

# iMeetingPad

Version 1.2

## User Guide

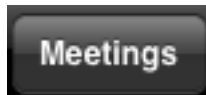
iMeetingPad helps you make meeting notes that combine graphics and text. Both graphics and blocks of text are ‘elements’ which can be moved and edited independently. iMeetingPad creates multi-page documents that are referred to as ‘*Meetings*’. You can create as many *Meetings* as you like, with no limit on the number of pages in each document. Each *Meeting* has certain attributes that apply to the entire document, like the paper type, the meeting date, etc. iMeetingPad also has attributes that apply to your current drawing tools, like the stroke and fill colors, line thickness, and shape. To draw something, tap the appropriate tool in the vertical bar on the left and begin drawing. The current tool will appear highlighted. If you tap its button a second time, you can adjust the current properties for that tool. Once you have made an element it is fixed, you can change the current tool properties, without changing any elements you have already drawn. To change an element that is already drawn, select it by tapping, then double tap on it to edit its properties.

### The iMeetingPad Interface

At the top of the screen is the ‘toolbar’. It has the following controls:



#### Meetings



Tap this to see a list of your documents. You can create a new document by tapping the **+** button, and move documents to the trash after tapping **Edit**.

#### Paper



Tap this to choose the background ‘paper’ for your *Meeting*. The paper is shared, naturally, by all the pages in the meeting. ‘Paper’ also includes the chalkboard background despite the fact that it is really slate, and not actually paper.

#### Font



This button shows the current font, tap it to reveal the favorites list. You can edit your favorites, or add new favorites from the list of system fonts.



## Meeting Info



Use this to set the 'metadata' for your meeting. This is information about the meeting, including the time and date, purpose and attendees.

## Pages List



Tap this button, meant to look like a stack of pages, to see the pages in your *Meeting*, and rearrange, or delete them. You can tap on any page to jump to it directly.

## Email



Tap this to email your *Meeting* as a PDF format document attached to the email. Any text in your document will be gathered together and included as the body of your email.

## Video



Tap this to display your notes on a connected external video display. If there is a display connected, you will be able to switch it on and off. Depending on the display resolution and type of connection, you will be able to see a different region of your page on your display. With a composite or component video connector, you will either see a 720x480 (NTSC) section of the full 768x1004 page, or a 720x576 (PAL) region. With a VGA connector, a 768x576 region will be expanded to fill the 1024x768 VGA resolution.

## Page Forward, Page Back



Use these buttons to flip forward or backward one page. You can also swipe your finger across the screen quickly to the left to page forward or to the right to page back. To add a page to the end of your *Meeting*, just page forward from the last page.

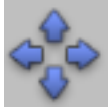
## Trashcan



Tap this to delete the currently selected element. Be careful, there is no warning. All deletions are final.

The vertical control strip along the left side of the screen mostly contains controls that set the current drawing mode. Tap a button to set a mode then drag your finger to draw. Tap the button a second time to adjust the properties of that tool.

## Move



This button selects the move tool. Use it to drag the selected element around on screen. To select an element, just tap on it. If multiple elements overlap, keep tapping to cycle through the layers until the one you want is selected.

Tap this button when it is already selected to bring up the 'Nudge Bar', a set on controls at the bottom of the screen that let you move, scale and rotate your elements by small, precise amounts. (2-pixels move, 5% scale, 1° rotation):



## Text



Tap this button to drag out a new text block and start editing. If the text tool is already active, a second tap will create a new text block. The block is placed under the last text block. As a special bonus, you can also create a text block by tapping down with four (4!) fingers simultaneously. Like other elements, the text block can be moved around after it is created. The block resizes itself to fit the text it contains after editing.

## Draw



This button activates the freehand drawing tool. Tap it and drag your finger around the screen to draw using the current stroke color and line thickness. You can change the thickness and color after you have drawn something by selecting and double tapping it, as usual.

## Line



Tap this button to use the line tool, then drag out straight lines. If you drag with two fingers, the line will be constrained to be perfectly horizontal or vertical depending on which direction you drag in.

## Shape



This button launches the **Shape** tool. Drag out the shape by starting at one corner and moving to the opposite diagonal corner. If you drag with two fingers, the shape will be constrained to have equal width and height, making a perfect square or circle, if you are using the square or circle shapes. Tap the button a second time to set whether the shape is filled or open, and to pick which shape will be used. The icon will update to show the shape and whether it is filled or open.

## Sprite



The image for this button shows the current sprite. Tap it to activate the **Sprite** tool, then drag on screen to position your sprite image. Every drag will create and move a new sprite, so it is best to position the sprite where you want it on the first go. When the **Sprite** tool is active, the image is drawn on a yellow background with a distinctive green border. Tap this a second time to set the current sprite image by selecting from the large list of included clip-art images. The image you pick will be used next time you create a sprite element. As a special bonus, you can draw the current sprite by double-tapping with two fingers, even when another tool is active. This works particularly well with the **Move** tool, since you can drop a sprite then place it exactly.

You can add a new image from your photo album by tapping the **+** button in the upper left corner of the sprite picker. A great way to get sprites is to browse to a website with clip art in Safari, then tap and hold on the images you like to save them to your photo album. PNG images with transparent background work best. Delete your custom sprites by tapping the **Edit** button in the upper right corner, then tapping the **X** on the sprites you wish to delete. Note, this will remove the copy of the image from iMeetingPad's local storage, so any *Meetings* that use this image will not be able to find it. The original image will be safe in your album, but re-adding it will not help meetings find it again. When a *Meeting* can't find an image, it is replaced by an image with a question mark.

## Stroke, Fill



These two controls show the current stroke and fill colors, respectively. The fill color is used to fill shapes drawn in fill mode. The stroke color is used for the shape outlines, as well as freehand strokes, lines and text.

## Sound



This button presents a list of sound effects you may find useful in the context of a meeting. Tap any effect in the list to play it. You can adjust the volume with the slider at the top of the list, even while the sound is playing. If you choose another sound it will stop the first sound and start playing immediately. If you tap the screen outside of the popover list, the sound will also stop immediately.

## Tweet



Tap this to launch the Meeting Tweeting system. After entering your account name and password, you send updates to Twitter. The characters are counted above the text entry area. If you go over the allotted 140, the number turns red.

Tap **Tweets** in the upper right corner to view updates from other twitterers you follow. You can select text from the tweets to add to your meetings, or to paste in to Safari to jump to their web links.

## Selecting and Editing Elements

iMeetingPad lets you edit existing elements when they are selected. Selected elements have a black and yellow border drawn around them. To select an element, just tap it with one finger. To deselect it, tap it again. You may have elements which overlap. In this case, tapping on the elements will cycle through the selected elements, selecting a different element with each tap, then deselecting all elements, then starting again with the first element. Once an overlapping element is selected, you can move it to the top by tapping it with two fingers, or push it to the back by tapping with three fingers.

To edit an element, make sure it is selected then double tap on it. This will bring up an editing 'popover' where you can change the element's properties. If you want to move the selected element, touch it with two fingers and drag it along with both fingers. To rotate or scale the element, use the standard two-finger pinching or rotating gesture. You can also delete the selected element by tapping the trashcan button in the upper right corner.

## List of Gestures

- ★ 1-finger tap to select element, repeated single taps cycles selection through elements under tap.
- ★ 2-finger single tap on selected element brings it to front.
- ★ 3-finger single tap on selected element pushes it to the back.
- ★ 1-finger double tap on selected element to edit properties.
- ★ 2-finger double tap adds the current sprite image at tap location.
- ★ Pinch and rotate on selected element to scale and rotate.
- ★ Swipe left or right at the bottom of the page to go to next or previous page, respectively.
- ★ 4-finger tap creates a new text block under the last one.
- ★ 2-finger paint with line tool a constrained vertical or horizontal line, with shape tool makes a shape in a perfect square.