



**Improved  
Toolbar**



**Lockable  
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**Improved  
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## Improved Toolbar



### New Zoom Icon

Right click on the Zoom Icon to choose from Zoom In, Zoom Out, and Zoom Full

### Import File Icon

Insert Picture, Video, Audio, and Flash files into your mimio notebook slide.

### Screen Clipping Icon

This feature is now added as a separate Toolbar icon.

### Color Transparency Preview

The front box indicates the primary color. The back box is used to indicate the fill of shapes.

### New Transparency Icon

Set the transparency of any object level to 0%, 10%, 25%, 50%, 75%, or 90%.

### Color Palette Icon

Choose from 48 additional color choices or define custom colors.

### Applications Icon

Choose from Calculator, Magnify, Recorder, Reveal, Spotlight, Text Tools, and Web Browser.

### Gallery Icon

Access the new Gallery Window using this icon.

### Screen Annotation Icon

The term "Screen Markup" has been changed to "Screen Annotation".



## Lockable Objects


You can lock any object to a page in mimio Notebook. The main benefit of using locking is that locked objects cannot be accidentally selected.

- To lock objects
  - Click on the object(s) that you wish to lock
  - Click on Format→Locking→Lock
  - OR
  - Right-click on the object(s) that you wish to lock
  - Click on Lock
- To unlock objects
  - Click on Format→Locking→Unlock All
  - OR
  - Right-click anywhere in mimio Notebook
  - Click on Unlock All



## Transparent Objects

You can set the transparency of any object in mimio Notebook.

- To set transparency
  - Click on the object(s) that you wish to set transparency
  - Click on the Transparency Icon 
  - Choose from 0%, 10%, 25%, 50%, 75%, and 90%.



The mimio Gallery now opens in a separate window to allow for easier navigation and access.

The screenshot shows the 'mimio Gallery' window. At the top is a search bar. Below it is a tree view of folders: Gallery, Geography, Mathematics, Miscellaneous, Music, Planning and Administration, Reading and Language Arts, Science, Social Studies, Sports and Recreation, Tools and Templates, and Screen Annotations. At the bottom are four category buttons: Images, Templates, Multimedia, and Lessons. Three callout boxes point to these features: 'Navigation' points to the folder tree, 'Keyword Search' points to the search bar, and 'Screen Annotations' points to the 'Screen Annotations' folder in the tree.

**Navigation**  
Navigate using collapsible folders.

**Keyword Search**  
Use the keyword search box to search for item titles or keywords.

**Item Categories**  
Gallery items are automatically placed into appropriate categories (images, templates, multimedia, and lessons).

**Screen Annotations**  
Screen Annotations are included in a folder within the mimio Gallery

The Gallery contains content separated into the following 4 categories:

**Images** include pictures and graphics.

bmp, jpg, gif, png, tif, wmf, emf

**Templates** include backgrounds and predefined page layouts.

Single pages of an .ink file (can be created by dragging in a page from multipage view and/or right click dragging images from single page view), bmp, jpg, gif, png, tif, wmf, emf

**Multimedia** includes movies, animation, and audio.

Movies: avi, mpg, mpeg, m1v, asf, wmv

Audio: wav, mpa, mp2, mp3, au, aif, aiff, snd, wma, mid, midi

Animation include flash animations.

.swf

**Lessons** include lessons created using mimio Notebook and imported documents.

ink Files (mimio), ppt, pptx (Powerpoint), doc, docx (Word), pdf (Adobe)



## Multimedia Support

mimio Notebook now supports Video, Audio, and Flash files. All three formats are presented in mimio Notebook as an object. You can move, resize, and rotate these objects just like any other object (image, textbox, etc.). You can also format these multimedia objects (locking, transparency, order, grouping, etc.).



**AUDIO**



**MOVIE**



**FLASH**



## Import Documents

.doc, .ppt, and .pdf files can be directly imported into mimio Notebook, each page imported as an image on a separate mimio Notebook page.

- To import, you can do one of following:
    - Click on **File→Import**
    - Click on your desired file and press Open.
    - On the bottom left corner of mimio Notebook, the words "Loading Document" will appear until the file is imported into mimio Notebook.
  - OR
  - Click and drag the file icon into mimio Notebook.
  - On the bottom left corner of mimio Notebook, the words "Loading Document" will appear until the file is imported into mimio Notebook.
- Each .doc, .ppt, or .pdf page will be entered on a separate page in mimio Notebook.
  - Note: All animations, hyperlinks, etc. are lost when importing .doc, .ppt, and .pdf files. The page images are introduced in mimio Notebook as templates.
  - Consider using the Zoom Tool when presenting these Imported Documents.