

Quick Reference Numonics IPM Help Sheet

Tricks and Tips to Make Common IPM Tasks Easier

I. Change the default “save” settings to prevent saving unnecessary files.

Steps To Set Up “Prompt to Save” Virtual Whiteboard Sessions:

1. Launch the Virtual Whiteboard.
2. Click **Format** and **Options**.
3. At the bottom left of the Sessions Properties window, put a **checkmark** in the box beside **Prompt to Save** and put a **checkmark** in the box beside **Set as Default**.
4. Click **OK**.

II. Make the IPM program easy to locate.

Steps for Placing the IPM Shortcut on Your Desktop:

1. Click **Start**, then **All Programs**, then **Interactive Presentation Manager**, and finally **right click** on **IPM Selections**.
2. Next click **Send To**, and click **Desktop (create shortcut)**
3. Now you can access the Softkey editor and the VWB resources easily.

III. Make websites easy to add to presentations.

Steps for Placing an Internet Shortcut icon on the Desktop

1. Go to the Internet and go to exact spot on the site where you want your students to work.
2. Once you've arrived at the site, click **File** on the menu bar, and then click **Send** and **Shortcut to Desktop**.
3. Close the Internet.
4. Notice the shortcut on the desktop. You can now drag it to the word “define” on a softkey of your choice.
5. Delete the shortcut remaining on the desktop OR save it in a file on the desktop after you have saved your softkey set.

IV. Make the “snapshot” feature able to copy user-defined selections.

Steps for Making Snapshots User-selectable

1. Open the Softkey Editor and click **Define** for the Snapshot softkey.
2. Click **Select** and **Customize**.
3. Click **User Selectable Area**.
4. Click **OK**.
5. Save this Softkey Set as **Snapshot Ready.sky**.
6. After saving, then click **Save As Default**.