play a sound, or clone an object.	

Skill	How to	Example of Use
Alignment	To align object in relation to each other, select 2 or more objects (hold down shift as you click to select multiple objects) Go to FORMAT -> ALIGN or right click and choose align.	Lining objects up...
Grid Options	VIEW -> GRID	Helps with spacing and lining objects up...
Text Editor	Create a textbox by clicking the icon in the toolbar.	Adjust font size, color, alignment...
Inserting Files	INSERT -> FILE or drag and drop the file into MimioNotebook	Can insert images, audio, video, flash, and documents.
Screen Clippings	Click the icon on the toolbar you will hear a camera click and a green border will appear around your work. All work is saved in the gallery automatically. To get out, press escape or click this icon in the toolbar.	Write on top of a word document or web page.

Skill	How to	Example of Use
Presenting Lessons	To go fullscreen, click this in the menu bar. To get out of it, click that again. To use a shade as a reveal tool, showing part of the screen a bit at a time, click in the toolbar and choose reveal.	