



For use with: **SimplicityTouch**
Interactive Flat Panel

SimplicitySlate
Interactive Wireless Slate

XPress Annotation & Whiteboarding Application

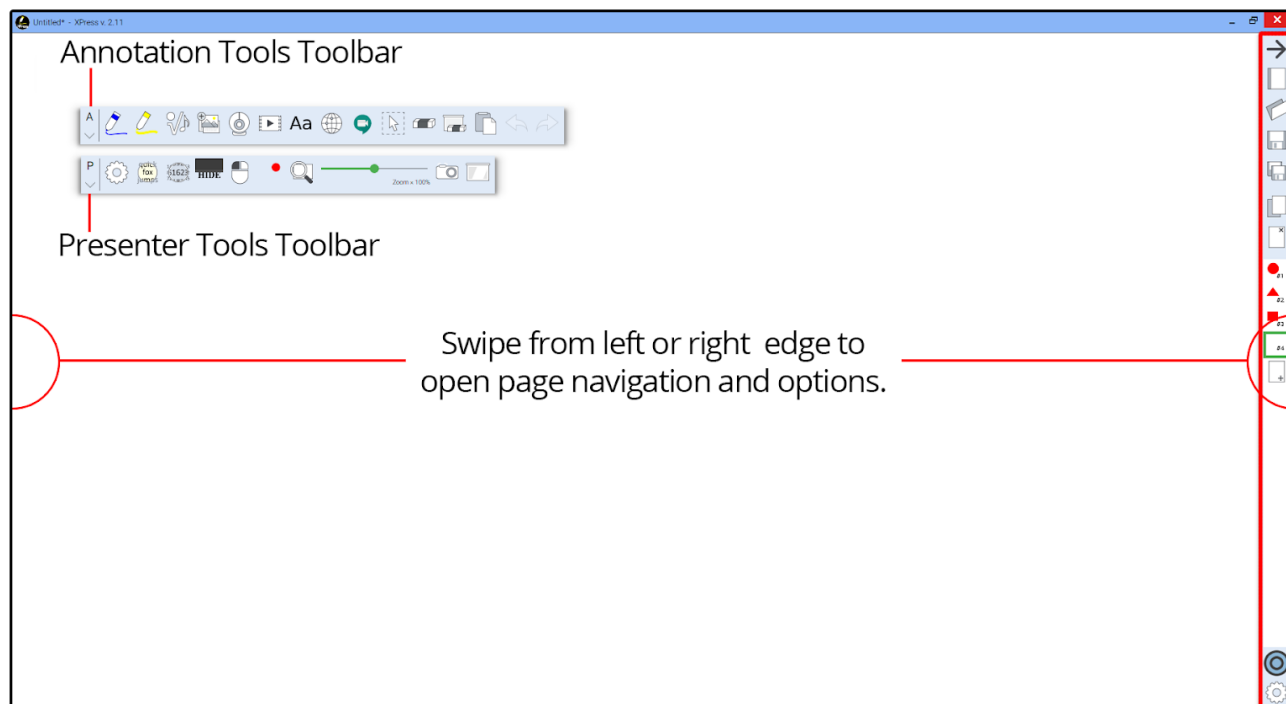
XPress is our popular annotation and whiteboarding application with 10 points of touch and gesture compatibility. You can create XPress documents using the Mac or Windows version and then open them with the Android version of the application that comes pre-installed on the SimplicityTouch interactive flat panel. XPress supports direct integration with your Google G Suite Drive or Microsoft OneDrive account for easy access to your stored content.

NOTE: XPress is pre-installed on the SimplicityTouch (to ensure you are using the latest version of the pre-installed application, open the SimplicityApp Store application on the panel). It is also HIGHLY recommended to install XPress on your PC or Mac computer. The desktop version of XPress for Mac and Windows offers more features and is the optimal environment for creating lessons. Download the software here: <http://recordexusa.com/xpress-download.html>**

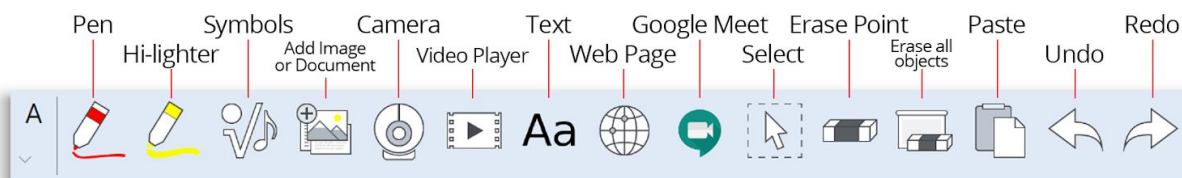
* This User Guide is a basic guide to acquaint you with the software's features and functionality. Depending on the version of XPress you have installed, there may be slight differences between the guide and what you see on your screen. For the most current version of the software, please download directly from www.recordexusa.com.

** If you are new to XPress and need to request a license activation, please email support@recordexusa.com with your school or district information. There is no cost associated with the XPress software as it is free with the purchase of the SimplicityTouch panel and/or the SimplicitySlate.

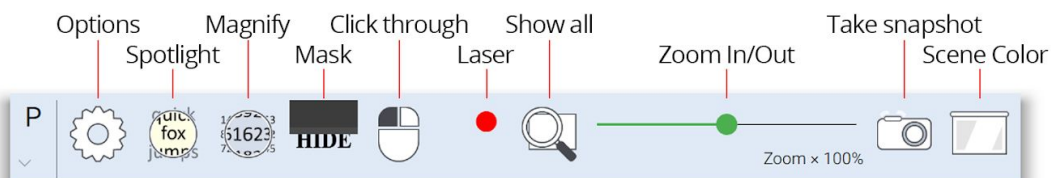
XPress User Interface Orientation



Annotation Toolbar



Presenter Toolbar



Toolbars

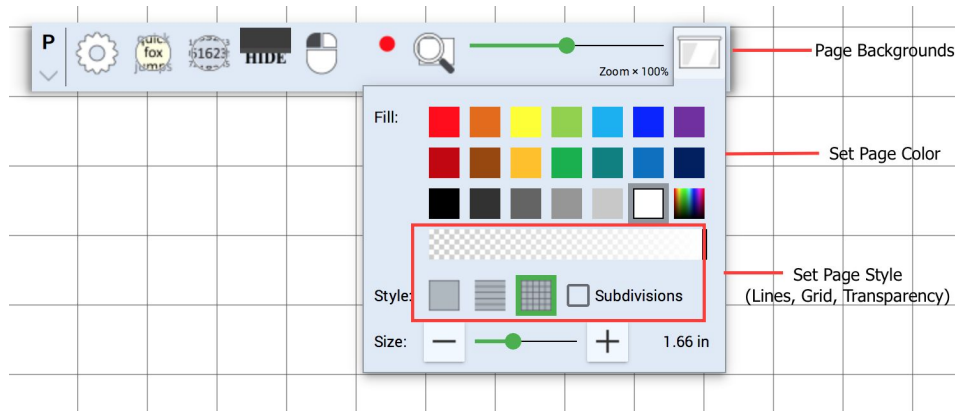
To move the toolbars or change their orientation, use tap and drag. Tap the arrow to change from horizontal to vertical orientation, and double tap the letter of the toolbar to minimize the toolbar. Hover over any tool to learn its label.

Tools

Tap to engage a tool. A green bar will appear under the icon indicating it is engaged for use. Tap the icon again to disengage. Different tools and objects have options so that you can change their properties as desired. Where you see a Gear Icon, you have options. For example, you can pre-set the pen style options.

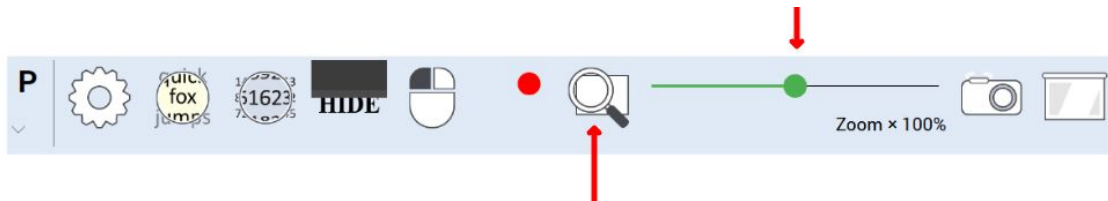
Backgrounds & Properties

Use the page background tool on presenter toolbar to change the background color and add or remove background lines. In addition, XPress has a nearly infinite amount of canvas space. Disengage any active tool and swipe in any direction for more workspace. Options for adding, removing, or rearranging pages, open the main menu for these options.



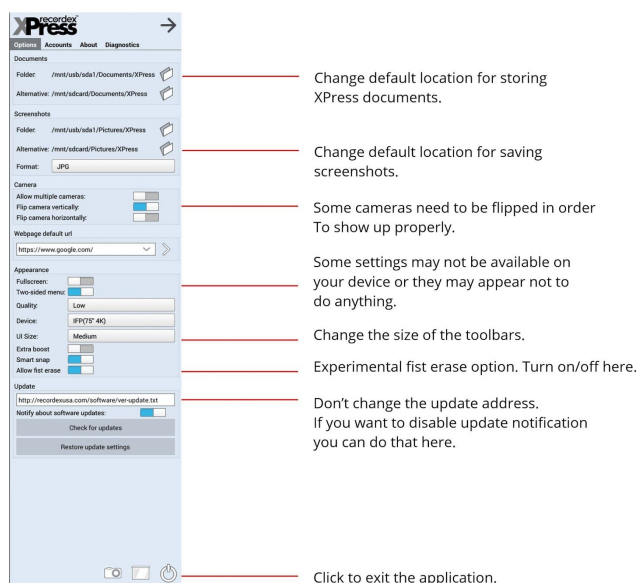
Using Zoom

XPress is compatible with gestures, such as pinch to zoom and swipe. If your device does not support gestures, you can use the zoom slider on the Presenter toolbar to zoom in/out. To easily return to the original view, tap the Fit to Page icon.



XPress Application Settings

You will leave most of these settings at the default. But there are a few settings you may wish to customize to your preference. To view the XPress settings, tap to open the main menu and select the gear icon.

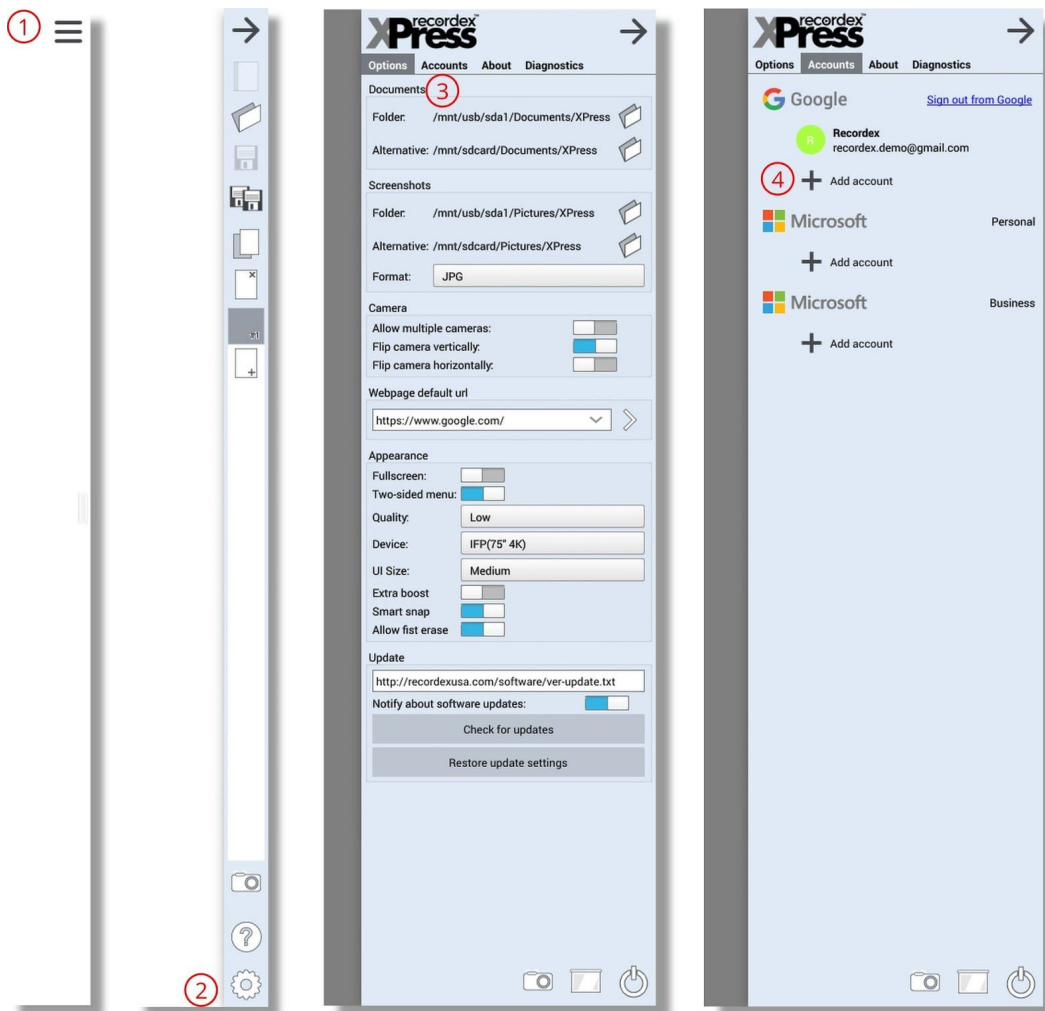


Connect XPress with Google Drive (G Suite) or Microsoft OneDrive (Office365)

Starting with XPress version 2.5 you are able to connect to Google and Microsoft accounts and then embed images or pdf files from your cloud storage directly onto the page.

Starting with XPress version 2.7 file type compatibility expands and has the ability to embed other file types (Native to Office or G Suite) directly onto the page.

Follow these steps to link your desired cloud storage account: (1) tap on menu icon; (2) tap on settings gear; (3) tap on Accounts tab; and (4) tap on Add Account.



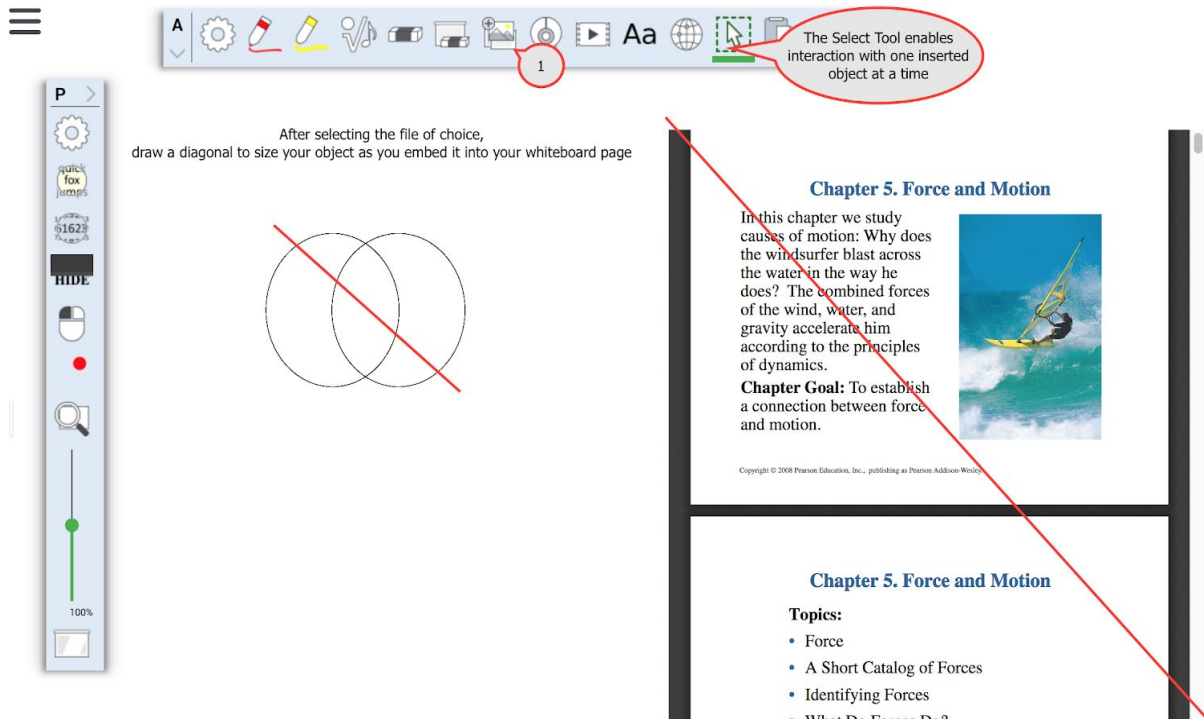
After selecting add account use the login screen to log into the account and allow permissions

Inserting Objects - Drag and Drop

XPress makes it easy to embed and interact with a variety of multimedia resources and file types. Tools such as the symbols gallery, add file, document camera, video player, and browser all function using drag and drop to insert. Follow this trick... if you select a file or object and nothing happens, use drag and drop by drawing a diagonal on the page.

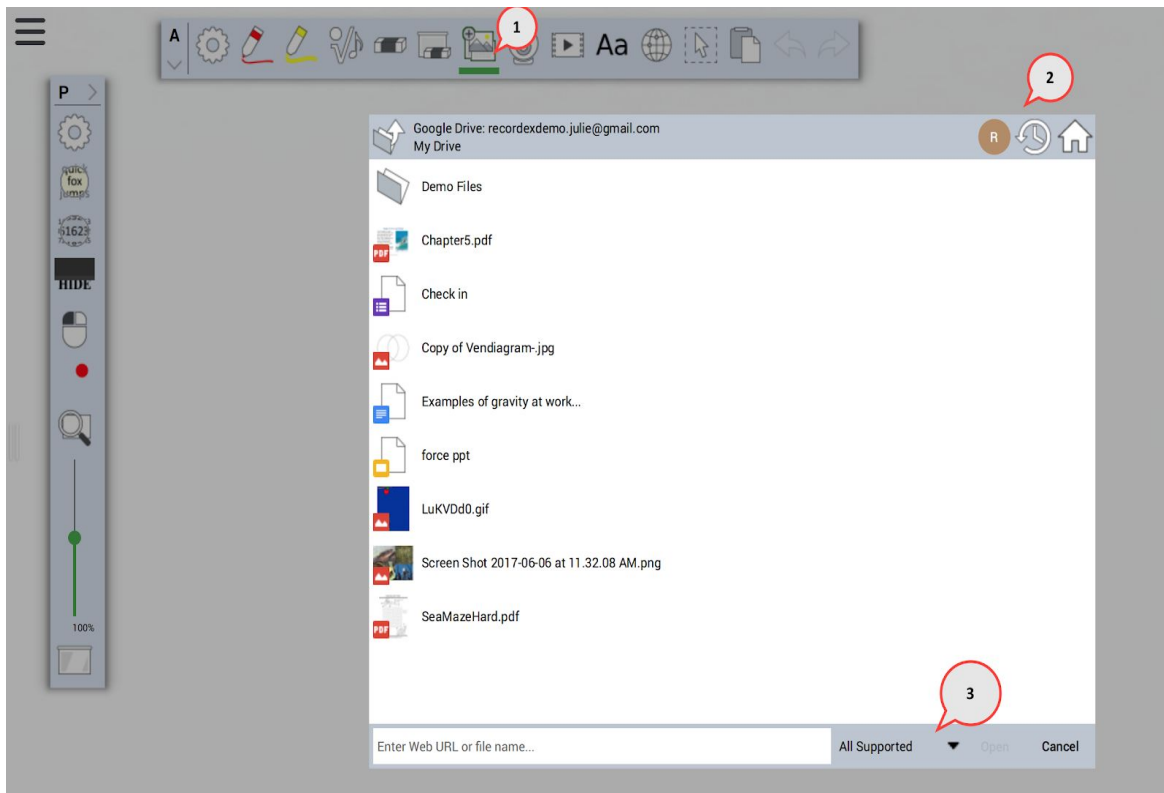
Follow the steps in the below example for practice embedding and sizing objects on the XPress page: (1) Select the insert file tool; and (2) select the file or object and draw a diagonal line on the screen to the size that suits your needs. The example image shows a Venn Diagram image that was embedded from a Google

Drive account and sized small on the whiteboard where the PDF next to it was sized much larger to view the text without expanding it to full screen.




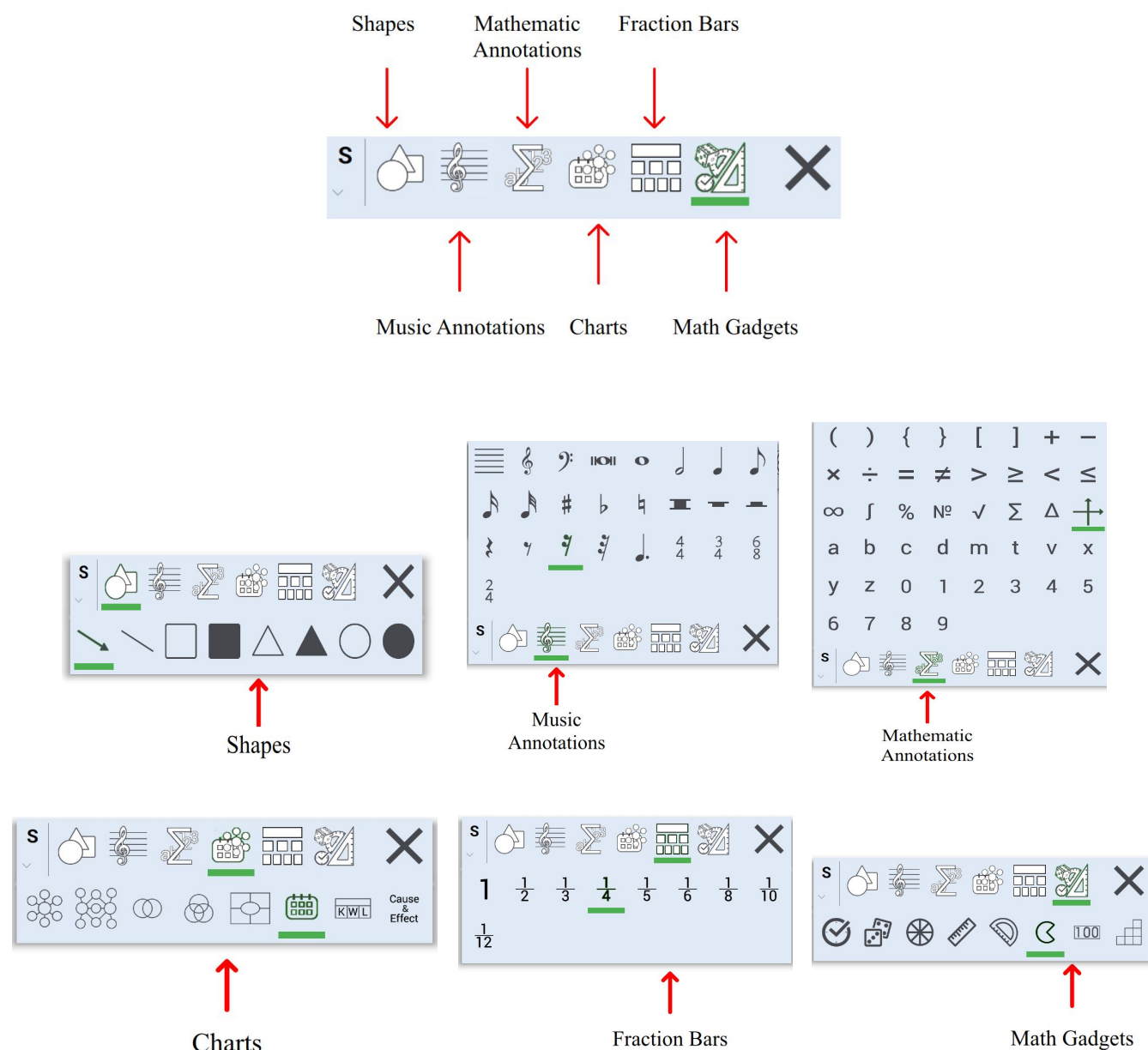
Insert File

To open document files and PDFs (up to 20MB in size) stored in your cloud drive: (1) tap on insert file tool; then (2) tap on cloud storage icon to access cloud; then (3) select the file; and then (4) press open ; and then draw the diagonal to bring your object to life on the page.



Symbols Gallery

To interact and embed shapes, charts, math tools, or gadgets, select the Symbols tool  on the annotation toolbar. A context menu will expand allowing you to select the gallery to suit your need. The gallery will expand for access to the annotations, charts, and gadgets. Select and insert. One thing to remember, if you do not deselect the symbol then it will continue to clone every time you touch the page. Disengage and use the select tool to interact individually or to group your objects together.



Selecting & Modifying Placed Objects

To select an object after it has been placed on the page use the object/item select tool.

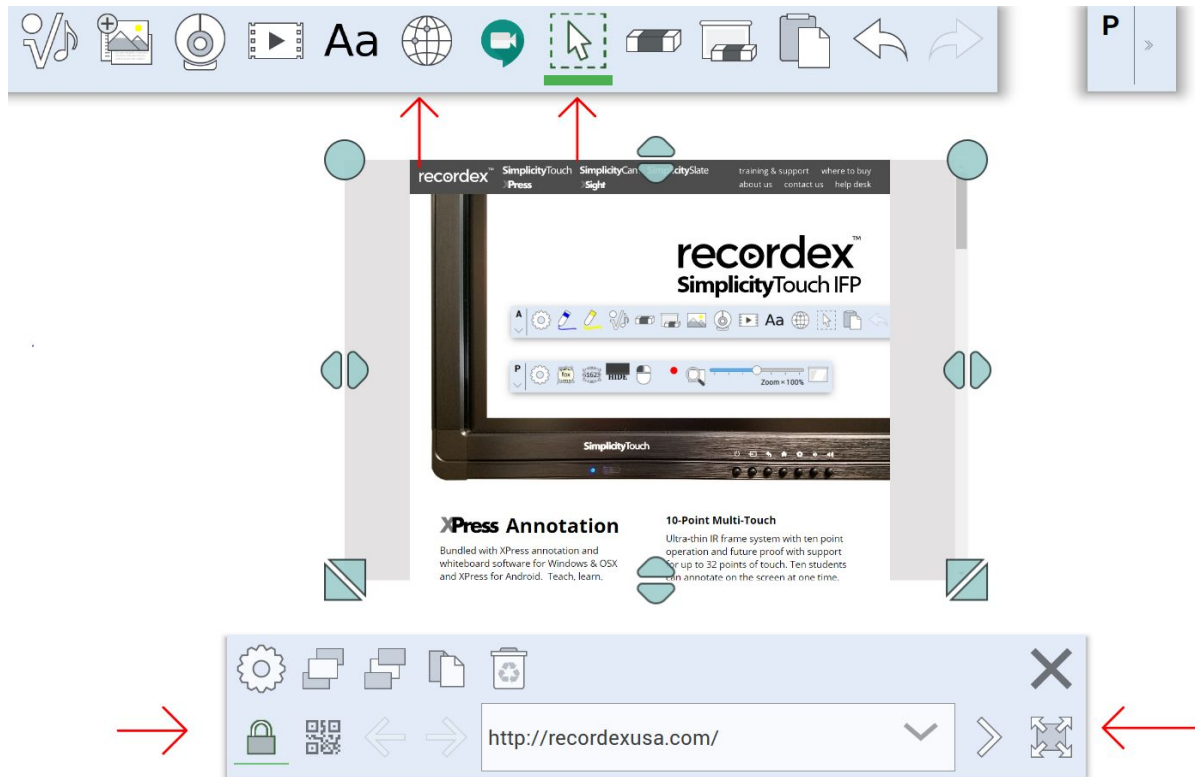


Then tap on the object. This will cause the object's context menu to appear.

In the example below, we select the Browser tool to embed a web page by drawing the diagonal on the page and typing the URL in the omnibox. (1) Next, we use the select object tool (2) and then tap to select it. (3) This will cause the object context menu to be visible. (4) Then we can tap on the gear button for options (5) and also have access to the Foreground Mode which will expand to fill the entire page.

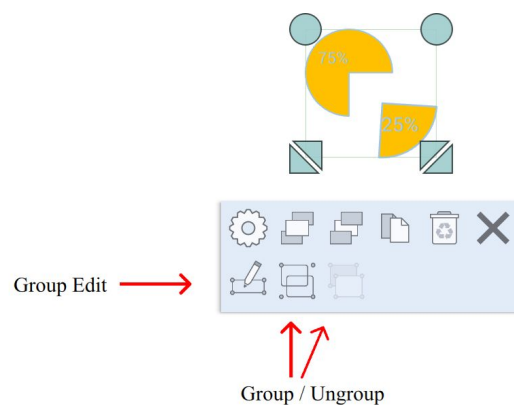
All objects work in a similar way.

When an object has been selected you can use the handles on the outer edge of the object to resize and rotate the object. If the object has a lock/unlock icon, to interact inside the object it should be in the locked position. To move the object or resize it, it should be in the unlocked position.



Group and Group Edit

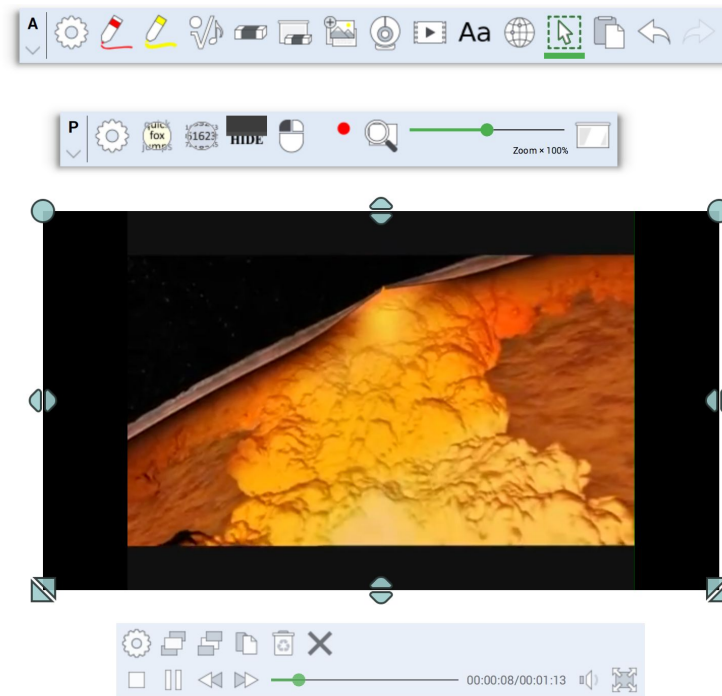
The Select tool also provides the ability to group objects together to act as one object or to perform group editing where the objects will group together and promote to foreground for group editing. Group editing conquers grouping and editing options with one click. (1) Engage the Select tool then (2) drag around the objects you wish to group or edit. (3) Once the context menu appears, select either Edit or Group/Ungroup.



Embedding Video

The XPress Video Player tool is located on the Annotation toolbar. The Video Player supports embedding locally stored MP3/MP4 files and Youtube URL links. *Flash is not supported in XPress*.

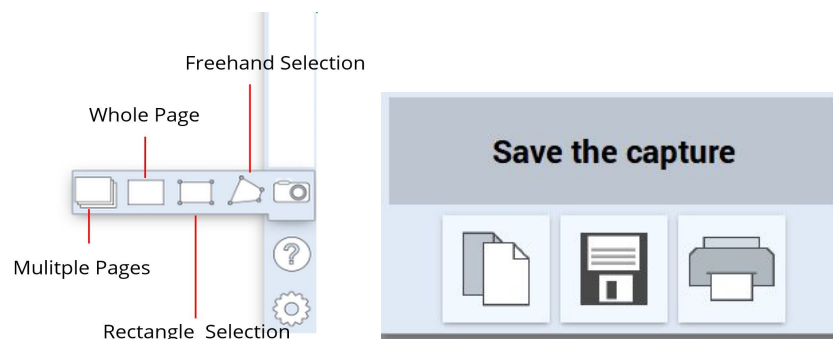
Follow the steps in the example below to practice. (1) Select the Video Player tool from the Annotation toolbar. (2) Search for your file or paste the Youtube share link and select open. (3) Drag and drop to size the video on the page and tap play from the context menu.



Snapshot Tool

(copy, save, print or export file as an image)

Use the snapshot tool to select and save all or part of the page as an image file or to print. NOTE: When using the multiple pages option the file type will be saved as PDF. Otherwise the file type is saved as JPG unless you change this in the application settings.



Exiting XPress

For optimal performance it is recommended that you properly exit XPress after you are finished using it. To exit simply swipe from left or right edge of screen, then click on options gear and then tap the exit button.

