

myPAD

myPad is a real-time collaborative word processing tool. Collaborative documents remain on the server for users to refer to in the future.

Creating a Pad

1. Before you begin, select a name for your collaborative document.
2. In the browser's web address bar, type <http://mypad.pisd.edu/mypadname> (mypadname being the title of your pad). Titles should have no spaces or punctuation.
3. Press **Enter**.
4. You see a screen asking if you want to create a new document. Click the Create Pad button.



5. If you are directed to a page that already has content, it means that the name of your pad is already taken. Do not edit this page. Go back to <http://mypad.pisd.edu> and follow Step #2 to name your document.

6. Before starting the activity, give the address of your pad to your class or audience.

Helpful hint: If you want to be able to distinguish the contributors, divide your class or audience into groups before you give them the address. Each group can be assigned a color before they start editing so colors will be unique. You can give each group or individual an identifying name or let them select their own name.

7. Each group or individual will enter their name and select their color before they begin editing.
 - To enter a name, click in the **<enter your name>** field at the top and type in the user or group name.
 - Next click one of the 32 color squares to select a color.
 - Click the **Save** button.



Editing a Pad

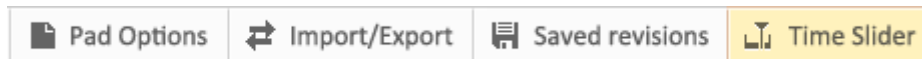
After participants have a name, they can start editing by clicking in the writing pad area on the left side of the screen. Each user's edits will appear in his or her selected color. Multiple users can edit simultaneously.



1. The tool buttons at the top of the pad allow users to format selected text:
 - Bold
 - Italicize
 - Underline
 - Strikethrough
 - Bullet a list
 - Indent
 - **Clear authorship colors** (highlights) from the page for the purpose of printing or exporting – *Any user can remove all color highlights from the document. Use this feature with caution. Previously saved versions will retain the colors.*
 - **Undo and Redo** typing – *Any user can undo all changes since the last saved revision. Use this feature with caution.*
2. Any user can edit any of the text that is in the writing area. All edits to the text will be recorded in the user's color.

Saved Revisions

Saved revisions are like bookmarks. Although work is automatically saved as it is entered, clicking on the **Save** icon at the right end of the tool bar (pictured above) bookmarks a specific point, or revision, in the editing process. A document can be reverted to a saved revision if necessary.



- To save a revision, click the **Save** icon at the right end of the tool bar (or on the Saved Revisions button.)
- To view revisions, click the **Saved Revisions** button. and click **View** under the selected revision.
- To revert to a previously saved revision, click the **Saved Revisions** button and then click the restore link for the desired revision.
- To close the Saved Revisions panel, click **Hide**.

Time Slider Feature

Clicking the is Time Slider button allows any user to view the sequence of edits to the document.

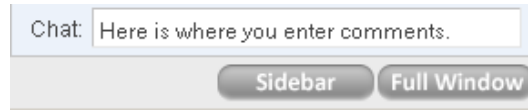
- Click the play button to view the entire sequence of edits.
- Click Pause at any time to stop the action.
- Click on a star to go to a specific saved revision.
- To link a saved revision to a web address (so that the revision opens when a user goes to the URL), click "Link to this version."

At this time, the **Download as** buttons do not work. You can copy the contents of your pad into a Word document.

Chat Feature

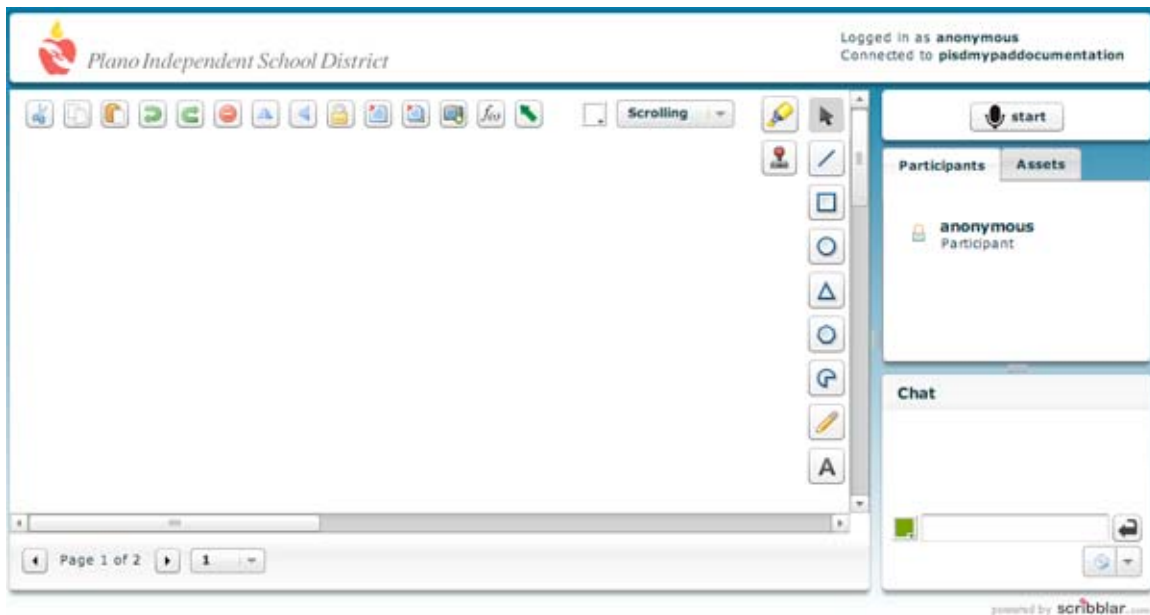
The chat feature can be used by participants to plan, brainstorm or discuss the edits being made to the document.

- In the lower right-hand side of the pad, click in the Chat field.
- Enter comments and hit Enter to post your text.
- The conversation will appear in the chat window of the sidebar. Comments cannot be deleted or edited.
- The Full Window and Sidebar button allow you to optimize your view.



Using the Paint Feature

Clicking on the paintbrush on the myPAD toolbar takes you to an interactive whiteboard tool. The workspace is called a room. Students and teachers can collaborate by drawing, writing, uploading graphics and recording audio.



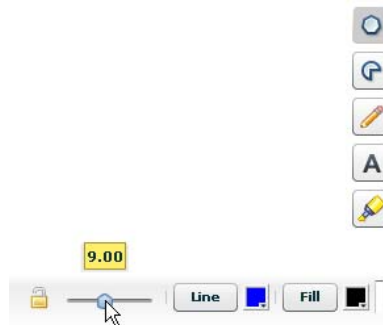
1. **Standard drawing and painting tools** are available in the vertical toolbar on the right side of the main window. The function of each tool can be seen by hovering your mouse over the tool. The tools include a selector tool, a line tool, a square tool, a circle tool, a polygon tool, a wedge tool, a free drawing tool, a text tool, a highlighter tool and a shape stamp tool.
2. **Tool options** appear in the lower right-hand side of the room when a tool is selected. Each tool has different options available.



Triangle Options

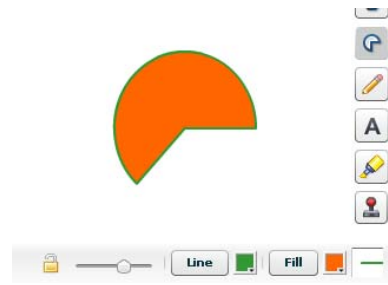
The options let you choose the type of triangle, the line color and the fill color.

More Tool Options:



Polygon Options:

The options let you set the number of sides, the line color and the fill color. You can also lock or unlock the shape. A shape can only be edited by others if it is unlocked.



Wedge Options:

The options let you increase or decrease the degree of the angle, select the line color and select the fill color. You can also lock or unlock the shape. A shape can only be edited by others if it is unlocked.

Adding Pages:

Multiple pages can be added to a room.

1. To add pages to your room, simply click on the arrow pointing right at the bottom left-hand corner of the room.
2. To scroll between pages, use the left arrow to scroll backwards and the right arrow to scroll forward.
3. Use the down arrow next to the current page number to quickly navigate between pages via a popup list of pages.



Editing Tools:



The tools across the top of the room are used for editing and managing your work. The function of each tool can be seen by hovering your mouse over the tool. The tools include Cut, Copy, Paste, Undo, Redo, Delete, Flip Horizontally, Flip Vertically, Lock, Clear Page, Clear Pages, Take Snapshot, Equation Editor and Shared Pointer.

- The first five tools work like the conventional tools in most programs – cut, copy, paste, undo and redo.
- To use the Delete button, use the selector tool on the vertical tool bar to select an object or objects and then click the **Delete** button.
- To flip an object, use the selector tool on the vertical tool bar to select an object or objects and then click either the **Horizontal Flip** or **Vertical Flip** button.
- To lock an object so that it can't be changed, use the Selector Tool on the vertical tool bar to select an object or objects and then click the Lock button.
- To delete one page, navigate to that page using the page selector arrows at the bottom of the room and then click the Delete Page button.
- To delete all pages, use the Delete All Pages button. It does not matter what page you are on.

- Use the Page Snapshot button to save a snapshot of a page. This icon takes a snapshot of the page you are currently viewing. Be sure to take a separate snapshot of each page in order to record all of your work. Your snapshot will be saved in your Assets Panel. Your snapshot can be downloaded from your Assets Panel to your computer or H:/ drive. To download and save a snapshot, select the snapshot and click the **Download** button below the Add New button on the Assets Panel.
- The Shared Pointer tool is used to point out features in the workspace of the room as you chat with other participants or as you explain the graphical work to an audience.
- Change the background color of the room by clicking the color square and selecting a color.
- The **Scrolling Button** at the end of the toolbar allows you to change the way you view the room. Selecting **Scrolling** allows you see to vertical and horizontal scroll bars to navigate. Selecting **Fixed** removes the scroll bars. This view may restrict what the users see. Selecting **Scaled** scales down all objects to a size that facilitates all objects fitting one screen.

Assets Panel:

In the Assets Panel the participant can import images, grab screen shots from web pages to annotate them and participate in typed or audio chats.



1. Click the Participants tab to see the participants who have joined the room.
2. Click the Assets tab to import pictures.
 - To add a picture (.jpg, .gif, or .png), click the **Add New** button. Browse to your picture and click **Open**. The picture will be listed in the assets panel.
 - To use a picture on the whiteboard, click the asset while holding down your mouse button, drag and drop it into the workspace.
 - The picture can be moved and resized using your mouse.
 - You can draw and write on a picture.
3. To capture a web page snapshot, click the icon to the right of the Add New button.
 - A **Capture a Website Screenshot** box will open. in the URL field paste or type the address of the web page you wish to capture and click on **Submit**.
 - After a short time the URL Snapshot will appear in your list of assets.
 - To use the web page snapshot on the whiteboard, click and drag the asset into the whiteboard space.
 - You can draw and write on the snapshot.

Chat

You can chat in the conventional way by entering text or you can chat using the live audio feature. You can use both features at once.

1. To chat in the conventional way, enter text in the chat field.
 - After you have typed your message, click the Send button at the end of the type field or simply press the Enter key on your keyboard.

- To select a font size, clear the chat or enable sounds, click the down arrow under the Send button. A menu will pop up.
 - Pick a color to represent yourself in the Chat Panel by clicking on the color square to the left of the text field.
2. To chat using the audio feature, a microphone must be plugged into your computer.
- Click on the Microphone button at the top of Assets Panel.
 - An Adobe Flash Player box will pop up in the middle of the workspace. Click **Allow**.
 - Speak into the microphone. Others logged into the room can hear your comments.
 - Using the microphone allows you to describe your work and comment to remote users.