avocor™

Avocor Note by Nureva

User Manual

Table of Contents

System Requirements

Avocor Note by Nureva has been built to run on Windows 10 Anniversary Edition and newer releases. Please ensure that your device has been updated accordingly.
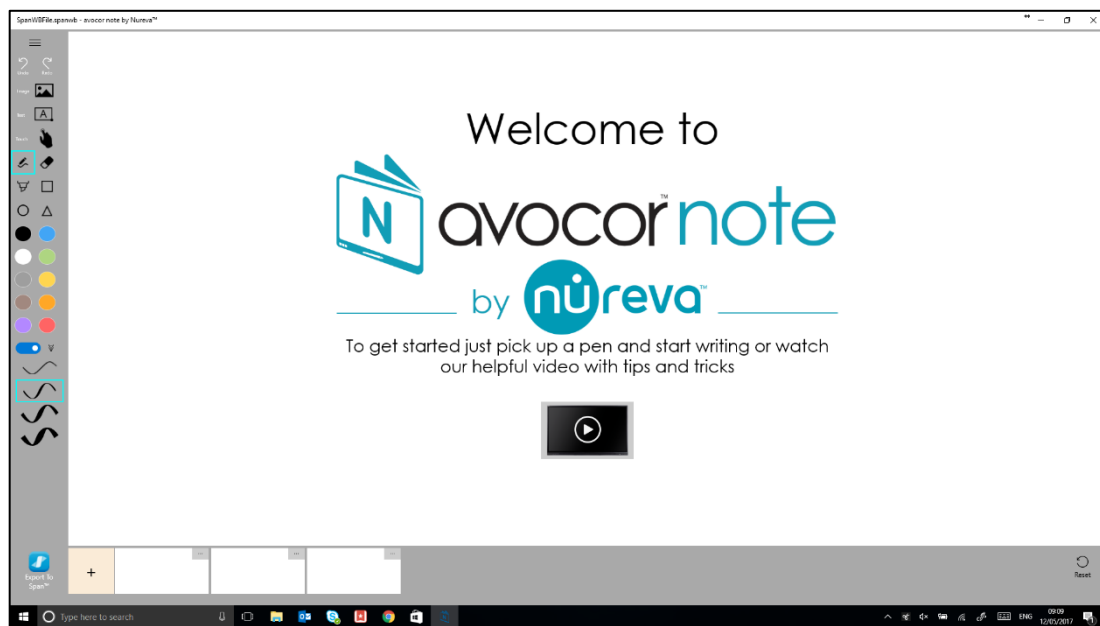
Licensing and Activation

Avocor Note by Nureva is supplied with a licence for use on Avocor interactive displays and will be installed in the apps section on the embedded Windows 10 PC, and on Avocor OPS PC's.
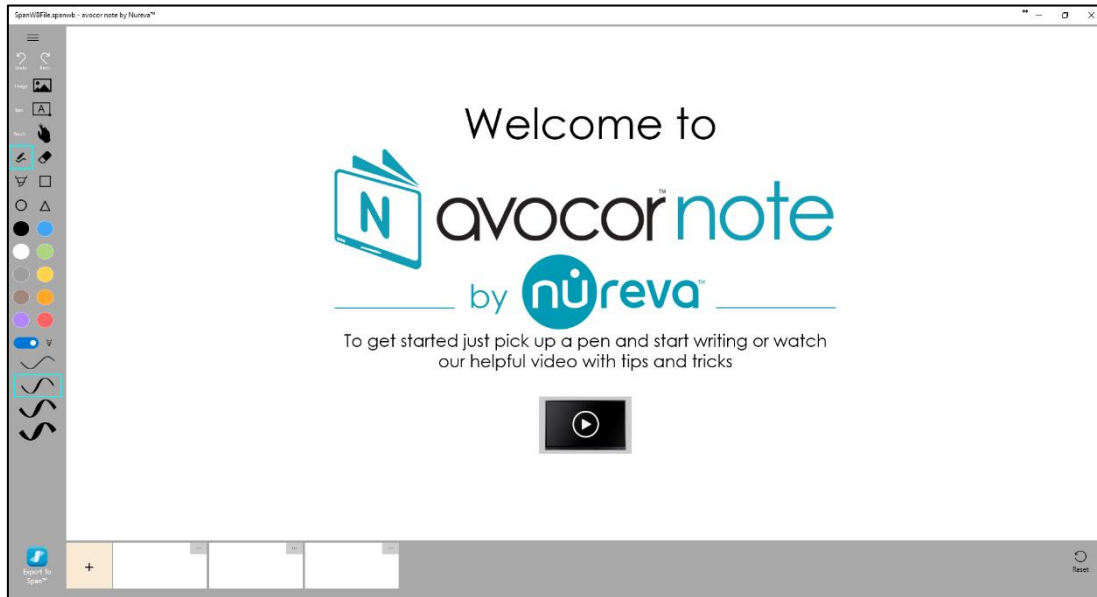
Avocor Note by Nureva can be found in the Microsoft Windows Store with options to Launch, Buy, Free Trial, to Redeem a code and to Share.

- **Launch,** this will launch the software if already purchased.
- **Buy,** allows the purchase of the software.
- **Free Trial,** the software will have a watermark, but when connected to an Avocor display the watermark will disappear.
- **Redeem a Code or Gift Card,** you can use a QR code, or enter in a 25 character code by hand to enable software download without the watermark.
- **Share,** you can share the software location in the windows store to others.
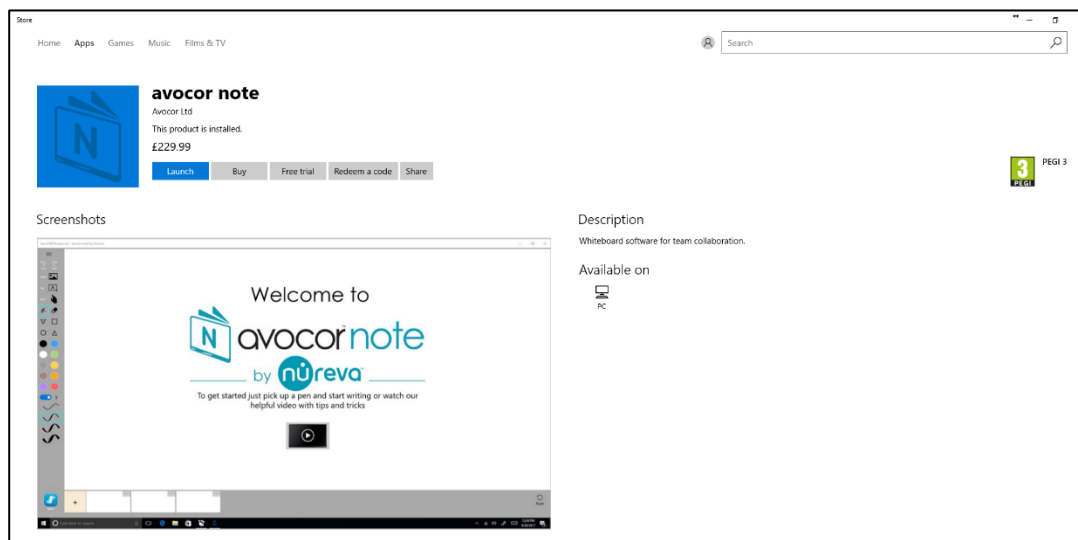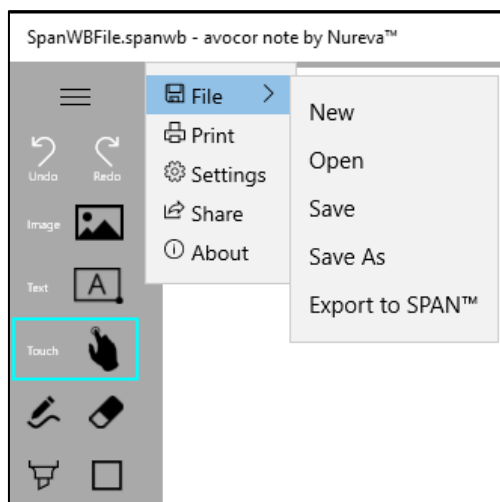
Menu Options

When Avocor Note by Nureva is opened, a new canvas is automatically created for easy to use simple whiteboarding.

On the Tool bar there is the Menu Option which gives four options.
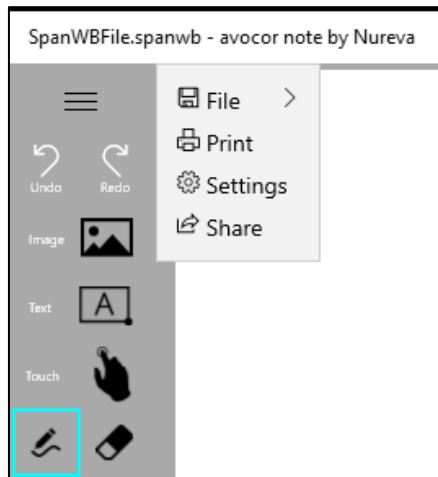
File

New Canvas, Opening, Saving, Printing & Exporting to SPAN™

- **New** will open a new canvas
- **Open** will open an existing canvas. A file explorer window will appear and users can find and select the required canvas.
- **Save** will over-write existing canvas without prompting.
- **Save As** will always prompt for a save location and name. Avocor Note by Nureva will save as .spanwb file.
- **Export to SPAN™** by selecting this a Login box for Nureva Span will launched. Here you can export the canvas directly into Nureva Span. You need to simply add in the server region you are in, name your Canvas, then finally enter your Nureva Span login details of email address and password.

Print

This will give the option to print your whiteboarding session to a specific printer or print to PDF.
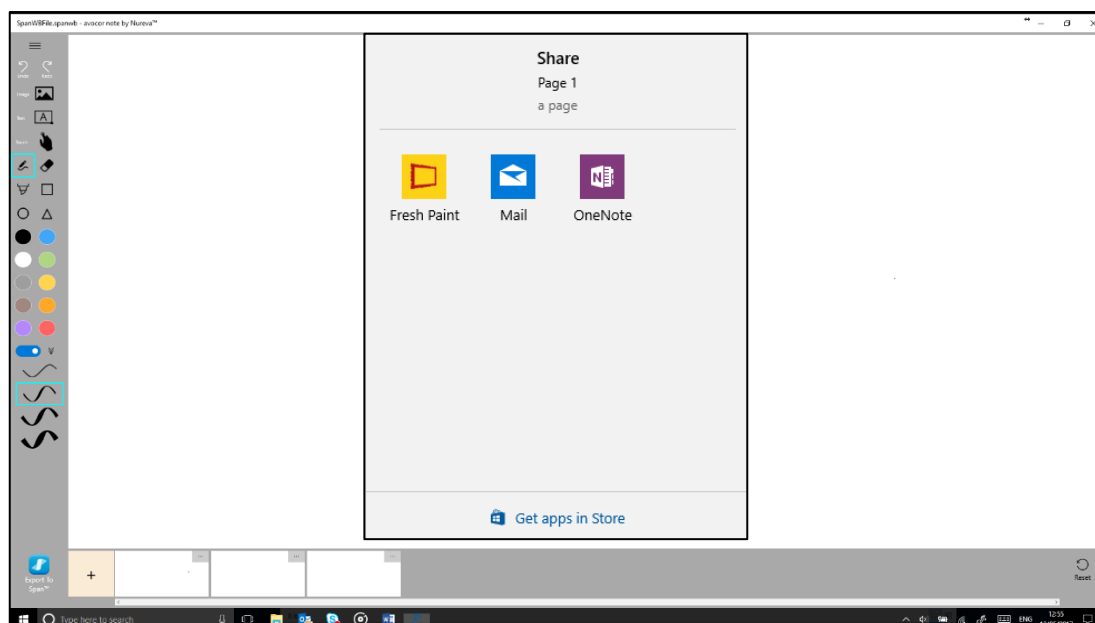
Settings

- **Default Page Colour** will give the option to change the canvas colour.
- **Enable Save to Span™,** by selecting this allows Avocor Note by Nureva to be exported to Nureva Span.
- **Buy App,** here you will be able to purchase the Avocor Note by Nureva software if using a trial of the software.
- **Status,** here you will see what level of licence has been downloaded

Information can be accessed from the Avocor.com Website, including Avocor Note by Nureva how to videos.
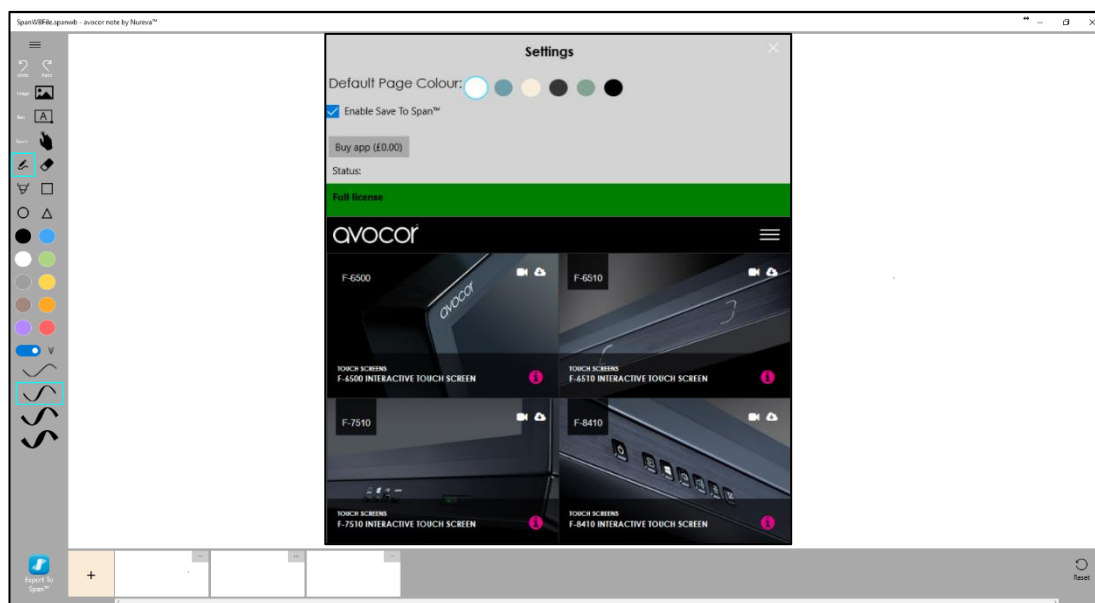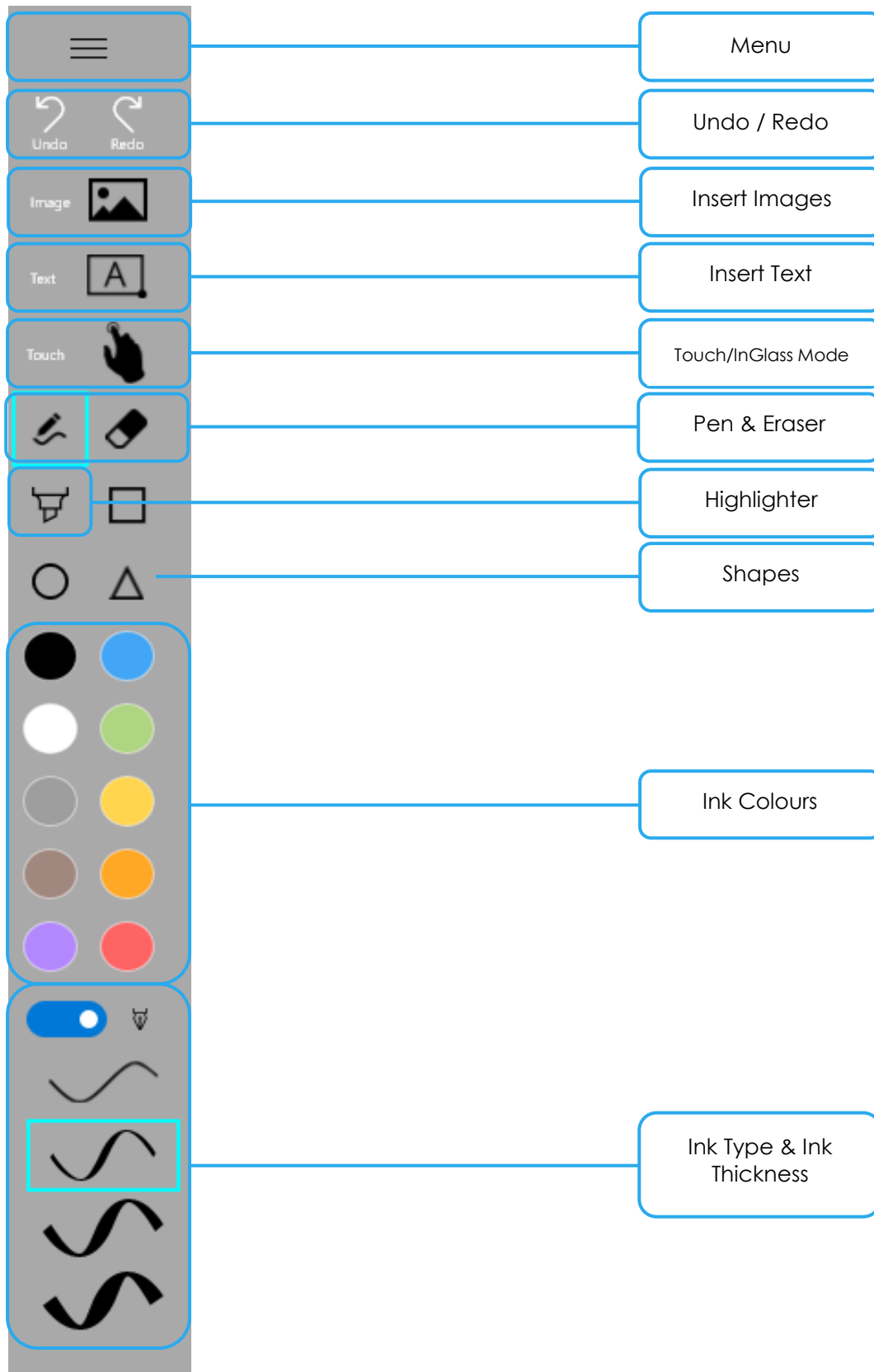

Share

Content created in Avocor Note by Nureva has been designed to be easily shared, for example to OneNote or by email using the popular Microsoft Share function.

The Toolbar at a Glance

Menu	
Undo / Redo	
Insert Images	
Insert Text	
Touch/InGlass Mode	
Pen & Eraser	
Highlighter	
Shapes	
Ink Colours	
Ink Type & Ink Thickness	

Menu

Undo / Redo

Insert Images

Insert Text

Touch/InGlass Mode

Pen & Eraser

Highlighter

Shapes

Ink Colours

Ink Type & Ink Thickness

Importing Content

Importing Images, Icons and Backgrounds

When the Image icon is clicked on the toolbar, a menu will open offering Images, Icons and Backgrounds. By selecting any of these you will be presented with options for Avocor or Local content.

Avocor has created a comprehensive selection of professional Images, Vector Icons and Backgrounds to allow end users to focus on productive whiteboard sessions. These can be accessed from the Avocor Gallery.

Users can also create and import their own images, Icons and Backgrounds, these can be stored in a predetermined file location. When selecting Local content. Microsoft File Explorer will remember the last opened file location so accessing content in future whiteboarding sessions is straightforward.
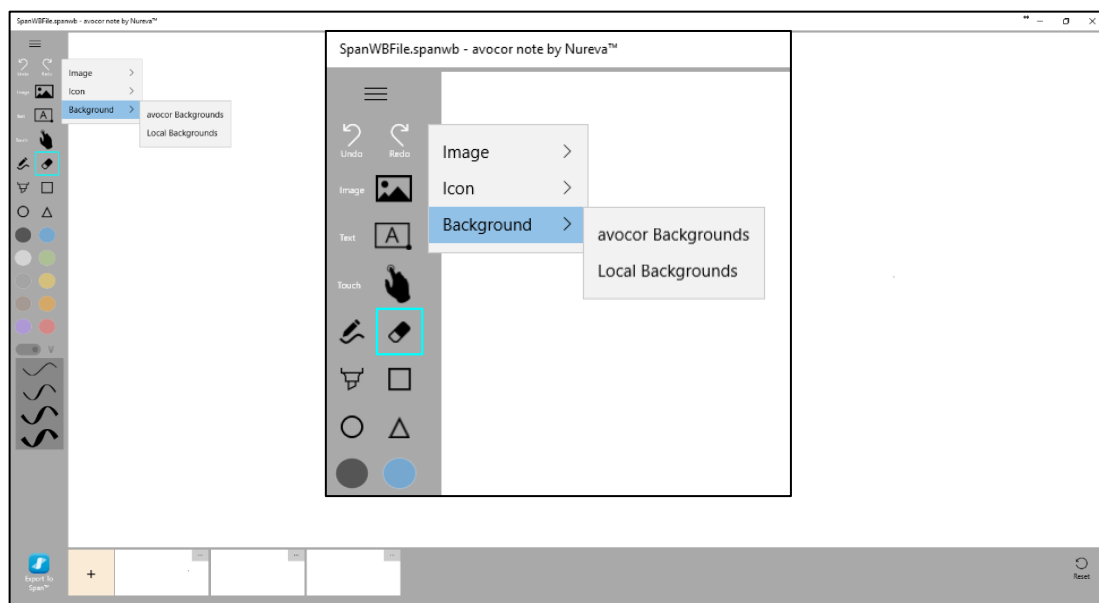
Images and Icons when selected can be made larger or smaller by dragging the bottom right hand corner of the Image or Icon.

When an Image or Icon is selected, a box will surround the content and at the top right of the highlighted box you will see menu options to choose from.
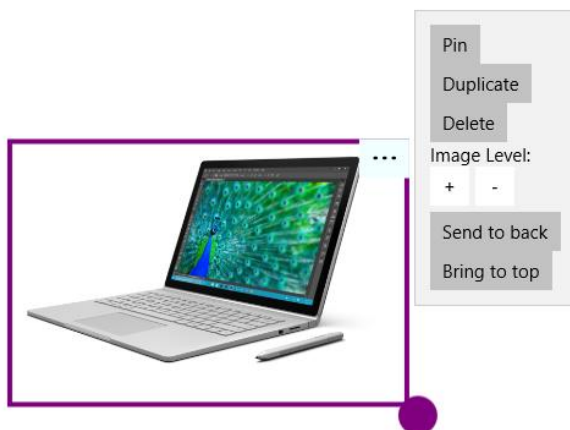
Pinning Images and Icons

Imported content can be pinned to the canvas. This can be achieved by clicking / tapping the content and a box will surround the content you want to pin. In the top right of the highlighted box you will see menu options.

By selecting Pin, you will now be able to pin this content to the canvas and it can't be moved.

Duplicating Images and Icons

Content can be duplicated to the canvas. This can be achieved by clicking / tapping the content and a box will surround the content you want to duplicate. In the top right of the highlighted box you will see menu options.

By selecting Duplicate, you will now be able to duplicate images or icons easily without having to search through the Avocor Gallery or locally stored content.

Duplicated images can easily be moved around the canvas.

Deleting Images and Icons

Content can be deleted from the canvas. This can be achieved by clicking / tapping the content created and a box will surround the content you want to delete. In the top right of the highlighted box you will see menu option.

Select Delete and the content will now be deleted.

Image Levels

You can change the stack's layer order of objects in your whiteboarding session so that objects can be moved up or down 1 place at a time for fine positioning using the + & - buttons.

Send to Back / Bring to Top

You can change the stack's layer order of objects in your whiteboarding session so that objects can appear on top or behind other objects.

- To bring an object to the front of the stack, click **Bring to Top**.
- To send an object to the back of the stack, click **Send to Back.**

Supported Image File Types

- Vector Icons – SVG
- Images & Backgrounds – PNG, JPG

Sharing Content

There are many ways that content can be exported into Avocor Note by Nureva.

Exporting content from Microsoft Edge Browser into Avocor Note by Nureva

When in the Microsoft Edge Browser, you can annotate on the webpage and share to Avocor Note by Nureva.

Using Ink and Web Notes in Microsoft Edge

To activate the inking tools, click the Make a Web Note button on the Microsoft Edge toolbar.

This will reveal a new inking toolbar that you can use to write, highlight, comment and share images.

Once your annotations or screen clip are completed you will be able to share this straight into Avocor Note by Nureva by selecting the share function.
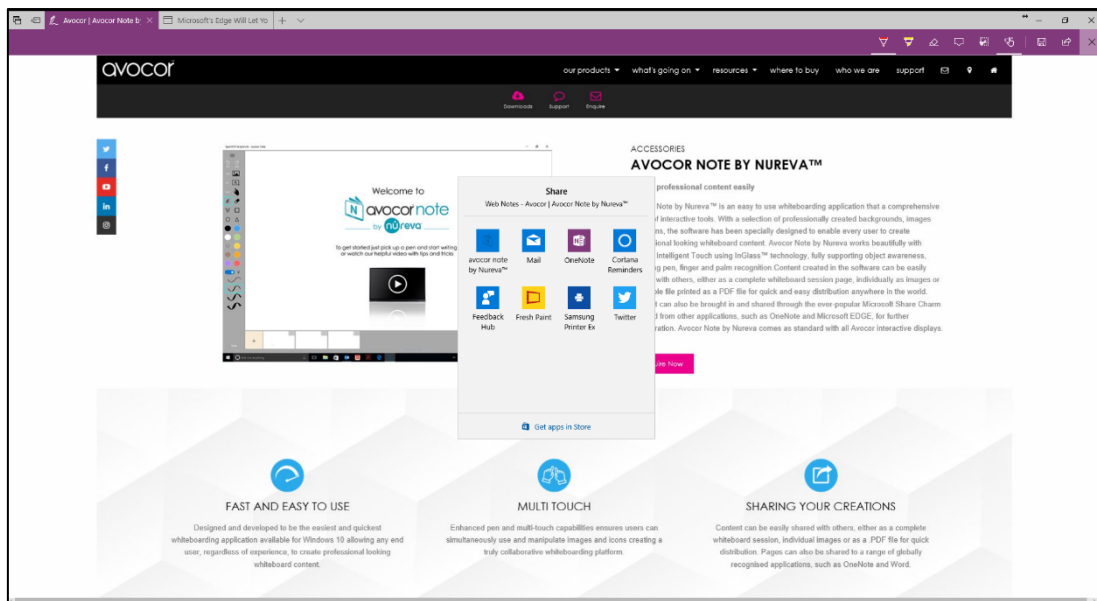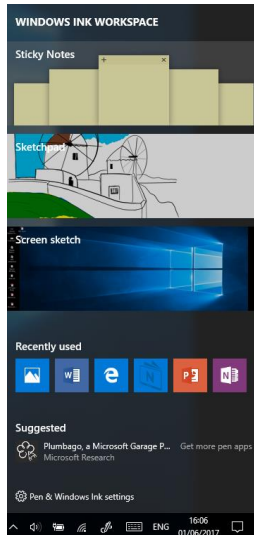

Once imported, you will be able to continue your whiteboarding session using the image by increasing the size, and then annotating over it.

Importing content to Avocor Note by Nureva when using Screen Sketch

How to open Screen sketch.

Tap the Pen icon on the bottom taskbar to open the Ink Workspace.

Tap the "Screen sketch" block. It will be the third block in the list.
It will automatically take a screenshot of your display and load it for your sketching.

Here you will be able to use the inking tools to annotate the screen capture.

Once your sketch is completed you will be able to share this straight into Avocor Note by Nureva by selecting the share function.
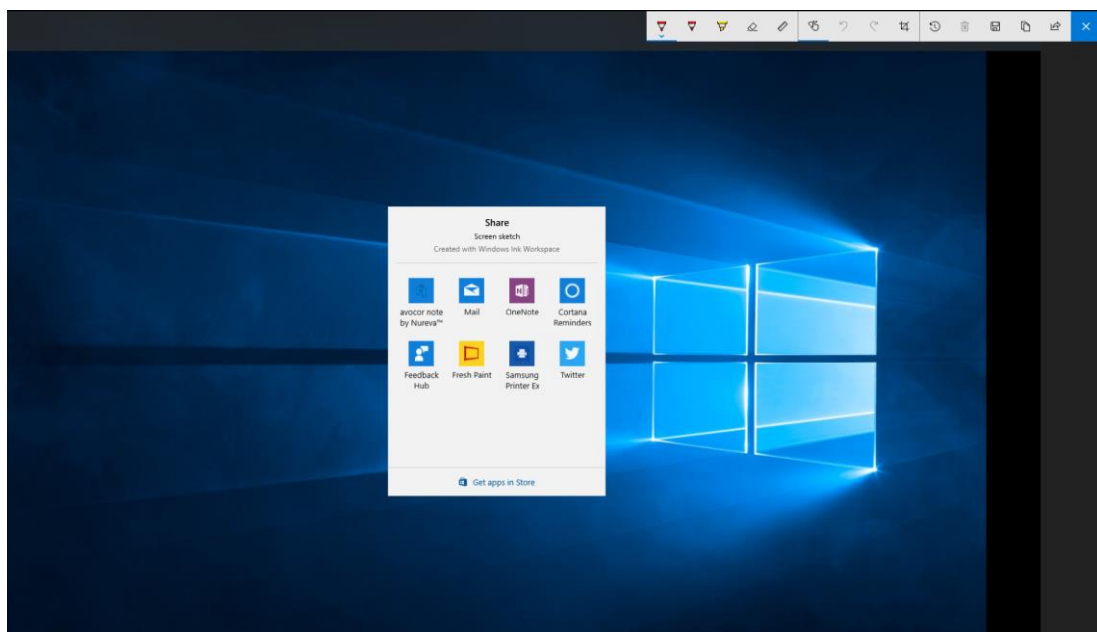
Once imported, you will be able to continue your whiteboarding session using the image by increasing the size, and then annotating over it.

Sharing content from Avocor Note by Nureva

Content created in Avocor Note by Nureva has been designed to be easily shared, for example to OneNote or by email using the popular Microsoft Share function.
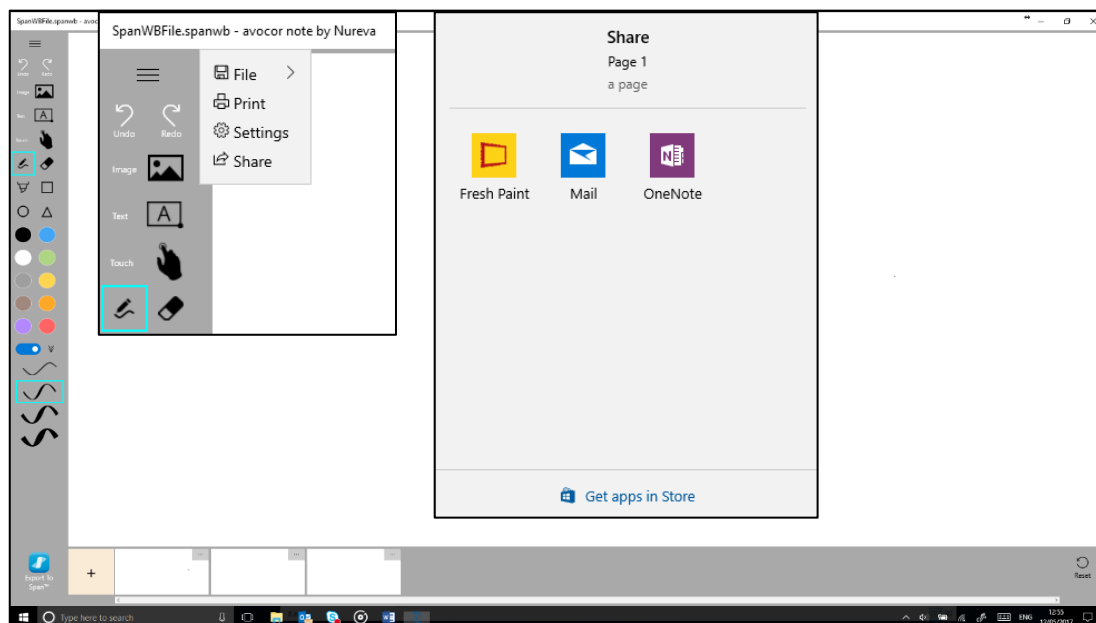
Copying content to clipboard and pasting into other applications.

Users can copy any slide to their clipboard. This can be achieved by clicking / tapping the slide, tap the menu option select Copy to Clipboard. The slide will be copied and can then be pasted to many applications including Microsoft Word, PowerPoint and OneNote 2016.
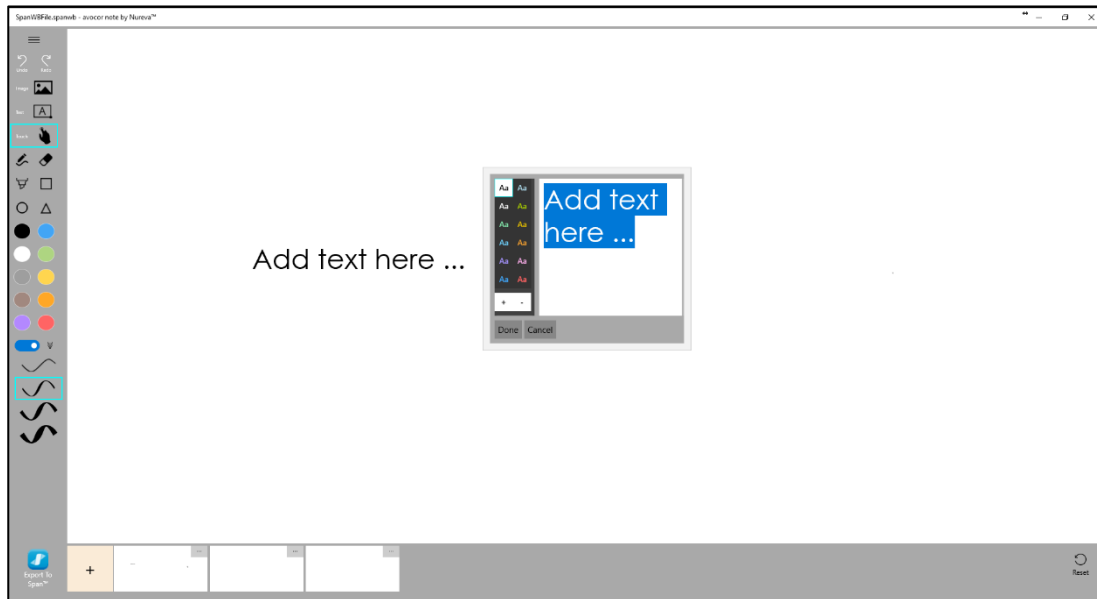
Inserting Text into your canvas

Creating Text

Click or tap the Text Icon on the Toolbar for a text box to be launched. You will see "Add text here …" and a text box on the canvas.

Start typing, your text into the text box. When finished select Done and your content will be added to the canvas. There are options of colour and text size to choose from.

Editing, Pinning, Duplicating and Deleting Text content

To enter text editing mode, click / tap the text created.

A box will surround the text you want to edit, pin, duplicate or delete. At the top right of the highlighted box you will see menu options to choose from.

Editing Text

By selecting Edit, you will then be returned to the Text Box which has your content displayed. Here you will be able to edit the content, font size and text colour.

When finished select Done and your content will be added to the canvas.

To move the location of the text, click or tap and drag to the new location on the canvas. To enter editing mode again simply, click / tap on the text.

Pinning Text

Text can be pinned to the canvas. This can be achieved by clicking / tapping the text created and a box will surround the text you want to pin and in the top right of the highlighted box you will see menu options.

By Selecting Pin, you will now be able to pin this text to the canvas and it can't be moved.

Duplicating Text

Text can be duplicated to the canvas. This can be achieved by clicking / tapping the text created and a box will surround the text you want to duplicate. In the top right of the highlighted box you will see menu options select Duplicate.

By selecting Duplicate, you will now be able to duplicate text.

Duplicated images can easily be moved around the canvas.

Deleting Text

Text can be deleted from the canvas. This can be achieved by clicking / tapping the text created and a box will surround the text you want to delete and in the top right of the highlighted box you will see menu options.

Select Delete. Your content will now be deleted.

Slide Management

In the Slide Management area, users can move and re-order slides by pressing and holding on to each slide, and dragging to the required location.
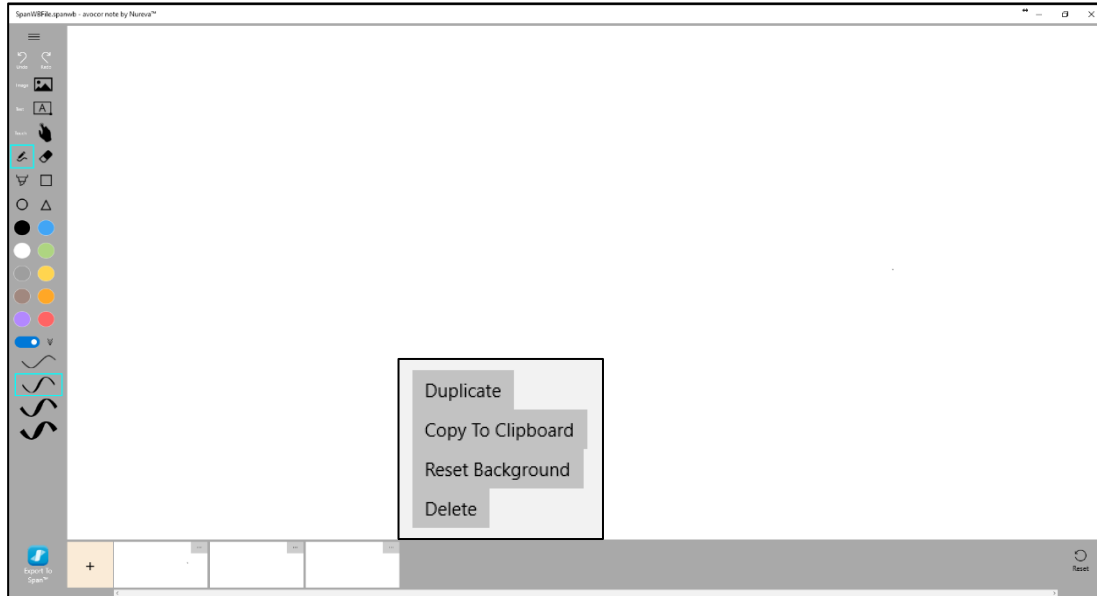
Within the Slide Management section of Avocor Note by Nureva, Users can add more slides by selecting the + slide function.

On the top of each of the slides there is a Menu option that gives four options.

Duplicating Slides

Users can duplicate any of their slides. This can be achieved by clicking / tapping the slide created, tap the menu option and select duplicate this will then duplicate the slide.

To move the location of the slide, click or tap and drag to a new location.

Copy to Clipboard

Users can copy any slide to their clipboard.   This can be achieved by clicking / tapping the slide, tap the menu option select Copy to Clipboard. The slide will be copied and can then be pasted to many applications including Microsoft Word, PowerPoint and OneNote 2016.

Reset Background

By selecting Reset Background, this will reset the background to a blank canvas.

Please note. *any inking on the slide will remain.*
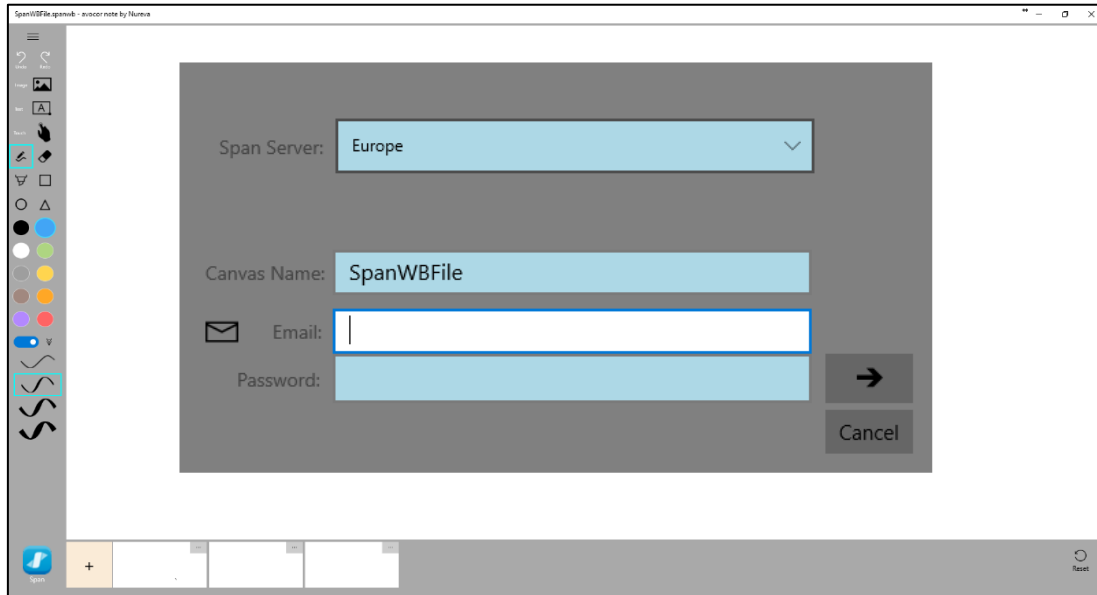
Deleting Slides

Slides can be deleted from the canvas. This can be achieved by clicking / tapping the slide created, tap the menu option and select Delete. Your slide will now be deleted.

Please note. *The Undo and Redo functions are not available when Duplicating, Deleting slides and Resetting Backgrounds.*

Export to Span

Avocor Note by Nureva gives users the ability to export your whiteboarding sessions directly into Nureva Span.

By selecting the Nureva Span icon on the Toolbar a box, this will launch a Login details box. Here you need to simply add in the server region you are in, name your Canvas, then finally enter your Nureva Span login details of email address and password.

To view your saved whiteboarding session, login to Nureva Span your session in the list of available canvases.

For information on Nureva Span, please go to www.nureva.com/span-system.

Toolbar Functions
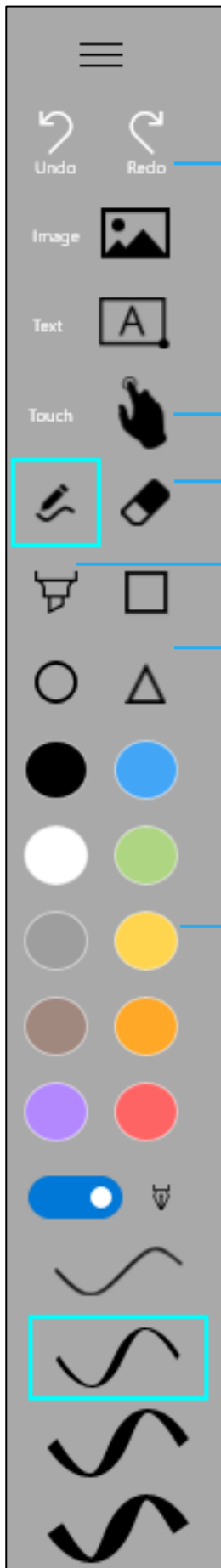
Avocor Note by Nureva, has undo and redo functionality allowing users to undo and redo inking, image and icon insertion.

When the Touch tool icon is clicked on the toolbar, this allows multitouch functionality, where images and text can be picked up and moved around the canvas easily.

Toggling either the pen or the eraser will enable inking or erasing of content.

The highlighter tool can be used to annotate over objects, text and backgrounds.

There are three different shapes to choose from – squares, circles and triangles. Select the shape required and use your finger and or stylus and draw on the display. The shape will appear with a box around it. You can then move the shape or simply click off it to place where drawn.

There are 10 ink colours to choose from.
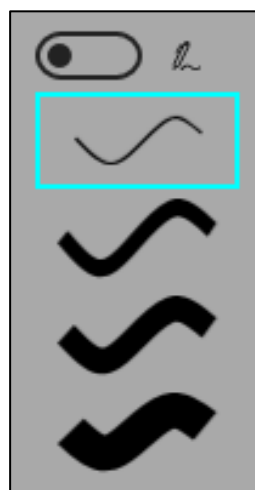
When Avocor Note by Nureva is opened, the Toolbar will show the Ink type and ink size.
The default ink is set to Calligraphic.
To change the ink type, click the ink switch and this can toggle between Calligraphic and normal.
There are 4 ink thicknesses which are easily changeable.

Reset

The Reset function completely resets the canvas you are working. This will delete all content. A text box will appear asking if you want to proceed.
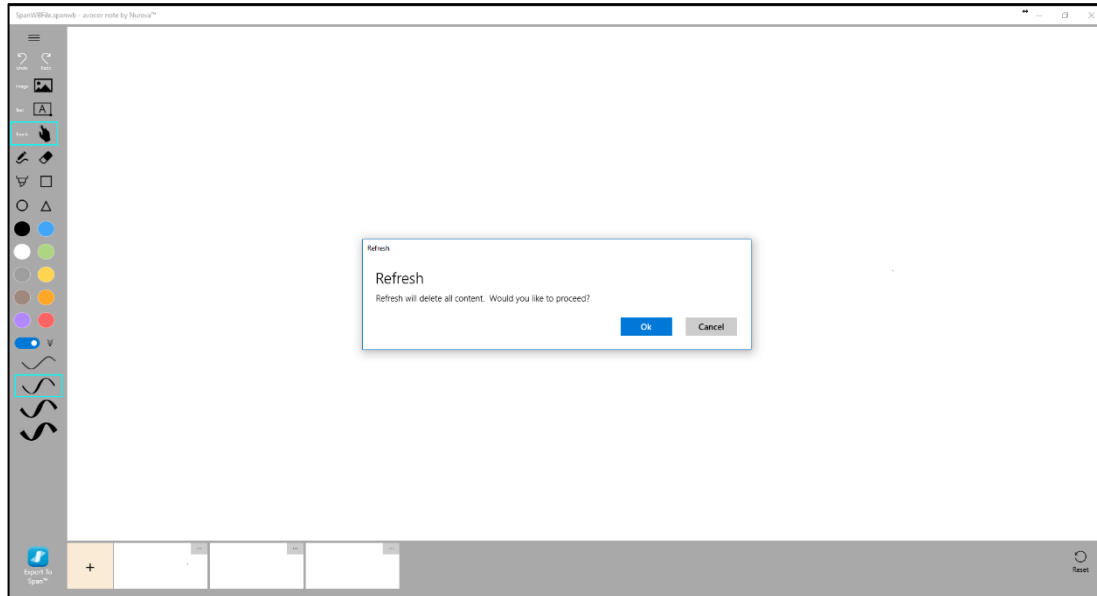
Please note. *All content will be deleted and the undo function is not available*

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