

# Planar TouchMark User Guide



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# Contents

<b>Introduction</b> .....	5
Installing the Software.....	5
System Requirements.....	5
Obtaining a License.....	5
Activating a License .....	6
<b>Getting Started</b> .....	7
Annotation Mode .....	7
Whiteboard Mode.....	8
Navigating the Toolbar .....	9
File Menu .....	10
Edit Menu .....	11
Settings Menu.....	11
Maximizing and Minimizing the Toolbar.....	15
Slide Management .....	16
Keyboard Shortcuts.....	16
Drawing Tools.....	18
Capture Tools .....	23
<b>Accessing Planar’s Technical Support Website</b> .....	25



# Introduction

Planar® TouchMark™ is the premier collaboration solution for annotation and whiteboarding. This easy-to-use software provides the essential toolset for collaborating on-screen in meeting rooms and classrooms. Planar TouchMark pairs nicely with any of Planar's touch-enabled displays, many of which support multi-user drawing and interaction. Optimized for resolution up to Ultra HD, Planar TouchMark is suitable for a wide range of displays and sources.

## Installing the Software

### System Requirements

For optimal performance, be sure to install the software on a computer that meets these minimum requirements.

	Minimum	Recommended
<b>Operating System (32/64 bit)</b>	Windows Vista™	Windows 7 or newer
<b>Processor</b>	1GHz Single Core	2GHz Dual Core or higher
<b>RAM</b>	2GB	3GB or higher
<b>Graphics</b>	128MB integrated	256MB dedicated

**WARNING!** Once the license has been installed, it cannot be removed and installed on a different computer. Be sure to verify these requirements are met before installing the software.

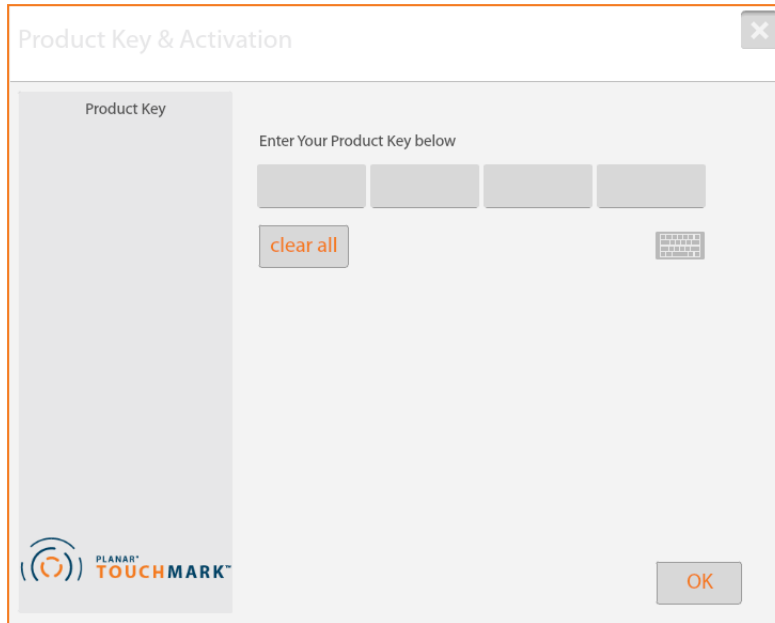
### Obtaining a License

Licenses for Planar TouchMark are distributed via license keys. Single license keys are provided complimentary with select Planar touch-enabled displays. For more information on qualified models, go to <http://www.planar.com/TouchMark>.

License key cards can be found inside the accessory kit of qualified Planar touch-enabled displays. If the license key card is lost or missing, the license key can be obtained by contacting Planar Technical Support at + 1-866-752-6271. Licenses can also be purchased on <http://www.planaronline.com> or through an authorized Planar reseller.

## Activating a License

- 1 Go to <http://www.planar.com/TouchMark>.
- 2 Click the **Download** button to download the installer.
- 3 After you install the software and open it, an activation window will appear.



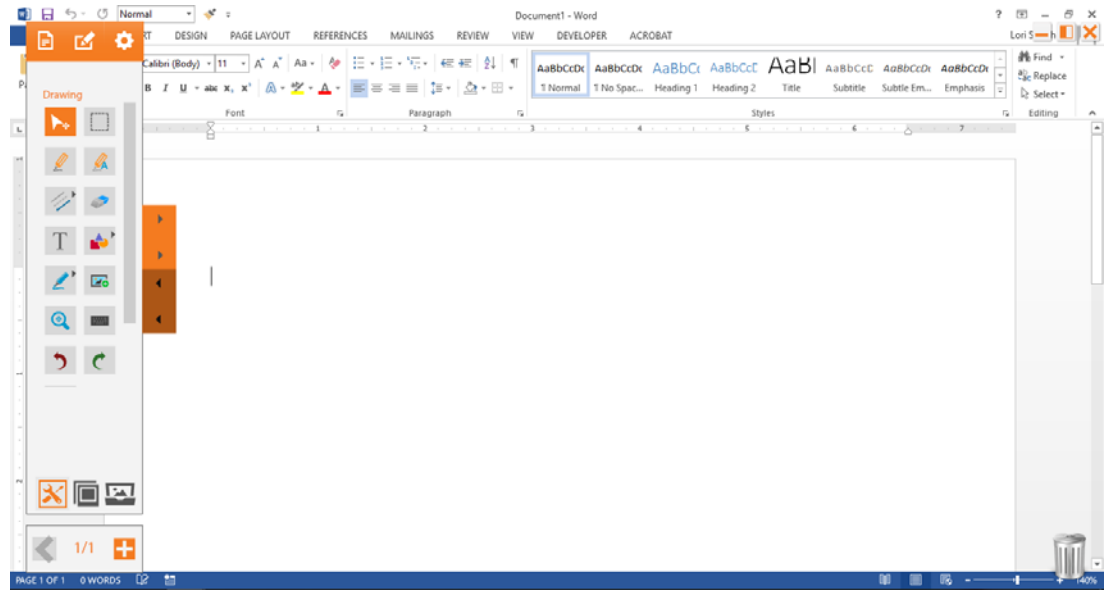
- 4 Type the 16 character license key and click **OK**.

**Note:** The 16 character license key may be located on the Planar TouchMark Software License Key Card.


# Getting Started

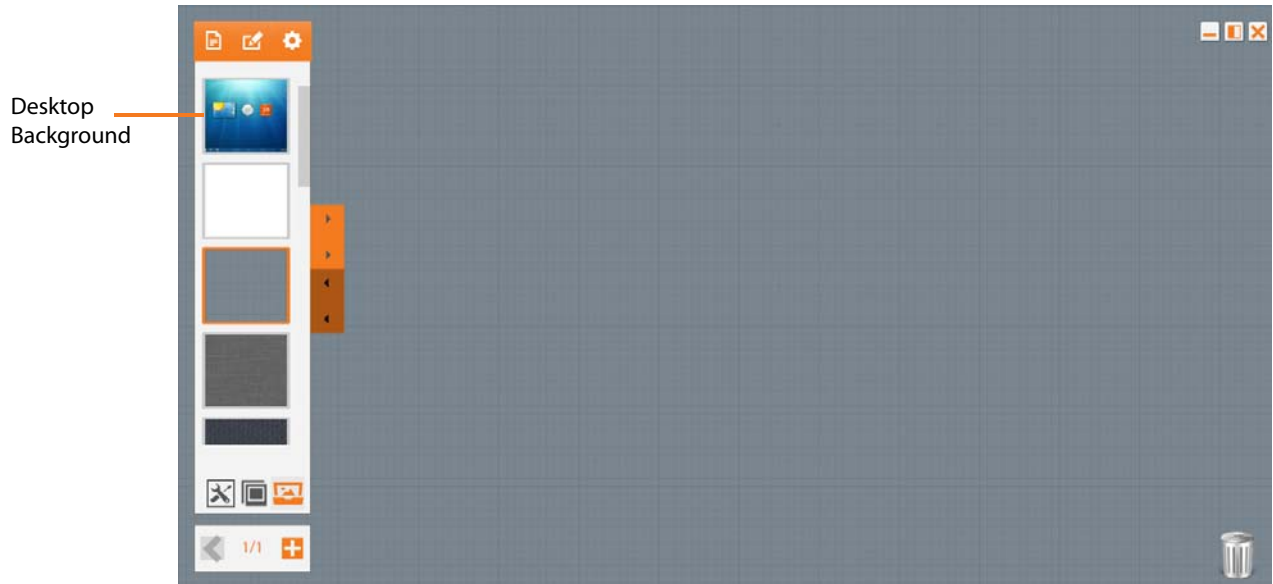
## Annotation Mode

By default, Planar TouchMark opens in Annotation mode. In this mode, Planar TouchMark acts as a transparent layer over any application on the desktop, whether it is an Office document, image file, web browser, or even the desktop itself. After Planar TouchMark is opened, the toolbar will appear and you can make annotations onto whichever application is on display.



## Whiteboard Mode

To switch to Whiteboard mode, you can select a background. To select a new background, select the Background tab (  ) and choose a background from the list. The selected background will appear over the desktop and any open applications.

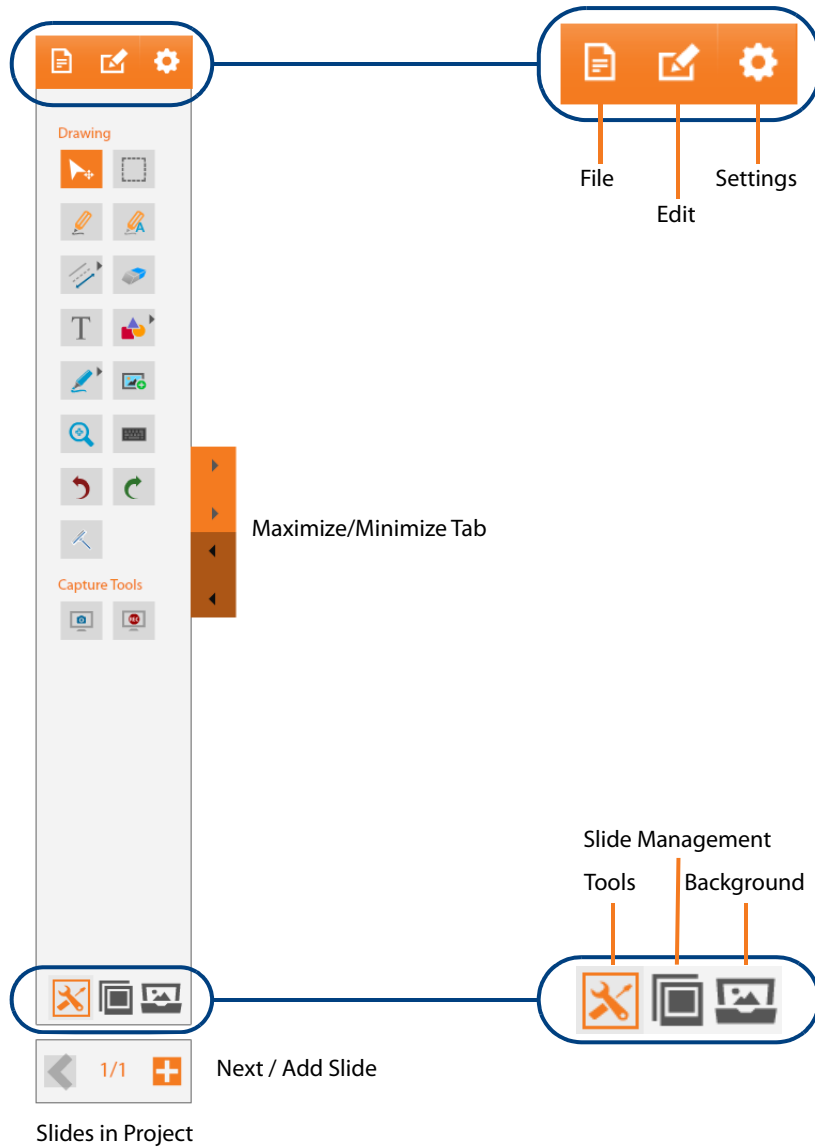


To switch back to Annotation mode, select the desktop background from the list.

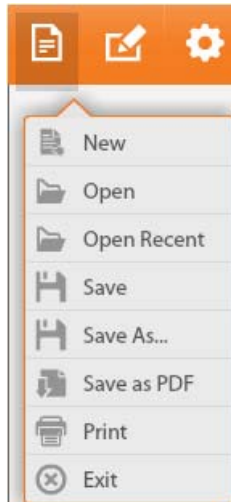


# Navigating the Toolbar

All annotation and whiteboard features can be accessed via the Toolbar.



## File Menu



### Creating a New Project

A new project file is automatically created when Planar TouchMark is opened. To create a new project at any time, select **File > New**.

A prompt will appear, asking for the entry of a project name. Type a name for the project and select **OK**. The name can be changed later from the Slide Management tab.

### Opening a Project

Select **File > Open** to access an existing project. When the file explorer window appears, find and select the desired project. Planar TouchMark can open *.ptm* files only.

### Saving a Project

There are two options to save a project.

- Save

Select **File > Save** to save the project. A file explorer window will appear and prompt where the file is to be saved in *.ptm* format. When saving in *.ptm* format, you can later open the file and edit the annotations in the project. Files in *.ptm* format can only be opened on Windows computers with Planar TouchMark installed.

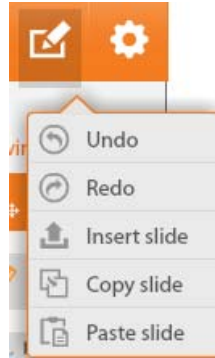
- Save as PDF

Select **File > Save as PDF** to save the project. A file explorer window will appear and prompt where the file is to be saved in *.pdf* format. When saving in *.pdf* format, you cannot open the file and edit the annotations in the project. Any device with the ability to view PDF files will be able to open the file.

## Printing a Project

Select **File > Print** to send the project slides to a printer.

## Edit Menu



**Edit > Undo** will undo the last action.

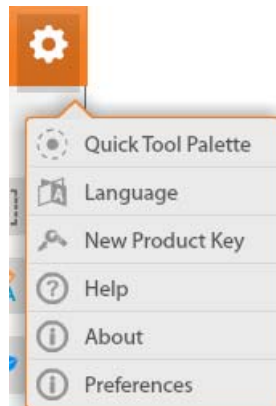
**Edit > Redo** will redo the last action.

**Edit > Insert slide** adds a new slide after the current slide.

**Edit > Copy slide** allows you to copy the current slide.

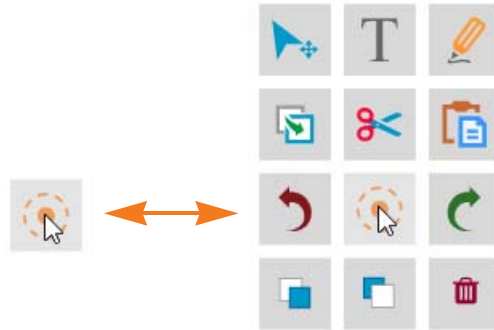
**Edit > Paste slide** allows you to paste the copied slide at the end of the project.

## Settings Menu



### Quick Tool Palette

Select **Settings > Quick Tool Palette** to open the Quick Tool Palette. The Quick Tool Palette provides quick access to useful tools. The palette can be moved by clicking or pressing the center button and dragging it to the desired location. Clicking or pressing the center button also toggles the Quick Tool Palette between a minimized and maximized state.



### Language

Select **Settings > Languages** to choose the preferred language from a menu of over 40 different language options.



## New Product Key

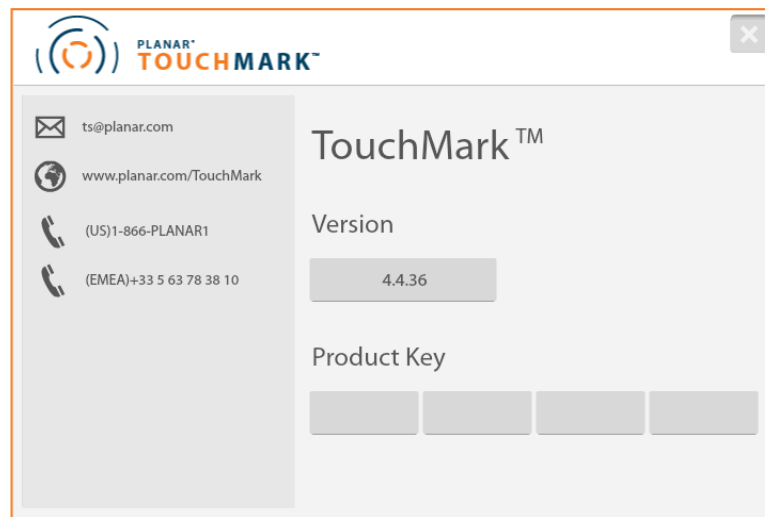
Select **Settings > New Product Key** to view the current Planar TouchMark product license key. Do not clear your product key or enter a new product key unless instructed to by Planar Technical Support.

## Help

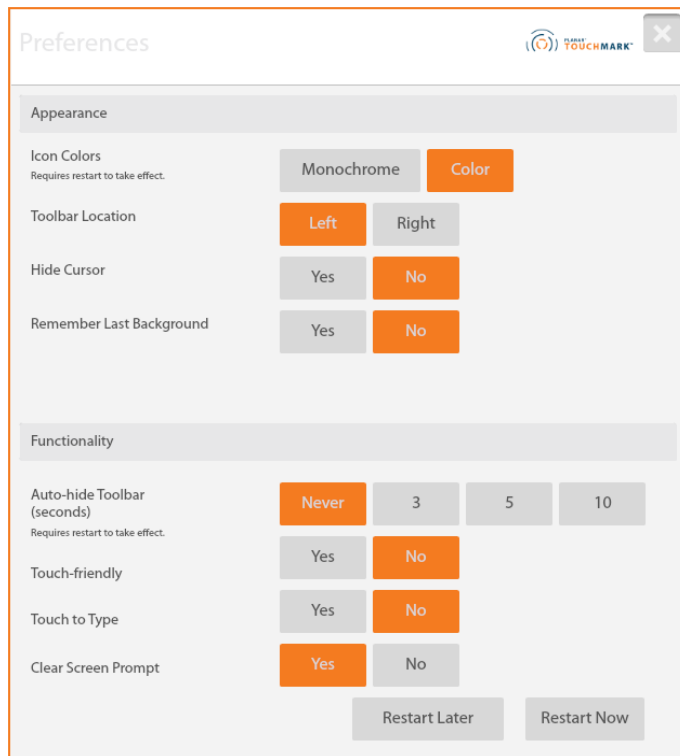
Select **Settings > Help** to redirect to [www.planar.com](http://www.planar.com).

## About

Select **Settings > About** to view Planar Support contact information, software version number, and product key.



## Preferences



**Icon Colors:** Change toolbar icons to color or black and white (monochrome).

**Toolbar Location:** Select the location of the toolbar from either the left or right side of the screen.

**Hide Cursor:** This function will hide the cursor while Planar TouchMark is the active application. It will prevent the mouse cursor and other drawing cursors from being shown.

**Remember Last Background:** If **Yes** is selected, Planar TouchMark will remember the last used background when closed and re-opened. If **No**, Planar TouchMark will open in Annotation mode.

**Auto-hide Toolbar:** Select the amount of delay in seconds before the toolbar becomes hidden. The default is never to hide the toolbar automatically.

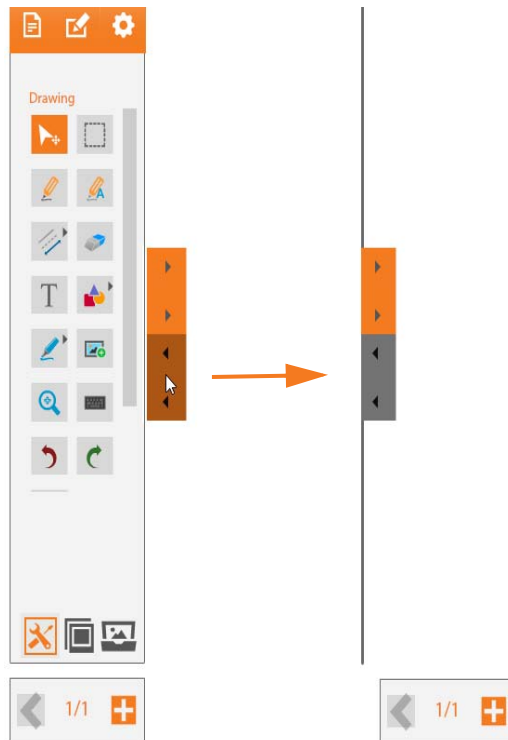
**Touch-friendly:** If a touchscreen is detected by the software, the default should be **Yes**. Touch-friendly mode will show larger handles around images and other selected items.

**Touch to Type:** Touch to Type is a useful feature for creating a project with a mouse and keyboard. When **Yes** is selected, click on the canvas where you want to type, and then start typing. The text will appear immediately starting at that location without having to create a text box.

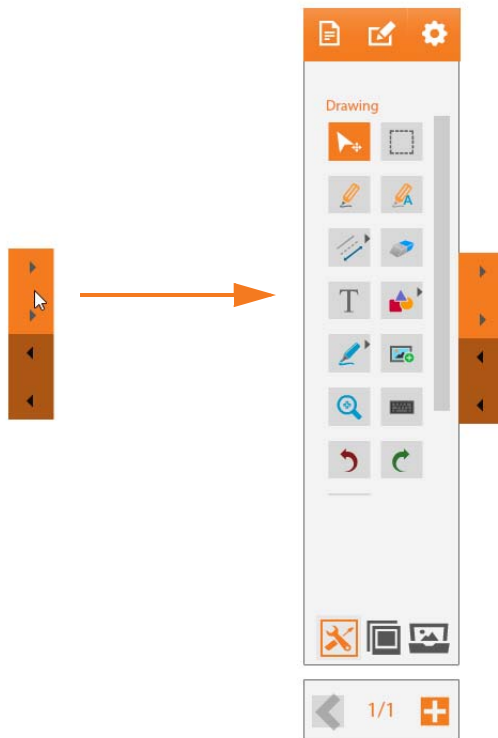
**Clear Screen Prompt:** Select **Yes** if you want to be prompted before the screen is cleared. Otherwise, select **No**.

## Maximizing and Minimizing the Toolbar

To minimize the toolbar, click or tap the left arrows.



To maximize the toolbar, click or tap the right arrows.

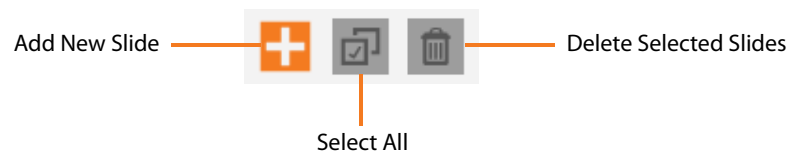


## Slide Management

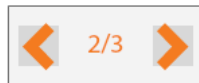
The Slide Management area will show the name and thumbnails of the current project. To change the name of the project, select the current name, and edit as required. To load a slide directly, click on the corresponding thumbnail.

Slides can be re-ordered by pressing and holding a thumbnail for one second, and dragging to the required location. A glowing outline indicates that the slide is ready to be moved. A bar will appear to indicate where the slide will be inserted when released.

Additional tools to manipulate slides are located at the bottom of the Slide Management area:



The ability to navigate backwards and forwards through slides is available at the very bottom of the Sidebar. Tap < to navigate backward, and > to navigate forward.



Once the final slide has been reached, the icon will change to a "+" icon, to add a new slide.



## Keyboard Shortcuts

Keyboard shortcuts will work when Planar TouchMark is the active application.

### Tools

CTRL + 0 – Switches between Cursor and Pen Tool

CTRL + 1 – Switches between Eraser and Pen Tool

CTRL + 2 – Clear Screen

CTRL + 3 – Black Pen

CTRL + 4 – Red Pen

CTRL + 5 – Brown Pen

CTRL + 6 – Green Pen

CTRL + 7 – Purple Pen



CTRL + 8 – Blue Pen  
CTRL + A – Selection Tool  
CTRL + H – Highlighter  
CTRL + I – Image Gallery  
CTRL + K – Keyboard  
CTRL + L – Line Tool  
CTRL + T – Text Tool

#### Commands


F12 – Switch Monitor  
CTRL + S – Save  
CTRL + C – Copy  
CTRL + V – Paste  
CTRL + X – Cut  
CTRL + Y – Redo  
CTRL + Z – Undo

#### Navigation

CTRL + Tab – Toggle Sidebar View  
CTRL + , (comma) – Previous Slide  
CTRL + . (period) – Next Slide  
CTRL + F – First Slide  
CTRL + G – Last Slide  
CTRL + M – Insert New Slide


## Drawing Tools

### Cursor

Select the cursor tool (  ) to enable a standard mouse pointer. In this mode, the cursor can select and manipulate items on-screen.

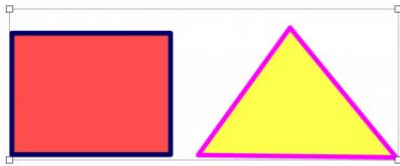
The cursor tool is available at the top of every toolset.

### Selection Tool


If a background has been applied, activating the selection tool (  ) is not necessary to select items. Clicking/tapping and dragging the cursor tool will automatically draw a selection box around any items in its path.

If Annotation mode is active, the cursor tool will interact with the desktop. Therefore, it is necessary to enable the selection tool to select multiple items.

Below: Two individual objects have been selected by using the selection tool, which enables them to be moved or resized as one object.



### Pen Tool

The pen tool (  ) can be used to annotate over Planar TouchMark objects, backgrounds, and, when Annotation mode is active, even desktop applications.

The pen's thickness, opacity, and color can be adjusted before and after annotating. Prior to annotating, the Pen Tool's properties box appears as below:



After annotating, select the object, and the properties box will reappear with additional options. Adjust the properties as required.



## Handwriting Recognition

Use the handwriting recognition tool (  ) to write the desired word or sentence. When finished, tap or click the enter icon (  ) and it will convert into text.


### Windows Users

Planar TouchMark uses the Microsoft in-built handwriting recognition facility and therefore will convert into the language configured within your Windows Operating System.

For Windows 7 and above, refer to the Microsoft website for more information.

<http://windows.microsoft.com/en-gb/windows7/download-a-language-pack-to-get-handwriting-recognition-for-another-language>

## Lines

There are three different types of line that can be drawn – dashed, arrow head, or solid. Select the line tool (  ), and choose the type of line required. The tool will remember which line was previously used, and will enable it by default.




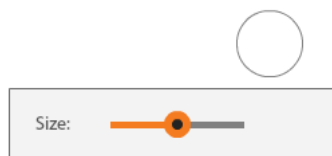
For each line type, thickness, opacity, and color can be customized.

In addition, the dashed line supports custom dash length and dash spacing.


Once a line type has been selected, it will be highlighted to indicate it is active. Click or press and drag to draw the line.

## Eraser

Use the eraser tool (  ) to delete screen objects, including pen and highlighter annotations, lines, and shapes. The eraser can be resized using the properties box.

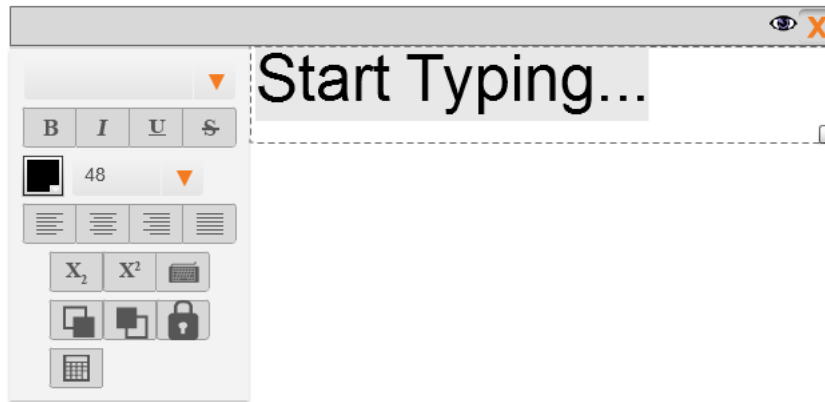


## Text Box


When the text box tool (  ) is initialized, the cursor will change to a crosshair to indicate that a text box is ready to be created.

Click or tap once for a text box to be automatically created with a default width, or hold and drag to create a custom width. The words “Start Typing...” will be generated.

Text font, color, and size can be customized. The text box also supports bold, italics, underlining, strikethrough, superscript, subscript, and text align.




The width of the text box can be adjusted by dragging the bottom right corner. The height will adjust automatically as text is entered.

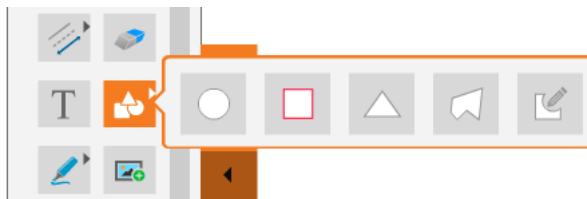
After text has been entered, click or tap away from the text box to hide the text controls. Alternatively, click the eye icon (  ) at the top right.

To move the location of the text box, click or tap and drag to the new location. To enter editing mode again, double-click /tap.

## Shapes

In the shapes tool (  ), there are three different shapes to choose from – circles, quadrilaterals, and triangles. In addition, it is possible to draw a free shape, or use shape recognition.

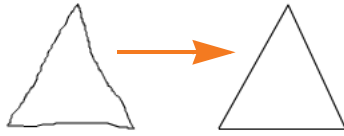
Select the shapes tool, and choose the type of shape required. The tool will then remember which shape was previously used, and will enable it by default.




Thickness, opacity, and color can be customized.

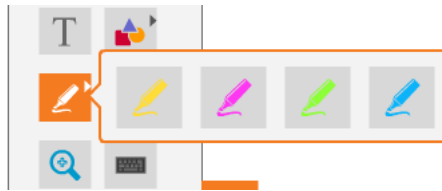
Once a line type has been selected, the cursor will show as a crosshair. Click/press and drag to draw the shape.

Below: Using shape recognition, a triangle is drawn.





### Highlighter Tool

The highlighter tool (  ) can be used to annotate over Planar TouchMark objects, backgrounds, and, when Annotation mode is active, even desktop applications. Thickness and opacity cannot be adjusted prior to drawing on the screen.



After annotating, select the object, and click or tap the settings icon to show the object properties box. Adjust the properties as required.

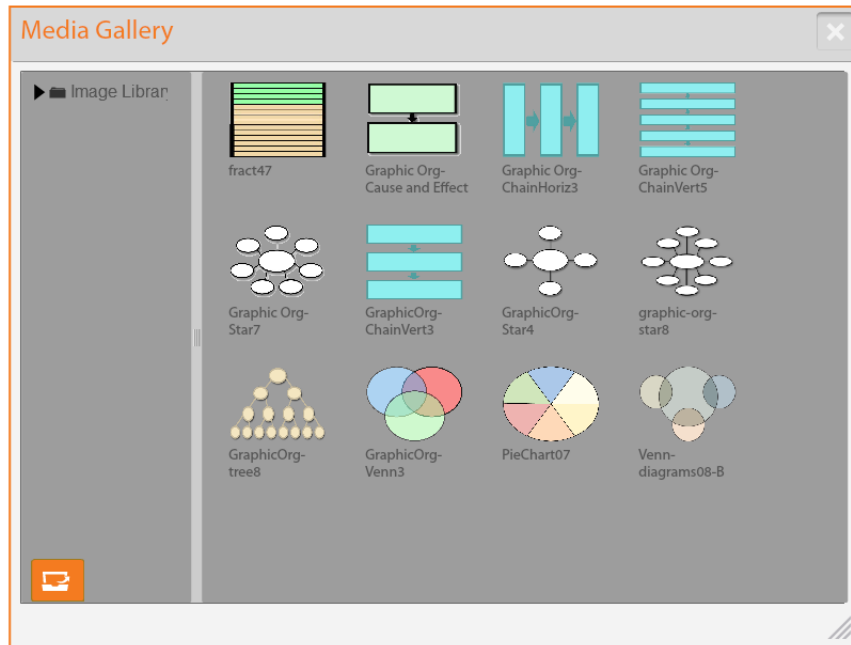
### Media Gallery

Select the media gallery tool (  ) to import an image into your project. To import your own image, click the import icon (  ) at the bottom left of the gallery. JPG, PNG, BMP, FLV, SWF, and QWV media formats are supported.

In addition, images can be imported from an Internet Explorer, Chrome, or Firefox web browser. Enter Annotation Mode and drag the image over the Planar TouchMark sidebar. A thumbnail of the image will appear with a plus icon. Release the image and it will appear as a Planar TouchMark object.


**Note:** The image type must be one of the supported file types.

Planar TouchMark also comes with a built-in image gallery. To bring an image from the gallery into the project, click or tap it. The image can be resized and rotated.

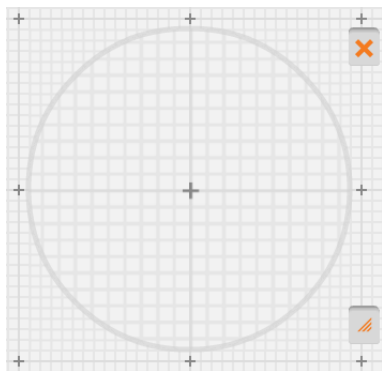


For more options such as cut, copy, paste, and bring forward/send backward, right-click on the image to show the Quick Tool Palette.


### Magnifying Glass

The magnifying glass tool (  ) will magnify anything that appears on screen.

Click or press and drag the magnifying glass to move it around the screen. Adjust the size of the magnified area by dragging the resize button, and tap the X to close it.





## On-screen Keyboard

The Planar TouchMark keyboard (  ) will appear on-screen and can be used to type into a Planar TouchMark text box. In addition, when in Annotation mode, it can be used to type into any open application, such as an Internet browser, office program, or other third-party programs.




## Undo/Redo

The undo button (  ) will undo any annotation. This can be repeated multiple times to undo further actions.


The redo button (  ) will redo any annotation. This can be repeated multiple times to redo further actions.

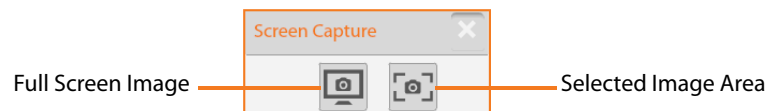
## Clear Screen

The clear screen tool (  ) will clear all objects that are currently on the slide. A prompt will appear to confirm that the screen should be cleared.


# Capture Tools

## Screen Capture

Use the screen capture tool (  ) to save a snapshot image of the entire screen or of a specific area. After an image has been taken, it will appear inside Planar TouchMark. A copy of the image will also be stored in your user directory under *TouchMark\Capture*.



## Screen Record

The screen record tool (  ) will record a video of all screen interactions. Click the icon to start recording. Once recording has begun, the tool will flash red to indicate recording is in progress.

To stop recording, click the icon again. A prompt to save the video will appear.



# Accessing Planar's Technical Support Website

Visit <http://www.planar.com/support> for the following support documents and resources:

- User Guide
- Touch screen drivers
- Standard warranties
- Planar support hotline number and email

