SHARP

SHARP TOUCH VIEWER OPERATION MANUAL

Version 1.3

# Contents

Important Information

- This software has been shipped after strict quality control and product inspection. If, however, you find any failure, contact your product dealer.
- Please understand that SHARP CORPORATION bears no responsibility for errors made during use by the customer or a third party, nor for any other malfunctions or damage to this software arising during use, except where indemnity liability is recognized under law.
- Transcribing or duplicating part or all of this manual and/or this software without permission from our company is not permitted.
- As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice.
- The screens and procedures are examples. The contents or details may vary depending on the screen configuration and OS version, etc. Windows 7 is used as an example in this manual.
- This manual does not contain basic operating instructions for Windows.
- This manual assumes use in landscape orientation, except where specifically noted.
- The paths used in this manual assume the case where this software being installed in the default folder. The actual path may vary depending on the folder specified during installation.

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Introduction

This software is a tool that helps maximize the effectiveness of a Touch Panel used for meetings and other lively discussions.
This tool lets you display a variety of files during a meeting, etc.
You can change the position and size of the displayed data, rotate and write on the data, and save the data.
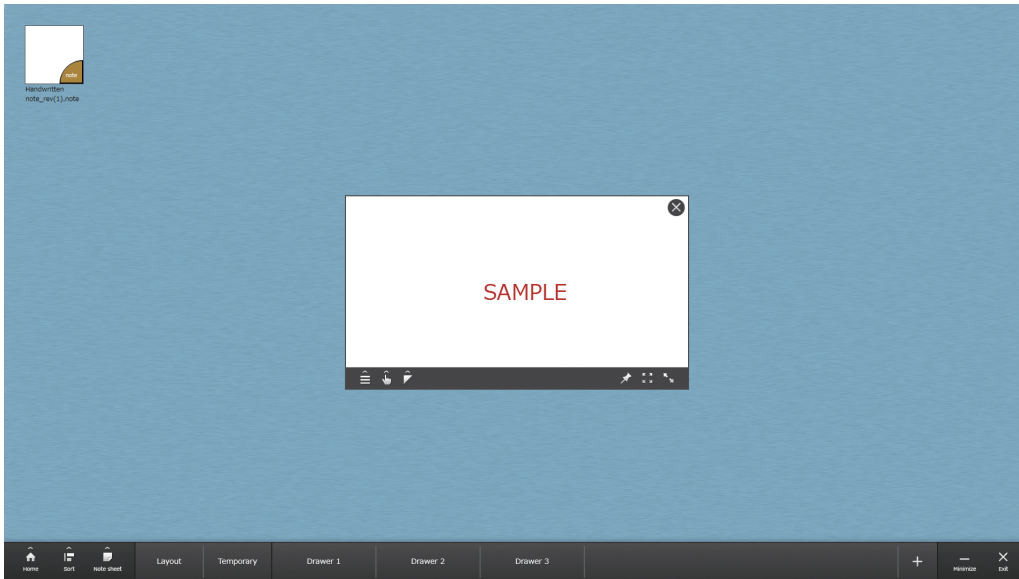
The following files can be displayed in this software:

Image files	JPG (JPEG/JPE), PNG, TIF (TIFF), BMP
Microsoft Office files *1	DOC (DOCX) *4, XLS (XLSX), PPT (PPTX)
PDF files	PDF
Video files *2 *3	WMV, AVI, MP4, FLV
Web pages	URL

*1 Microsoft Office 2010, 2013 or 2016 must be installed on your computer.
*2 A codec may be separately required.
*3 4K video is only supported on Windows 10.
*4 Only .DOCX files created by Word 2010/2013/2016 can display Ink data.

TIPS

• This manual explains how to use the touch panel.
• The software indicated below is referred to as "touch pen software" in this manual.
  This manual assumes that the touch pen software is set as indicated below.
  The touch pen software varies depending on the model you are using. Some models do not use the software. For details, see the manual for your model.
  Touch Pen Utility: "Input mode" is set to "Standard".
  Touch pen Management Tool: "Touch Operation Mode Setting" is set to "Standard Touch Mode".

System Requirements

OS	Windows 7 (32-bit or 64-bit version), Windows 8.1 (32-bit or 64-bit version), Windows 10 (32-bit or 64-bit version)* * Use in desktop mode.
CPU	Intel Celeron B810E 1.6 GHz or faster Intel Core i7-3517UE 1.7GHz or faster is recommended
Memory	At least 2 GB
Free space on hard drive	At least 5 GB (free space separately required for data storage)
Display resolution	1920 x 1080, 3840 x 2160

To use Pen Software functions, Pen Software Version 3.3 or later must be installed on your computer.

Installing the Software

Use Information Display Downloader to download the setup program.
For details on Information Display Downloader, see the Information Display Downloader Operation Manual.

!Caution

- This can only be done by a user with administrator authority.

1. **Exit all applications that are running.**
2. **Double-click the downloaded setup program.**
3. **For the remainder of the procedure, follow the instructions shown on the screen.**
   - When the "User Account Control" dialog box appears, click "Yes" (or "Allow").
   - When a security warning screen (The publisher could not be verified.) appears, click "Allow".

This completes the installation of this software.

TIPS

- The first time you use this software, launch the software with the touch panel connected to the computer on which the software is installed.
  This software cannot be started without a touch panel connected.
  Connection of a touch panel is only necessary the first time you start this software. After the first time, this software can be started without a touch panel connected.

About this software

Starting

Follow the steps below to start this software.
- On the desktop, touch the "SHARP Touch Viewer" shortcut icon ( ) twice quickly (or double-click the icon).
- Click the "Start" button, and then select "All Programs" - "SHARP Touch Viewer" - "SHARP Touch Viewer".

Flow of operation

Preparations

1. **Prepare a folder containing the meeting materials (files)**
2. **Register the prepared folder (see page 7)**

▼

Meeting

3. **Display the meeting materials (files) using this software (see page 12)**
   - You can display multiple files.
     You can change the position and size of the files.
   - You can write notes with your finger or touch pen on the display. (See page 20.)

▼

Save

4. **Save the meeting state**
   - Before exiting, you can also manually save the layout * as a layout file. (See page 24.)
   - You can export the displayed files and the layout to, for example, resume a meeting using a different computer. (See page 24.)

▼

Exit

5. **Exit this software**
   - The layout * is saved when you exit. You can resume the meeting the next time you start this software.
   - You can close all displayed files before exiting. (See page 24.)

▼

Resume

6. **Restore the meeting state and resume the meeting**
   - You can open a saved layout file to resume a meeting. (See page 25.)
   - By importing exported data, you can even resume a meeting using a different computer. (See page 25.)

* Sheet position, size, and handwritten data are saved. The displayed file itself is not saved. For details, see page 24.

TIPS

- You can have the layout * saved automatically when the meeting ends, and start with a blank work area the next time the software is started. Or you can select "Public meeting mode" to have the data automatically deleted when the meeting ends. (See page 26.)

About the screen
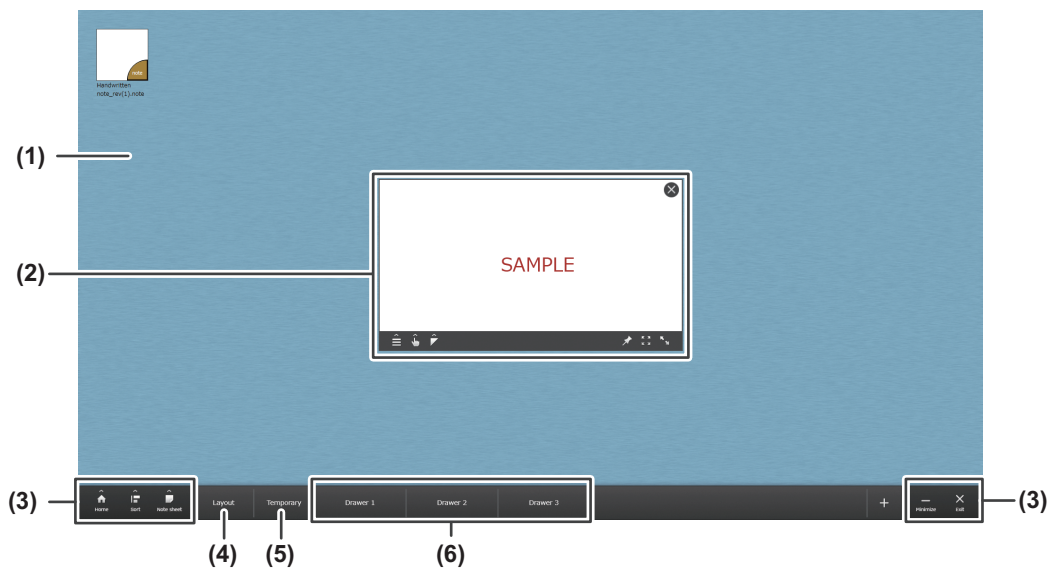
(1) Work area

Area for displaying files. (See page 10.)

(2) Sheet

File shown in the work area.

1 file is shown on 1 sheet.

(3) Tools

Use to perform overall this software actions.

⌂ : Shows the Home Menu.

Web Sheet	A Web page from the Internet can be shown on the sheet. (See page 13.)
Add Sheet	Display a file that is not from a drawer in the work area. (See page 12.)
Start SHARP Display Connect...	Use to start SHARP Display Connect. For information on SHARP Display Connect, see the SHARP Display Connect Operation Manual.
Capture	Capture the entire screen as an image in the work area.
Clear Work Area	Return all sheets shown in the work area to the drawer. (See page 24.)
Import...	Restore exported file to the work area. (See page 25.)
Export	Save the layout and all displayed files to a single file. (See page 24.)
Save Layout...............................	Save the layout * in the work area. (See page 24.)
Settings......................................	Change this software settings. (See page 26.)

▤ : Sort sheets. (See page 19.)

▢ : Create a blank sheet that can be used to write notes. (See page 12.)

▬ : Minimize this software.

✕ : Exit this software. (See page 24.)

(4) Layout drawer

Open a work area whose layout was saved. (Does not appear in "Public meeting mode") (See page 25.)

(5) Temporary drawer

Stores files displayed by "Add Sheet" and "Import".

(6) Drawer

Display files in the work area. (See page 12.)

Touch the drawer tab to show a list of the files.

Assign the folder that is displayed in each drawer. (See page 7.)

* Sheet position, size, and handwritten data are saved. The displayed file itself is not saved. For details, see page 24.

Preparations

Create a folder for the meeting on your computer, and save the files to be used during the meeting in the folder.
Assign the folder to be used during the meeting to a drawer of this software.

!Caution

• Files in a sub-folder of a folder cannot be displayed. Be sure to save all files to the same folder.

Assigning a folder to a drawer

Assign the folder to be displayed in a drawer.
Touch the drawer to show a list of the files in the folder.

TIPS

• Only files types that can be displayed in this software will appear in a drawer.
• 3 drawers are preset during installation.
  The folders below are pre-set to the following drawers.
      Drawer 1 : C:\Users\<User name>\Documents\TouchSoftware\drawer\drawer1
      Drawer 2 : C:\Users\<User name>\Documents\TouchSoftware\drawer\drawer2
      Drawer 3 : C:\Users\<User name>\Documents\TouchSoftware\drawer\drawer3
• Up to 20 drawers can be added. (Including the layout drawer and temporary drawer.)
• A maximum of 100 files can be displayed in a drawer.
• Up to 200 pages can be shown on a sheet.
• If a drawer cannot be displayed because a registered folder is missing or otherwise, the drawer will be automatically hidden.
  When the missing folder is returned or the drawer otherwise becomes displayable, it will automatically appear.

■ Adding a drawer

| Layout | Temporary | Drawer 1 | Drawer 2 | Drawer 3 | | + |
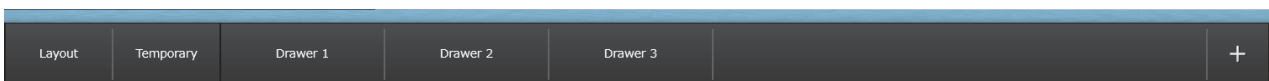
1. Touch ▦ .
2. Enter a name.
3. Touch "Browse" and select the folder you want to assign to the drawer.
4. Touch "OK".
  The drawer is created.

■ Adding a USB flash drive drawer

When a USB flash drive is inserted into the computer connected to the monitor, a drawer automatically appears.
The added drawer appears in a color that is different from the other drawers.

| Layout | Temporary | Drawer 1 | Drawer 2 | Drawer 3 | Drive (E:¥) | + |
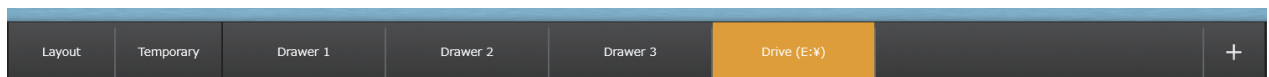
TIPS

• Up to three USB flash drives can be added. Each drawer is added on the far right.
• A USB flash drive drawer can be added even when the maximum of 20 drawers are displayed.
• You can change a setting so that a USB flash drive drawer is not automatically added. (See page 9.)

Changing/removing a drawer

■ Changing a drawer

You can change the name of a drawer or the folder assigned to a drawer.

1. **Press and hold the drawer you want to change.**
2. **Touch "Edit".**
3. **Change the name and/or the folder location and touch "OK".**

TIPS

- The layout drawer, temporary drawer and USB flash drive drawer cannot be changed.

■ Removing a drawer

1. **Press and hold the drawer you want to remove.**
2. **Touch "Remove".**
3. **Touch "OK".**

TIPS

- The layout drawer, temporary drawer and USB flash drive drawer cannot be removed.

■ Removing a USB flash drive drawer

A USB flash drive drawer is removed by ejecting the USB flash drive from the computer.

1. **Press and hold the USB flash drive drawer that you want to remove.**
2. **Touch "Eject".**
3. **Touch "OK".**
4. **Remove the USB flash drive from the computer.**

Deleting a file

You can delete a file from a drawer.
A deleted file will also be deleted from the folder or USB flash drive.

1. **Touch the drawer that contains the file you want to delete.**
2. **Press and hold the file you want to delete.**
3. **Touch "Delete".**
4. **Touch "OK".**
   The file is deleted.

Changing a file name

You can change the name of a file in a drawer.
The name of the file will also change in the folder or USB flash drive.

1. **Touch the drawer that contains the file you want to change.**
2. **Press and hold the file you want to change.**
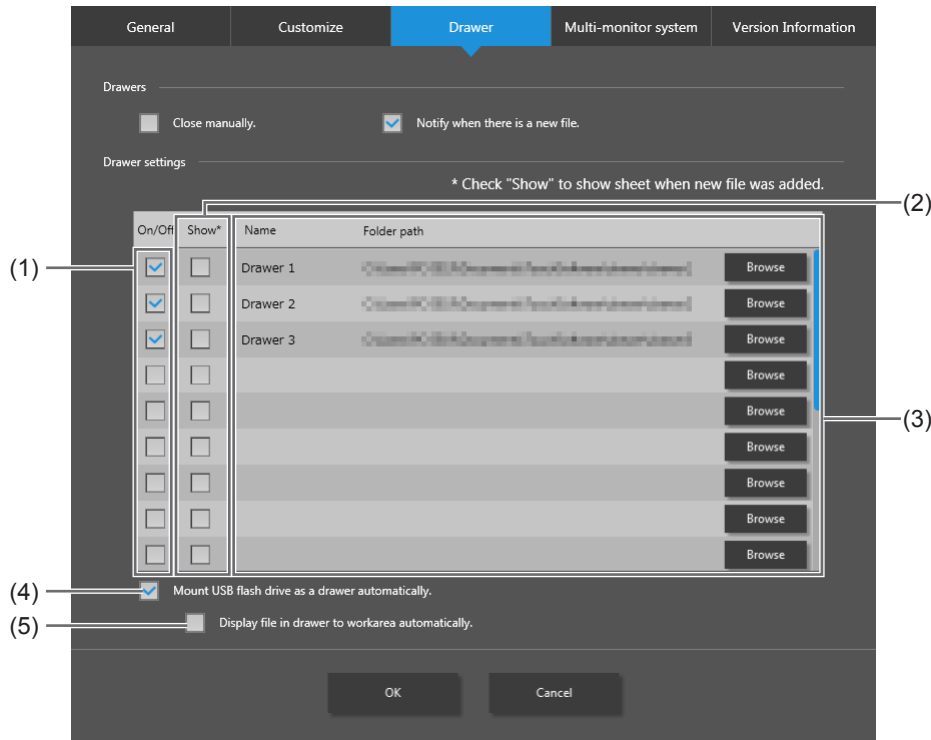3. **Touch "Change name".**
4. **Change the name and touch "OK".**
   The name is changed.

Monitoring a drawer

You can monitor the folder and files that are registered as a drawer, control the display of the drawer, and automatically open a file in a drawer as a sheet.

1. **Touch "Home" (⌂) on the Tools.**
2. **Touch "Settings".**
   The setting screen appear.
3. **Touch "Drawer".**

(1) Select this checkbox to show the drawer on the Home Menu Bar.
   When not selected, the drawer will always be hidden.
(2) Select this checkbox to automatically display a file in the work area when the file in the drawer is updated.
   When the checkbox is not selected and a file in a drawer is updated, the drawer will blink.
(3) Shows the drawer name and path.
   To change the drawer path, touch "Browse".
(4) Select this checkbox to automatically add a USB flash drive as a drawer when a USB flash drive is inserted into the computer that is connected to the monitor.
   When not selected, an inserted USB flash drive is not automatically added as a drawer.
(5) Select this checkbox to automatically show all files directly under a USB flash drive as sheets in the work area when the USB flash drive is inserted into the computer that is connected to the monitor.
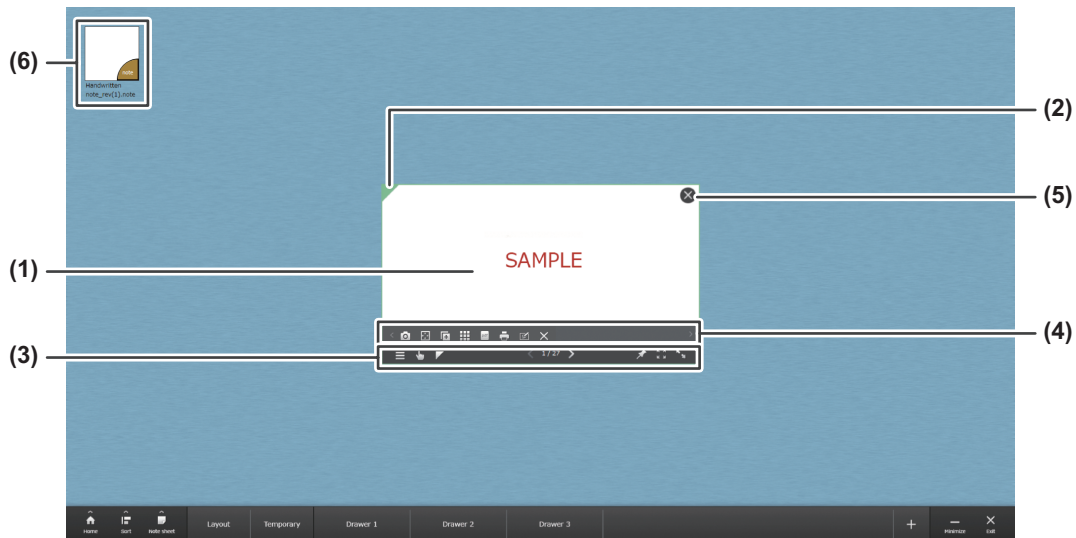
Work area

(1) Sheet

File shown in the work area.

1 file is shown on 1 sheet.

(2) Color Label

You can use a different color on each sheet.

To change the color, touch ◺. (See below.)

(3) Sheet Bar

Appears on the selected sheet. Use to perform actions on each sheet.

In some cases, the sheet may not be large enough to show all icons. In this event, widen the sheet.

☰ : Show the Sheet Menu on the sub-menu bar. (See page 11.)

✋ : You can write with your finger or touch pen on the sheet. (See page 20.)

◺ : You can change the color of the Color Label. Touch the color you want to change to on the sub-menu bar.

Action bar : Appears on the selected sheet. Use to perform actions on each sheet.

        Image, Office and PDF files

        < 1 / 1 > : Shows current page / total pages.

             In a multi-page file, use < / > to move to a different page.

        Video files

        ▶ : Play.

        ❚❚ : Pause.

   ↻ : Play repeatedly.

        ↻ : Play once only.

        🔊 : Adjust volume.

        ━━━━ : Shows the playback position.

📌 / 📌 : Switch between "Sheet manipulation mode" (📌) and "Content manipulation mode" (📌) by repeatedly touching.
     (See page 16.)

⬚ (Maximize) : Display the sheet in full-screen mode. (See page 17.)

⬚ (Restore) : Restore a maximized sheet to its previous size. (See page 17.)

⬚ : Enlarge or reduce the sheet. (See page 17.)

(4) Sub-menu bar

Touch ▤ / ✋ / ◩ on the sheet bar to show the menu of each function.

▤ : The Sheet Menu appear.

Capture (▣)............................. Acquire the page shown on the sheet as an image on a new sheet. (See page 12.)

Show in 100% (▣)..................... Show the page on the sheet in full-screen view.

Copy Sheet (▣) .... Copy the sheet. (See page 21.)

Page list (▦) .... When a file with multiple pages is displayed, this shows a list of the pages. (See page 19.)

Save PDF (▣) .... You can save the contents of a sheet as a PDF file. If there is handwritten data, you can save a PDF file with the handwritten data applied to the sheet contents. (See page 22.)

Print Sheet (▣)......................... Print the sheet. (See page 22.)

Send to Pen Software (▣)......... You can display the contents of the sheet on the white board of the Pen Software. (See page 14.)

Link Application (w▣ / x▣ / p▣)... Edit the file shown on the sheet. (See page 23.)

The icon that appears depends on the type of file that is displayed on the sheet.

When Link Application does not support an application of the file, an icon will not appear.

Close (✖) .... Close the sheet.

Scroll (◀ / ▶) .... These appear when the icons cannot all be shown on the sub-menu bar. Touch the scroll icon and move the screen to the left with ◀, or to the right with ▶.

✋ : For details about handwriting, refer to page 20.

◩ : Select the color of the Color Label.

(5) Close (✖)

Close the sheet.

(6) You can show thumbnails of the sheets. (See page 17.)

TIPS

• Functions that cannot be selected are hidden.

Displaying a sheet

- If a password is set for the PDF file and Office file, a password entry screen will appear. Enter the password.

■ Displaying a file from a drawer

You can display a file from a drawer in the work area.

1. **Touch the drawer that contains the file you want to display.**
   A file list appears.
2. **Drag the thumbnail of the desired file to the work area.**
   The file (sheet) appears where you dropped it.

TIPS

- Only files types that can be displayed in this software will appear in a drawer.
- A maximum of 100 files can be displayed in a drawer.
- In the file list, ✎ indicates files containing handwritten data, and 🔒 indicates files for which a password is set.
- Up to 200 pages can be shown on the sheet.
- You can set a file in a drawer to automatically appear, or an updated file to automatically appear as a sheet.

■ Displaying a file that is not in a drawer

You can display a file that is not in a drawer in the work area.

1. **Touch "Home" (🏠) on the Tools.**
2. **Touch "Add Sheet".**
3. **Select the file and touch "Open".**
   The file is added to the temporary drawer and a sheet appears.

■ Imaging a sheet (Capture)

You can capture a page on a sheet and display it as an image on a new sheet.

1. **Touch the sheet you want to capture.**
2. **Touch "Sheet Menu" (▤) on the Sheet Bar.**
3. **Touch "Capture" (📷).**
   The captured image is created as a new sheet in the same drawer as the original sheet, and the drawer blinks.

■ Creating a note sheet

You can add a blank sheet, and write notes with your finger or touch pen on the sheet.

1. **Touch "Note sheet" (▢) on the Tools.**
2. **Select the type of note.**
   A file is added to the temporary drawer and a note sheet appears.

■ Displaying a Web page

You can show a Web page on a sheet.

1. Touch "Home" ( ) on the Tools.
2. Touch "Web Sheet".
A file is added to the temporary drawer and a Web sheet appears.
The action bar appears while the Web sheet is selected.
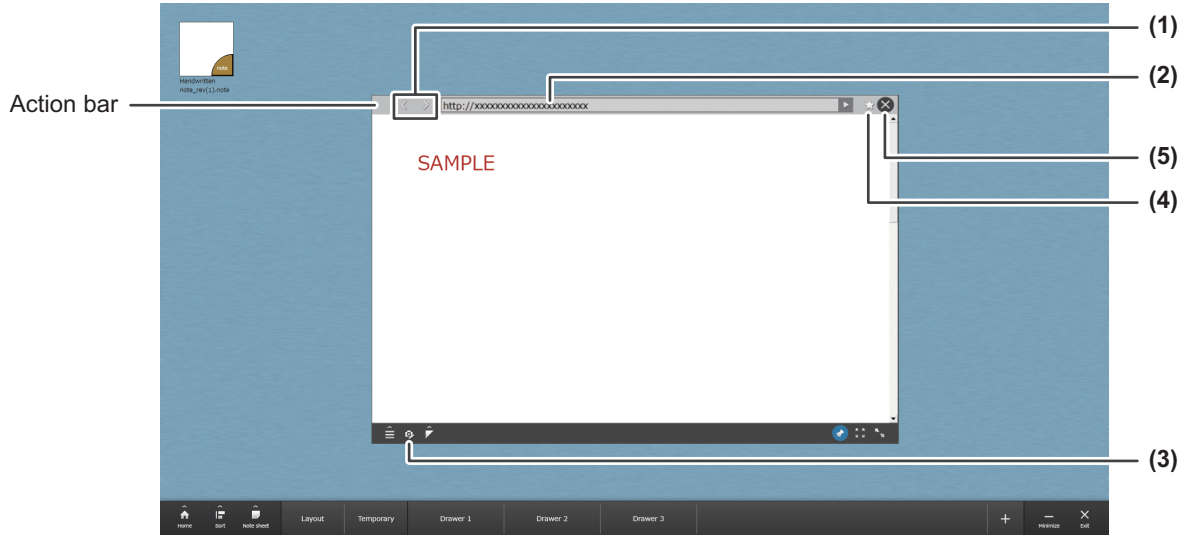
(1) Back ( ) / Next ( )
Move to the previous or next page.

(2) URL area
Shows the URL.
Enter a URL and touch to show the Web page of that URL.

(3) Capture ( )
Capture a page shown on a sheet on a new sheet as an image.

(4) You can display a Web page that has been added to "Favorites" in Internet Explorer.

(5) Close the Web sheet.

TIPS

- You can set a URL to show a Web page initially when a Web sheet is displayed. (See page 26.)
- The display may be different from the browser.
- This software cannot be used to add, edit, or delete "Favorites".

■ Imaging and writing on a Web sheet

You cannot handwrite directly on a Web page shown on a Web sheet. To write on a Web page, you can capture the sheet and convert it to an image with "Capture" ( ) (see above).

Displaying a sheet in the Pen Software

You can display the contents of a sheet on the Pen Software whiteboard.
If there is handwriting, the handwriting also appears.

1. **Touch the sheet you want to show in the Pen Software.**
2. **Touch "Sheet Menu" (▤) on the Sheet Bar.**
3. **Touch "Send to Pen Software" (✐).**

■ In the Pen Software

"Data has been received" dialog box will appear.

4. **Touch the dialog box.**
   The contents of the sheet appear on the whiteboard of the Pen Software.

Acquiring an image from a multifunction machine

If a SHARP multifunction machine is connected to the same network as the computer on which this software is installed, an image scanned on the multifunction machine can be acquired to the temporary drawer.

> TIPS
>
> • Supports the Network Scanner Tool 3.3 or higher which is included in "Sharpdesk".
> • For details, contact your dealer or nearest authorized service representative for the multifunction machine.
> • For the procedures for using the multifunction machine, see the manual for the multifunction machine.

■ Using Network Scanner Tool to acquire an image

> TIPS
>
> • The first time you use Network Scanner Tool in the full version, install Network Scanner Tool on the computer on which this software has been installed, and configure the Network Scanner Tool settings. (See page 15.)
> • To acquire an image from a multifunction machine, the Network Scanner Tool must be running on your computer.

In the multifunction machine:

1. **Place the document in the multifunction machine.**
2. **Select a destination stored in the Network Scanner Tool.**
3. **Select the scan send format.**
4. **Execute scanning in the color mode.**

Operation in this software:

The scanned image is added to the temporary drawer, and the temporary drawer blinks.

5. **Drag and drop the image file in the temporary drawer to the work area.**
   The image is displayed on the sheet.

■ Installing the Network Scanner Tool

The Network Scanner Tool is used to acquire an image from a SHARP multifunction machine connected to the same network.

Installing the Network Scanner Tool

Use the Network Scanner Tool (Version 3.3 or later) that is provided with the multifunction machine. (If already installed, there is no need to reinstall.)
For details on installing and using the Network Scanner Tool, see the Network Scanner Tool user's guide. For questions on the compatibility of your multifunction machine or the Network Scanner Tool, contact your dealer or authorized service representative.

Configuring settings for the Network Scanner Tool

The folder that will be used to acquire images scanned from the multifunction machine must be stored as a destination in the multifunction machine's address book.
When creating a profile, select "Move file to folder" and set the path to the folder for acquiring images (any folder) in "Details".

> **! Caution**
>
> • Do not use the same folder like Pen Software to import the scanned files.

Configuring settings in this software

Set the folder that you set in the Network Scanner Tool above in "Settings" - "General" - "Monitored folder path" of this software.
(See page 26.)

> **TIPS**
>
> • All files which you send to this folder will be moved to the temporary drawer of this software.

Uninstalling

Exit the Network Scanner Tool and remove "Network Scanner Tool" (or "Sharpdesk") from "Uninstall a program" (or "Programs and Features") in the "Control Panel".

Using sheets

Before manipulating a sheet, you must select what will be manipulated.

: Sheet manipulation mode	Manipulate a sheet. (Move a sheet, change the size of a sheet, etc.)
: Content manipulation mode	Manipulate the contents of a sheet. (Change the location or size of content shown on a sheet, etc.) When this is done, the sheet is fixed to the work area.

How to change modes:

1. **Touch the sheet you want to manipulate.**
2. **Touch** **/** **on the Sheet Bar.**
   Switch between "Sheet manipulation mode" and "Content manipulation mode" by repeatedly touching.

TIPS

• When a sheet is first displayed, the mode is Sheet manipulation mode. In the case of a Web page, the mode is Content manipulation mode.

Manipulating a sheet (Sheet manipulation mode)

Select Sheet manipulation mode and perform the action.

■ Moving a sheet

Drag the sheet to move it.
You can also flick the sheet to move it in the flicked direction.

■ Returning a sheet to the drawer

Close the sheet.

1. **Drag the sheet to the drawer.**
   • A blue frame appears on the drawer.
   • If the desired drawer is not open, the drawer opens when you move the sheet to the drawer tab.
2. **Remove your finger or touch pen from the sheet.**
   The file returns to the drawer.

!Caution

• If you store a file in a drawer other than its original drawer, the file itself will be moved to the folder of the stored drawer.
• If there is a file with the same name in the new location, a selection screen will appear asking you if you want to overwrite the existing file or save the file under a different name.
   To save the file with numbers such as "_rev(1)" added to the end of the file name, touch "Save under different name".
   (If the same file name already exists, the number in "( )" is incremented.)
   To overwrite the original file, touch "Overwrite".

■ Rotating a sheet

Rotate on a sheet to rotate the view of the sheet.

TIPS

• A Web sheet cannot be rotated. A sheet on which a Web sheet is captured can be rotated. (See page 13.)
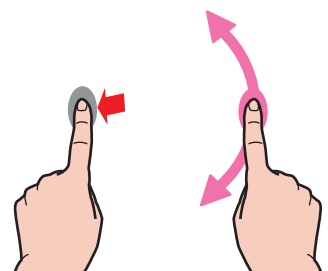
Manipulating the contents of a sheet (Content manipulation mode)

Select Content manipulation mode and perform the action.

■ Enlarging/reducing the view in a sheet

Pinch-out on the sheet to enlarge the view.
Pinch-in on the sheet to reduce the view.

■ Moving the view inside a sheet

When a sheet is enlarged, you can move the view inside the sheet by dragging on the sheet.
You can also flick to move the view in the direction you flicked.
(When the sheet is not enlarged, you can move through the pages.)

Enlarging/reducing a sheet

Enlarge:
- Pinch-out on the sheet in Sheet manipulation mode.
  The view is enlarged with the aspect ratio maintained.
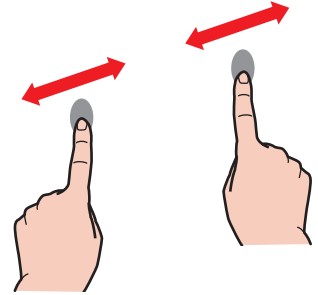- Drag the "Enlarge/Reduce" icon ( ) on the Sheet Bar to the lower right.

Reduce:
- Pinch-in on the sheet in Sheet manipulation mode.
  The view is reduced with the aspect ratio maintained.
- Drag the "Enlarge/Reduce" icon ( ) on the Sheet Bar to the upper left.
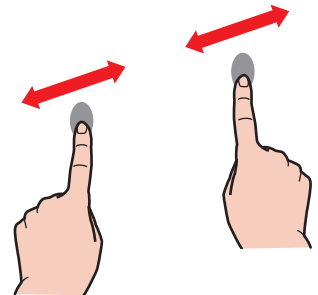
If you reduce a sheet until a blue frame appears, the sheet is minimized.
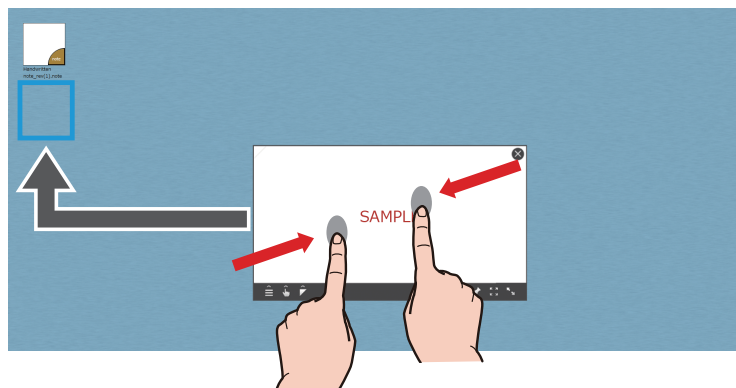
- A minimized sheet automatically moves to the upper left corner of the work area. If multiple sheets are minimized, the minimized sheets appear in sequence from the top.
- Touch a minimized sheet to show it.

Maximize ( ) / Restore ( ):
- Touch the "Maximize" icon ( ) on the sheet bar to show the sheet at the front in full-screen mode. The icon will change to "Restore" ( ).
  Touch the "Restore" icon ( ) to restore the sheet to its original size.

Moving through pages in a sheet

You can move through the pages of a sheet that is showing a file with multiple pages.

Moving to the next page:
• Flick with two fingers from right to left or upward on the sheet.
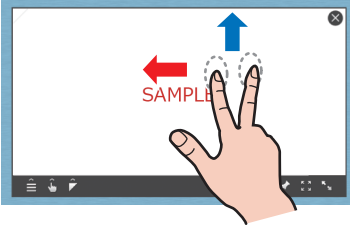
• Flick from the work area into the sheet, from right to left.
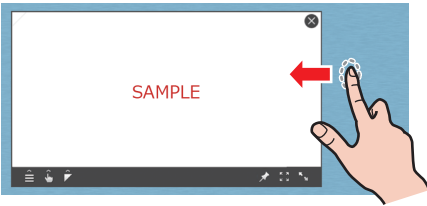
• Flick from right to left or upward on the sheet in Content manipulation mode.
  (When the sheet is not enlarged. When the sheet is enlarged, the view is moved inside the sheet.)
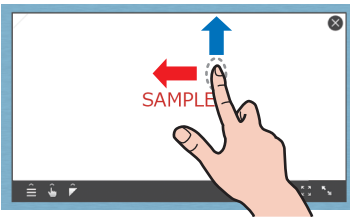
Moving back to the previous page:
• Flick with two fingers from left to right or downward on the sheet.
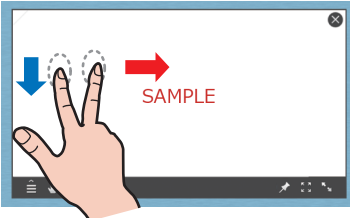
• Flick from the work area into the sheet, from left to right.

• Flick from left to right or downward on the sheet in Content manipulation mode.
  (When the sheet is not enlarged. When the sheet is enlarged, the view is moved inside the sheet.)
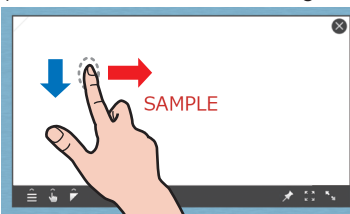
- You can move to a different page with ◀ / ▶ on the action bar.
- You can move to a different page with the function button on the touch pen. (When "PageUp" and "PageDown" are assigned to the function button. For details, see the touch pen software operation manual.)

Showing a list of pages on a sheet

You can view a list of the pages on a sheet that is showing a file with multiple pages.

Touch "Sheet Menu" (▤) on the Sheet Bar, and touch ⊞.
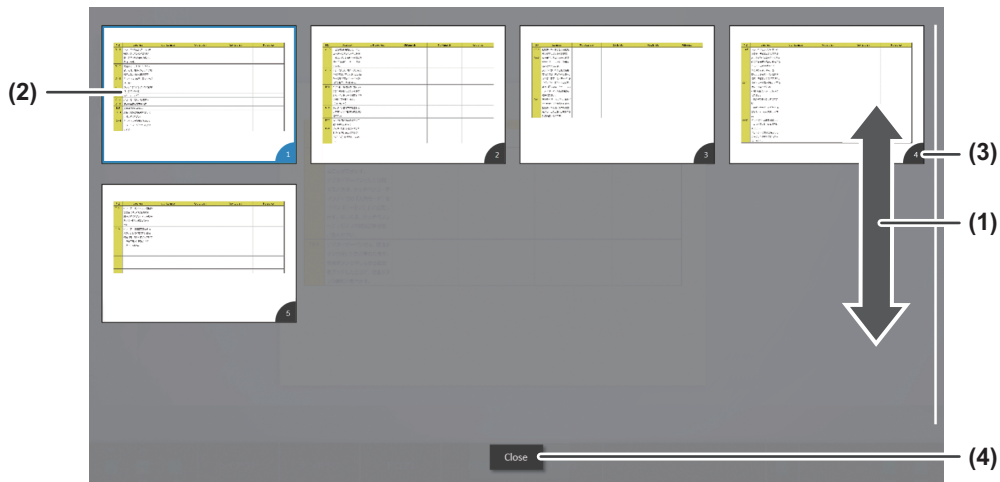
(1) You can drag the list to scroll it up or down.
(2) Touch a page to select it.
(3) The page number will appear in each thumbnail.
(4) Touch "Close" or double-tap the page to close the list and show the selected page on the sheet.

Sorting multiple sheets

You can sort sheets of a specified type.

1. **Touch "Sort" (▤) on the Tools.**
2. **Touch the sheet type that you want to sort.**
   The sheets of that type are sorted. All other sheets are minimized.

TIPS

- Minimized sheets of the specified type are also sorted.
- Up to 12 sheets can be sorted. Sheets in excess of 12 are minimized.

Writing on a sheet

You can write text or draw an illustration with your finger or touch pen on a sheet.

Handwritten data is managed separately from the original file of the sheet. Changes are not made to the original file.

Handwritten data

Handwriting

Original file (unchanged)
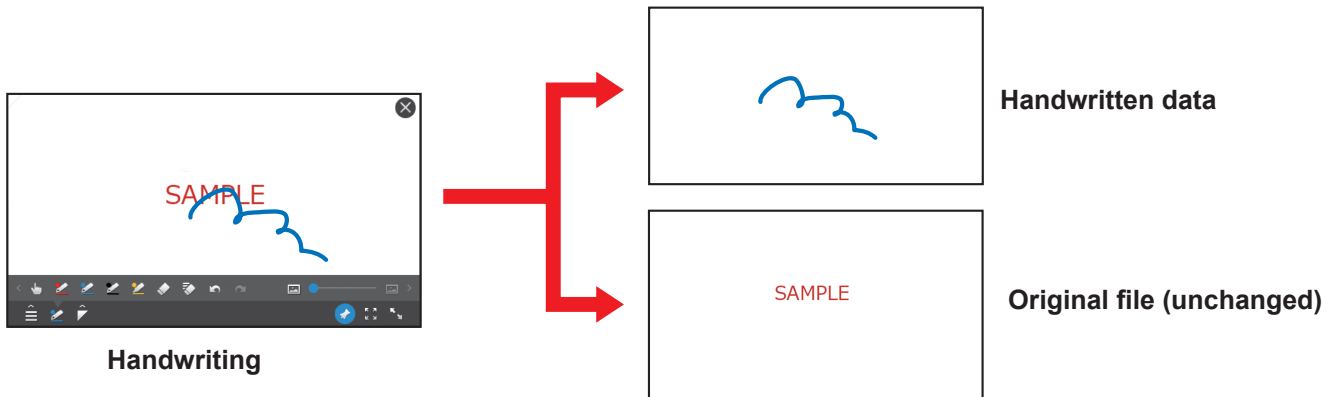
!Caution

• You cannot write outside the sheet.

■ Writing

1. **Touch the sheet that you want to write on.**
2. **Touch 🖐 on the Sheet Bar.**
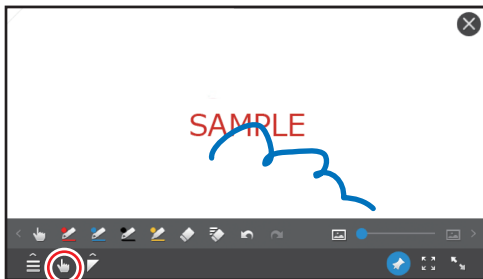
The icon of the selected function is displayed.

3. **Touch the mode you want to use and write.**

   • Touch Action (🖐) .... Exit handwriting, and manipulate a sheet and contents.
   • Red Pen (🖊) .... Write in red. Touch again to change the pen thickness.
   • Blue Pen (🖊) .... Write in blue. Touch again to change the pen thickness.
   • Black Pen (🖊) .... Write in black. Touch again to change the pen thickness.
   • Fluorescent Pen (🖊) .... Write with the yellow marker. Touch again to change the pen thickness.
   • Eraser (🧽) .... Erase handwritten content by stroke.
     You cannot erase part of a handwritten line.
   • Erase all (🗑) .... Erase all handwritten data on all pages of the sheet.
   • Undo (↩) .... Cancel the immediately preceding handwriting action.
   • Redo (↪) .... Redo the immediately preceding canceled handwriting action.
   • Density (🖼 ────────●── 🖼) ..... You can change the density of the sheet display. (See page 21.)

- To use data that includes original file data and applied handwritten data in a different application, save the data as a PDF file.
- If you want to save both the original file and the handwritten data, use Import.
- When the touch pen is used as a digitizer pen (see page 26):
  - The mode automatically changes to "Pen" when you write on the sheet with the touch pen.
    To change the pen type, touch the pen () on the Sheet Bar.
  - You can manipulate a sheet and contents with your finger. (You cannot write with your finger.)
  - The icon is changed.
    Red Pen (), Blue Pen (), Black Pen (), Fluorescent Pen (), Eraser ()

Changing the sheet density

You can change the density of a sheet.
This will not affect handwriting on the sheet, so you can use this feature, for example, to check handwritten data.

1. **Touch the sheet whose density you want to change.**
2. **Touch on the sheet bar.**
3. **Change the sheet density.**
   Move the slider or touch ()().

Slider
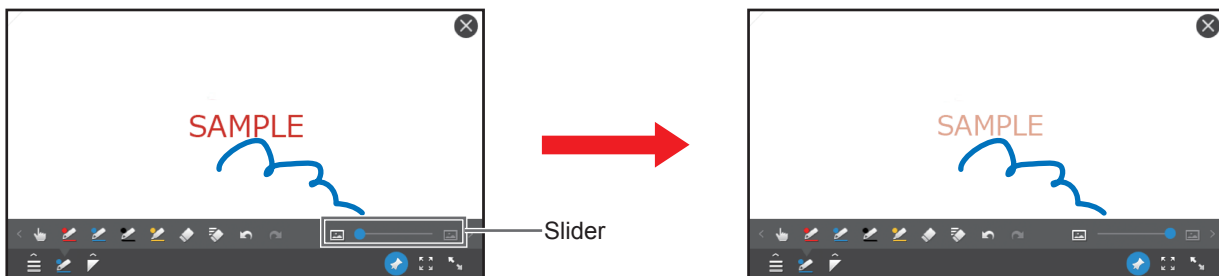
Copying a sheet

You can copy a sheet.
Any handwritten data on the sheet is also copied.

1. **Touch the sheet you want to copy.**
2. **Touch "Sheet Menu" () on the Sheet Bar.**
3. **Touch "Copy Sheet" ().**
4. **Touch "OK".**
   A copy of the sheet appears in the work area.

Saving a sheet with handwritten content (Save PDF)

You can save the contents of a sheet as a PDF file. If there is handwritten data, the PDF file will be saved with the handwritten data applied to the sheet contents.
The original data will not change.

Handwritten data
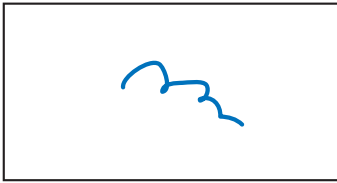
Contents of the sheet
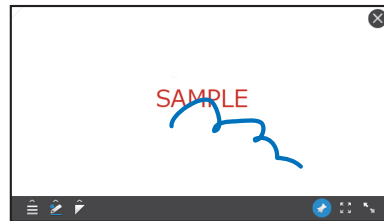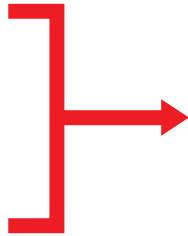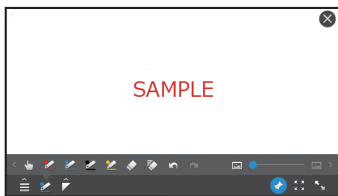
A PDF file with the applied handwriting

1. **Touch the sheet that you want to save.**
2. **Touch "Sheet Menu" (▤) on the Sheet Bar.**
3. **Touch "Save PDF" (▣).**
4. **Specify the file name and save location, and touch "Save".**

Printing a sheet

You can print a sheet.
Any handwritten data on the sheet is also printed.

1. **Touch the sheet you want to print.**
2. **Touch "Sheet Menu" (▤) on the Sheet Bar.**
3. **Touch "Print Sheet" (▣).**
   The printer's print settings screen appears.
4. **Touch "Print".**
   The contents of the sheet are printed.

Opening an application for editing

You can open an application to edit a file shown on a sheet.
Applications that can be opened are Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.
The Microsoft Office application that is used to open the file must be installed on your computer.

1. **Touch the sheet you want to edit.**
2. **Touch "Sheet Menu" (▤) on the Sheet Bar.**
3. **Touch "Link Application" (W / X / P).**
   - The icon that appears depends on the type of file that is displayed on the sheet.
   - The application starts, and the sheet's original file opens in the application.
     "Reload" appears on the sheet.
   - If there is handwritten data on the sheet, a confirmation screen appears. Touch "OK".
4. **Save the edited data and exit the application.**
5. **Touch "Reload".**
   The edited file appears on the sheet.

!Caution

- While "Reload" appears, a sheet cannot be manipulated.
- If there is handwritten data, the handwritten data may shift.

Exiting

Saving the layout of the current work area (Save Layout)

You can save the layout of the current work area.
Displayed file information, sheet position and size, and handwritten data are saved.

> **! Caution**
>
> - The file of a displayed sheet is not itself saved.
>   If a file that is displayed as a sheet is moved from its folder or deleted, it will not be possible to display the file as a sheet even if the layout data is opened.
> - If the contents of the file are changed using a different application, the position of the handwritten data will change.
> - To save the layout with the displayed file included, use Export (see below).
> - The layout cannot be saved in "Public meeting mode". Use Export to save the file.

1. Touch "Home" ( ) on the Tools.
2. Touch "Save Layout".
   The layout is saved in the layout drawer.
   Saved layout data appears in the layout drawer as a thumbnail and date.

Saving the entire work area

You can save all of the current work area.
Along with the work area layout, files displayed on sheets are also saved.
Use this feature to save all data, such as when you want to continue the meeting using a different computer.

1. Touch "Home" ( ) on the Tools.
2. Touch "Export".
3. Select the location where you want to save the export file, and touch "Save".
   The export file is saved. The file name is "(date and time).export".

> **TIPS**
>
> - Copies of the files on the sheets are saved in the export file.
> - If you will import the work area in Ver. 1.0, export in "Ver. 1.0" format.

Closing all sheets

You can return all sheets shown in the work area to the drawers.

1. Touch "Home" ( ) on the Tools.
2. Touch "Clear Work Area".

Exiting this software

Follow the steps below to exit this software.

1. Touch "Exit" ( ) on the Tools.
2. Touch "OK".

> **TIPS**
>
> - If "Restore last layout during next startup." is selected in "Normal meeting mode", the layout will be retained.
> - If "Save exit layout in layout drawer." is selected in "Normal meeting mode", the layout will be automatically saved.
> - In "Public meeting mode", files in the temporary drawer are deleted and the layout is not saved.

Resuming a Meeting

Opening layout data

A meeting can be resumed from the state when the layout data was saved.

1. **Touch the layout drawer.**
2. **Drag the thumbnail of the desired layout data to the work area.**
3. **Touch "OK".**

Importing an exported file

A meeting can be resumed from an exported state.
When a file is imported, the immediately previous layout is automatically saved.

1. **Touch "Home" (🏠) on the Tools.**
2. **Touch "Import".**
3. **Select the file that was exported and touch "Open".**

> **!Caution**
>
> • A copy of the file that was displayed on the sheet is saved in the export file. For this reason, any changes that were made to the file after the export are not applied.

Settings

Follow the steps below to configure settings for this software.

1. **Touch "Home" ( ) on the Tools.**
2. **Touch "Settings".**
   The settings screen appears.
3. **When you have finished configuring settings, touch "OK".**

■ General

Web sheet URL	Set the URL of the Web page that initially appears on the Web sheet.
Public meeting mode	Select this if you do not want data to remain when you exit this software, such as on a shared computer. In Public meeting mode, • When you exit, all sheets in the work area are closed. In addition, all files in the temporary drawer are deleted. • The layout cannot be saved. The layout drawer will not appear. * When this setting is changed, the data in the layout drawer is deleted.

Normal meeting mode	Normally this mode should be used.
	
	Restore last layout during next startup.:
	  The layout is retained when you exit this software. The layout is restored the next time you start this software.
	
	Save exit layout in layout drawer.:
	  The layout is automatically saved when you exit this software. The next time you start this software, the work area is blank. The saved layout data is in the layout drawer.

Pen Digitizer	Set whether or not the touch pen is used as a digitizer pen.
	* This setting cannot be changed on a model that does not use touch pen software.
	In Pen Digitizer,
	• You can write on a sheet with a touch pen, regardless of whether the mode is Content manipulation mode or Sheet manipulation mode. (See page 20.)
	• You can manipulate a sheet and contents with your finger. (You cannot write with your finger.)
	* To use as a digitizer pen, set the touch pen software as follows.
	  Touch Pen Utility: Set "Input mode" to "Pen Digitizer".
	  Touch pen Management Tool: Set "Touch Operation Mode Setting" to "Pen digitizer Mode".
	* When set to "Linked", the touch pen will automatically change to a digitizer pen when only the touch pen software is set as indicated above.

Monitored folder path	Specify the folder for saving files scanned with the Network Scanner Tool. Touch "Browse" and specify the folder. (This setting must be the same as the Network Scanner Tool setting. See the Network Scanner Tool user's guide.)

■ Customize

Default setting	Set a background image for the work area. Select from the provided images.
Custom setting	Set a background image for the work area. Select a custom image. Specify the path to the image, or touch "Browse" and select the image file.
Menu Size	When the screen resolution is 3840 x 2160, you can change the size of the menu screen.
Clock and timer	You can display a clock and timer in the work area. The timer will show the amount of time that has elapsed since the software was started.
Others	• Set whether or not operation guidance is displayed when the software is started. • Set whether or not a software keyboard is displayed in the software.

■ Drawer

Close manually.	Select this checkbox to close the drawer manually rather than automatically.
Notify when there is a new file.	Select this checkbox to have this software notify you when a new file is saved in a folder assigned to a drawer.
Drawer settings	Configure drawer settings. (See page 9.)

■ Multi-monitor system

To build a multi-monitor system, contact your dealer.

Enable multi-monitor	Select this checkbox to use multiple monitors. Select the monitors to be used in the multi-monitor system. Select adjoining monitors.
Main monitor	Select the main monitor that shows tools and drawers.

■ Version Information

Version Information	Display the version information and the license information in this software.
Check the update at the time of launch.	Select this checkbox to check for a new version each time the software is started. If there is a new version, a message will appear. To use this function, Information Display Downloader Version 1.2 or later must be installed.
Optimize database	Optimize the database that manages sheet and other information in this software. Execute when it appears that the process will take time.
Backup settings	Save this software settings.
Restore settings	Restore backed up settings.
Setting Initialization	Return the settings of this software to the default settings. Drawer settings will also be canceled. After initialization, this software will restart.
Cache Management	To enable quick display of a document, the document is converted to image data and retained as cache data. When the specified number of days (for 7 days / for 30 days / for 90 days / for 180 days) elapses after the document was last used, the cache data is deleted.

Uninstalling

• This can only be done by a user with administrator authority.

1. **Touch "Exit" (▨) on the Tools.**
   • When the confirmation screen appears, touch "OK".
2. **Select "Control Panel" from the "Start" menu.**
3. **Click "Uninstall a program".**
   • If you are using icon view, click "Programs and Features".
4. **Select "SHARP Touch Viewer" and click "Uninstall".**
   • Follow the on-screen instructions.
   • When the "User Account Control" screen appears, click "Yes" (or "Allow").

This completes the uninstallation.

Reference Information

This software uses the technology below.

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