**Knowmia**

1. *Setting the Background:* 
   1. Create new steps > hold finger on thumbnail of a step > select Set Background
   2. You can select a solid color, pattern or your own image.
   3. **Note at the bottom you can select only this step or all steps**
   4. After you record a step only have the option to change its background
2. *Pen Tool*
   1. Hold finger on pen tool for options
      1. The felt pen gives you a transparent line
      2. Select pen tool, brush size, new drawing button and then the color tool > draw, e.g., square \* If you do not tap the new drawing button, the following drawings will be grouped together when you select anyone of them
      3. You can add to drawing > select drawing > menu > select add to drawing
      4. Cannot separate a drawing
      5. No erase tool > to erase select a pen and background color then draw over it
   2. Marker: Used for highlighting text or images > the more you draw over an object, the more opaque the color becomes.
3. *Shape Tool*
   1. Hold finger on shape tool to select options
   2. Can change line and fill color.
   3. Once a shape is drawn, you cannot change its ratio dimensions.
4. *Selection Tool*
   1. Draw an object on the screen > select the selection tool
   2. Tap on the object > menu options
   3. One finger on object to move it > two fingers to rotate and rescale it.
      1. Works same with text
   4. You can select multiple shapes by drawing a rectangle over them
   5. Menu > copy > select add media tool > paste
   6. Straighten option is for aligning an object straight, e.g., text
5. *Image Tool*
   1. Tap on image tool for three choices
   2. **Camera option** > after taking picture tap the Use button
      1. The image will automatically be select so you can resize and move it
   3. **Import media**
      1. When find image on iPad, tap down on it
   4. **Web search –** tap and hold to save image
6. *Text Tool*
   1. Tap text tool > tap screen > select font style and size > type > **Done button**
   2. You have to enter the break points for a new line manually
      1. If you need to go back to edit > select tool > tap > Edit menu
   3. With the select tool, you can move, resale, edit …
   4. To change color > select tool> color tool
7. *Pointer Tool*
   1. Used to point during presentation
   2. Using up to four fingers you can get four pointers at a time
8. *Props and Image Editor*
   1. Props are media elements that you prepare ahead of time to use in a lesson
      1. Similar menu a image tool, but props are held in the Lesson Props tray
      2. You can drag props to the whiteboard during presentation
      3. Before you let go of prop, use a second finger to resize and rescale
   2. Image Editor > select image on whiteboard > Edit
      1. Crop > use handles > tap OK to complete
      2. Set transparency > tap color you want to make transparent > tap apply button at top > OK
      3. To Edit in Prop > tap on prop > Edit menu
   3. Pasting into Prop > Copy image from web > tap on prop in tray > select paste
   4. Creating Props on whiteboard
      1. On a separate step create an object, e.g., text or a drawing >
      2. Position and resize > select > copy > paste into prop
9. *Lesson Info*
   1. Need to fill out in order to save
   2. Minimum of 5 tags
   3. Texts and links optional
   4. Description
   5. Privacy > choosing only you means that students cannot see it
   6. Leaving page saves it
10. *Importing PDFs* [*http://www.knowmia.com/watch/lesson/8553*](http://www.knowmia.com/watch/lesson/8553)
    1. Find pdf online > tap top right corner of actual web page > tap open in > open in Touch
    2. Select individual pages or All
    3. Importing as Props will put it in prop tray
    4. Importing as Steps will create each page on separate slide
       1. Consider creating a presentation first in powerpoint to get started on a knowmia lesson
    5. Once on whiteboard you can select it and enlarge
    6. On top of these pages you can add anything you want, e.g., text, highlighting , pointers, …
11. *Recording a Lesson* [*http://www.knowmia.com/watch/lesson/8561*](http://www.knowmia.com/watch/lesson/8561)
    1. You want to have any objects on the steps that are not props or being drawn or written during the lesson already on each step
    2. Tap Record Lesson Button at the bottom
    3. Anything you ***say*** or do now will be recorded.
       1. Tap stop > tap play to preview
       2. Once you start recording you can pause to add content that you do not want to take time to show during the recording, e.g., like drawing an equation that you want to explain how to solve.
       3. \*\*Stay within the step when you Pause. Going to another step will canel the pause
    4. Duration of lesson will be clocked at the top of the screen
12. *Adding Face to Recording*
    1. Tap the Face Recording Toggle button to On
    2. You can drag your face to any corner. Once recording cannot move face
    3. When you stop recording and tap play button > a message will pop-up > select prerender. Prerendering will save time when you publish
    4. You can delete recording on a slide > tap thumbnail > Delete recording
13. *Managing Steps*
    1. You can reorder slides by dragging thumbnails
    2. Clearing a slide erases everything on the slide, but does not delete the slide
14. *Importing Video into Lessons*
    1. Tap on thumbnail > select import video
    2. Built-in camera: after recording live video tap Use button
       1. Tap Play button to preview
15. *Importing and Exporting Lessons*
    1. These files can only be played in Knowmia
    2. Tap menu at the top of screen
       1. Select Export Lesson
       2. Select where you want to export
    3. To import from Cloud go Back to Saved Lessons > Import button at the top right
    4. To import from iPad to computer > in the menu export options there are directions