

ViewPoint Quick Start Guide

Version 1.1

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What is ViewPoint™?

ViewPoint is a presentation program that enables students to create slide shows on their Palm handheld computers. Students are able to create, delete, and modify slides, and then, with the appropriate hardware, present their work using an overhead projector, a digital display, or a television.

ViewPoint brings the capability to create and present simple text presentations, without the dependency of a desktop PC or other third-party software.

System Requirements

- Palm OS 4.0 – 5
- Windows 98 or higher, running Palm Desktop 4.0.1 or higher. (Palm Desktop 4.1 recommended).
- Mac OS 9.x or OSX, running Palm Desktop 4.1.
- 30 KB memory on handheld.

Creating a New Presentation

1. Tap the **ViewPoint** icon to open ViewPoint.



Figure 1

2. To create a new presentation, tap **New**. (Figure 1) Note: if this is the first time you're using ViewPoint, New will be your only option.
3. You arrive at your first slide. (Figure 2)

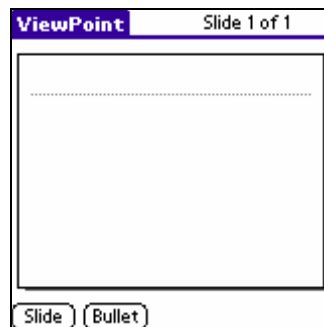


Figure 2

Adding a Slide Title

1. The first line of every slide is reserved for the title. The title is different from the rest of the lines on the slide because it is in bold type and does not have a bullet. There can only be one title per slide. **Important:** the title of your first slide is what ViewPoint uses as the title for your entire presentation.
2. Type your title on the space provided. (Figure 3)

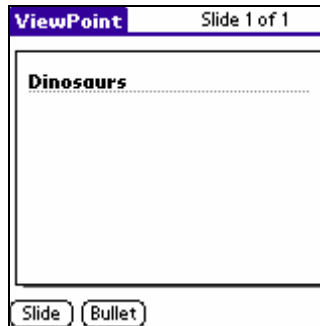


Figure 3

3. It's now time to add some bullets to your slide.

Adding a Bullet

Bullets are dots arranged vertically along the left-side of your slide, where you will write observations, notes and details about your subject.

1. To add a bullet to your slide, tap the **Bullet** button.
2. A bullet appears directly below your title (Figure 4), with a flashing cursor.

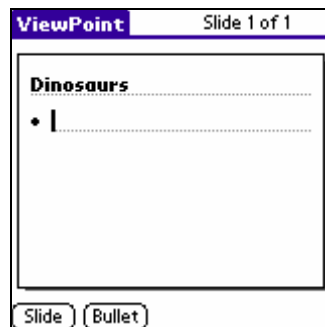


Figure 4

3. It's now time to add text to your bullet.

Adding Text to a Bullet

1. To add text to a bullet, type on the line provided. (Figure 5)

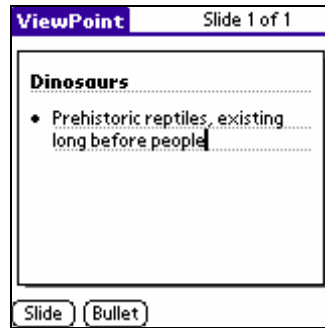


Figure 5

2. **Note:** If you type more than the one line's worth of information about your subject, your text wraps to the next line without creating a new bullet.

Adding Further Bullets

Add further bullets to elaborate on your subject.

1. To add another bullet, tap the **Bullet** button.
2. Add text to your bullet. (Figure 6)

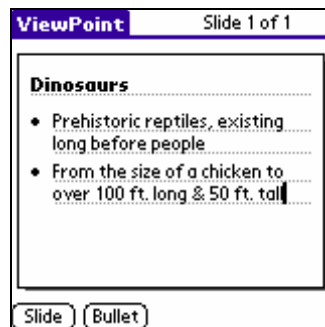


Figure 6

3. Continue in this fashion to add further bullets to your slide.
4. **Note:** A limited number of bullets can fit onto each slide.

Deleting a Bullet

1. To delete a bullet, simply delete all of the text in that bullet. You can do this by backspacing through each text character of the bullet one letter or number at a time, or by highlighting the entire text and then doing the Graffiti stroke for backspace, to erase it all at once. (Figures 7 and 8)

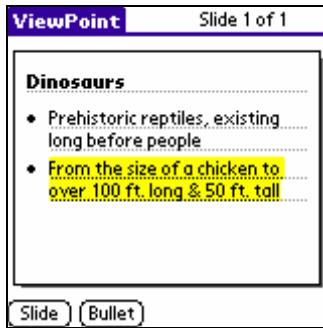


Figure 7

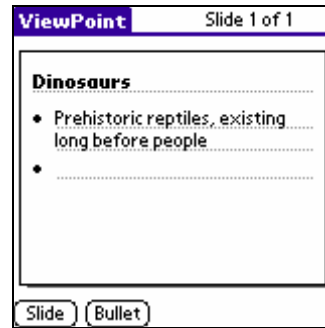


Figure 8

2. Tap any other text on the slide and the bullet will disappear. (Figure 9)

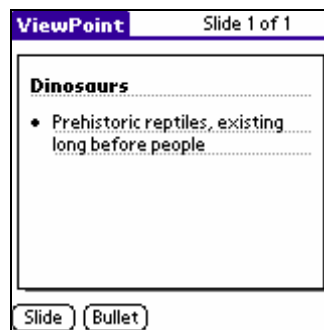


Figure 9

3. Note: Once a bullet is deleted, it cannot be recovered; however, you can simply re-type the text.

Adding a New Slide

Once you have finished your first slide, it's time to add further slides. ViewPoint allows you to have multiple slides per presentation.

1. To add a new slide, tap the **Slide** button. (Figure 10)

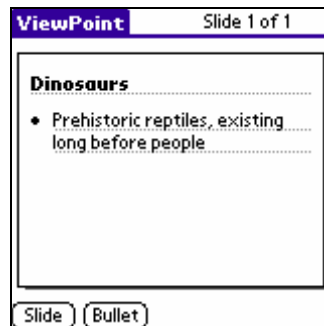


Figure 10

2. You arrive at your second slide, with a cursor blinking on the title line. (Figure 11)

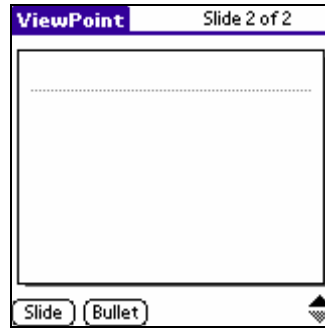


Figure 11

3. Notice that it reads "Slide 2 of 2" at the top of your screen.
4. Give your second slide a title.
5. Add bullets and text to your second slide. (Figure 12)



Figure 12

6. Once the slide is to your satisfaction, you may wish to add a third, fourth, fifth slide (and so on) to your presentation.
7. Hint: To add a slide before the current slide, use the shortcuts from the Slide menu.

Moving Between Slides

1. To move between your slides, use the arrows on the bottom-right hand corner of your screen. (Figure 13)

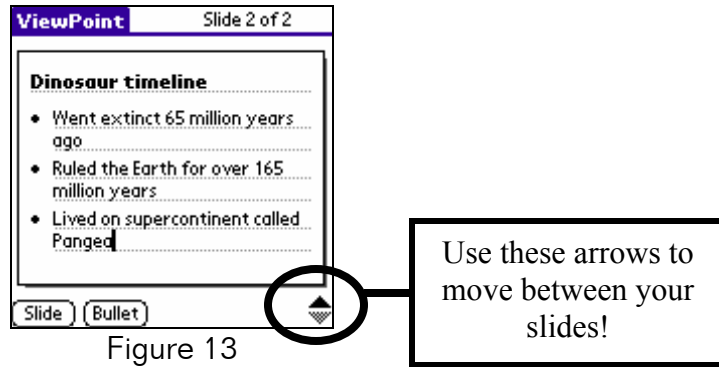


Figure 13

2. The up arrow moves back to previous slides, while the down arrow moves forward to subsequent slides.

Deleting a Slide

1. To delete a slide, tap the blue **ViewPoint** tab (Figure 14) to access the menu bar. Tap the **Slide** menu, then tap **Remove Slide**. (Figure 15)

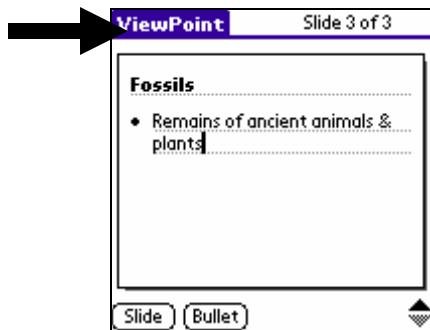


Figure 14

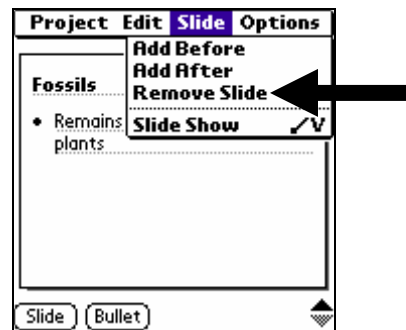


Figure 15

2. Your slide is deleted from the presentation.
3. **Beware:** you are not asked to confirm that you want to delete the slide. Once a slide is deleted, it cannot be recovered; however, you can simply re-type the slide.

Viewing a Slide Show

You may view a slide show of your presentation at any time.

1. To view a slide show, open the presentation you wish to view.
2. Tap the blue **ViewPoint** tab to access the menu bar. Tap the **Slide** menu, then tap **Slide Show**. (Figure 16)

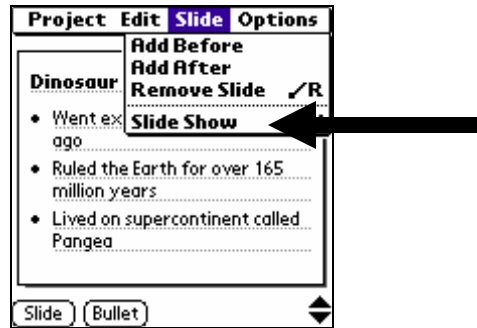


Figure 16

3. You arrive at the first slide of your slide show. (Figure 17)

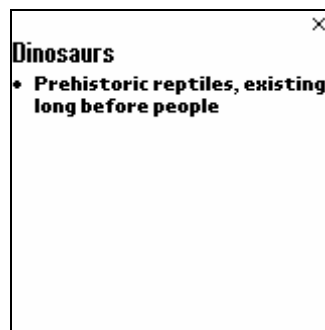


Figure 17

4. Notice that the slide has taken up the entire screen of the Palm.
5. Tap anywhere on the screen to move onto the next slide.
6. To move to the previous slide, make the Graffiti stroke for backspace.
7. To exit the slide show, tap the **X** in the upper-right hand corner of the screen. (Figure 18)

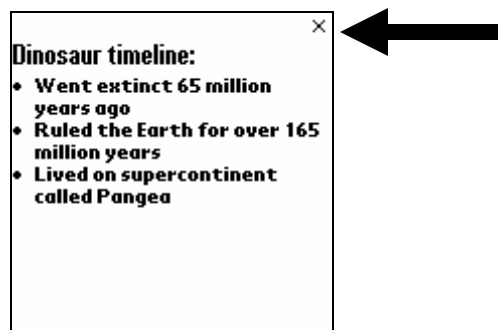


Figure 18

Opening an Existing Presentation

1. To open an existing presentation:
 - a. tap **Open** from the opening ViewPoint screen (Figure 1), or...

- b. tap **Open** from the **Project** menu.
2. Tap which presentation you wish to open, then tap **Open**. (Figure 19)

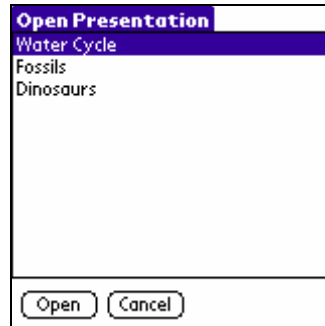


Figure 19

Deleting a Presentation

1. Open the presentation you wish to delete.
2. Tap the blue **ViewPoint** tab to access the menu bar.
3. Tap the **Project** menu, then tap **Delete**. (Figure 20)



Figure 20

4. A window appears, asking you if you are sure you want to delete this presentation. (Figure 21)

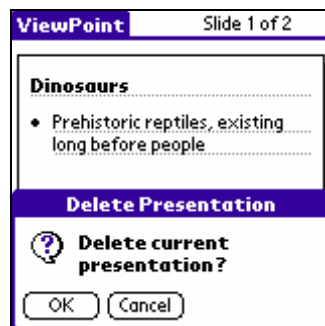


Figure 21

5. To delete it, tap **OK**. To cancel deletion, tap **Cancel**.

Beaming a Presentation

You may wish to share your presentation with a peer. The easiest way to do so is by beaming.

1. Open the presentation you wish to beam.
2. Align your handheld's IR port with your peer's IR port.
3. Tap the blue **ViewPoint** tab to access the menu bar.
4. Tap the **Project** menu, then tap **Beam**. (Figure 23).



Figure 23

5. Your IR port searches for their IR port.
6. On the receiving end of the beam, you'll be asked whether or not you wish to accept the item. (Figure 24) Tap **Yes** to accept it.

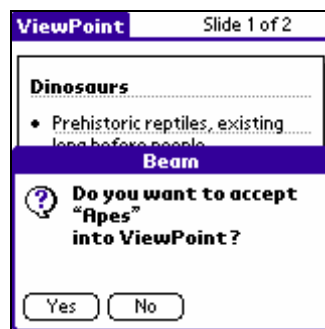


Figure 24

7. If you receive an error message detailing your handheld's inability to find another handheld, try again. Make sure to keep both handhelds still during the beam. Laying them flat on a table or desk can help.

Additional Support

Additional support and user information can be found at <http://www.goknow.com/Support/>.

If you have any questions or concerns, please contact: support@goknow.com.