# 2021

## GETTING STARTED
## Version 1.7.0



**Reactiv SUITE**

# Reactiv SUITE

**Reactiv SUITE** allows you to open, work and present with any file natively- Word, PowerPoint, Excel, PDF, JPEG, GIF, MPEG4, and so on.

**01** Creates a Digital Table where multiple remote users can access and push content and documents onto.

**02** The software renders these documents as pieces of paper that can be manipulated on this digital table and seamlessly tracks the changes, manages and archives different versions of the documents.

## STAGE

**Reactiv STAGE** is a powerful storytelling and presentation tool that allows a team to focus on the narrative instead of managing the content. STAGE is designed to open, render, and present any of the common files that we routinely use to present information.

Whether you are giving a lecture, training a team, pitching a product to your clients, Reactiv STAGE will get your message through.

## SCRIBBLE

**Reactiv SCRIBBLE** is a whiteboard that serves as a powerful brainstorming and layout tool. Its main feature is an infinite canvas that teams can use to create a layout that combines a variety of different file types and natural writing into meaningful pages that can be shared.

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## Which Reactiv SUITE tool should I use?

### STAGE
Content Consumption

**Focus Attention**
Curate and have your audience focus on a single document or message.

**Discuss**
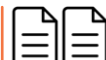Discuss and easily manipulate existing documents.

**Present**
Present common types and formats of content effortlessly.

**Easily Compare**
Easily compare a number of documents and auto arrange them side-by-side.

**Markup**
Markup & Ink common documents.

### SCRIBBLE
Content Creation

**Brainstorm**
Brainstorm an idea, sketch, draw and express your thoughts.

**Manage Project**
Map a process from scratch, watch progress.

**Create Layout**
Create a layout from existing content, rip and copy pages from documents.

**Export Layout**
Share any section of the canvas by selection and convert to PDF.

# START
# COLLABORATING IN
# A FEW STEPS
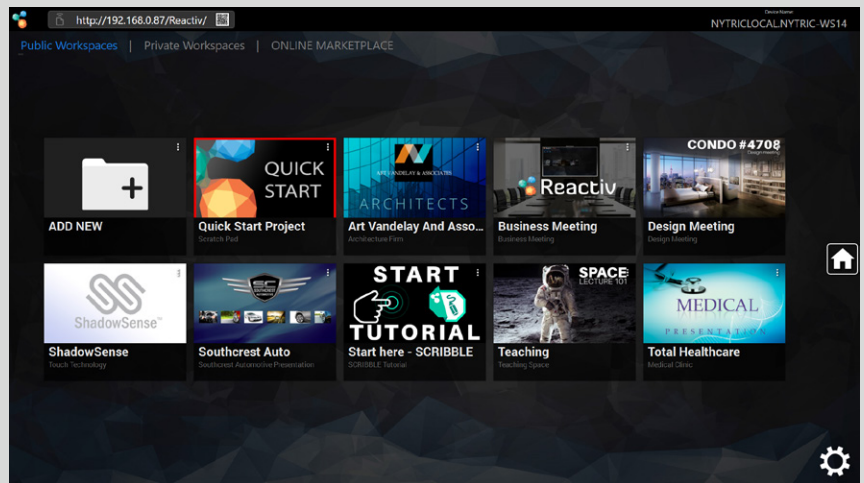
**Reactiv SUITE**

## GETTING STARTED

### HOMESCREEN



Click to start a **STAGE** presentation.

Click to start a **SCRIBBLE** presentation.

Click to find tutorials.

Click to sign in.

Click to change any settings.

### LOBBY

From the Lobby, you can start a presentation, add new workspaces, or access Network Presentations if you logged in with your network credentials.
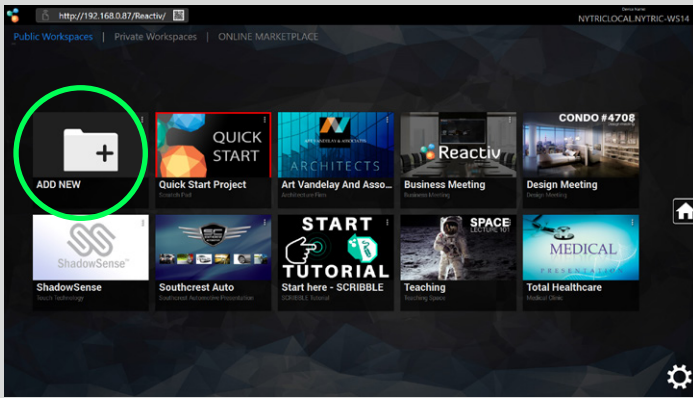


### FILE FORMATS

Reactiv SUITE can support various file formats as listed below:

Image formats:  JPG  PNG  BMP  GIF

Other formats:  PDF  HTML  SVG  🔗

Video formats:  AVI  MP4  MPG  MOV  WMV

Office Documents:  DOCX  PPTX  XLSX
(MS Office needs to be installed)
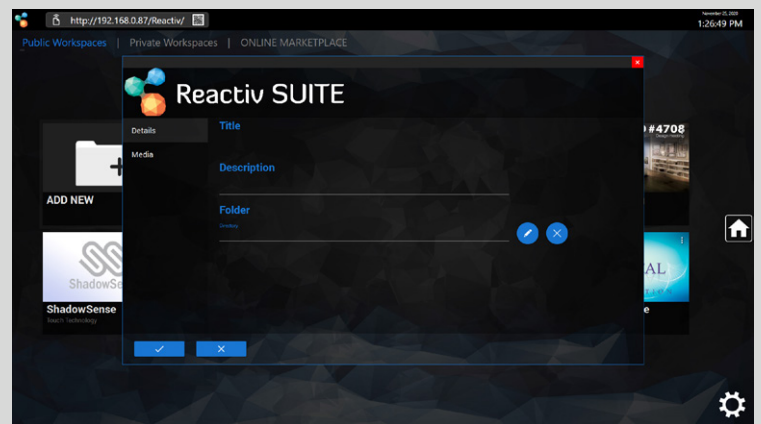
# ADD NEW WORKSPACE



Create a new Workspace by clicking on

**+ ADD NEW**

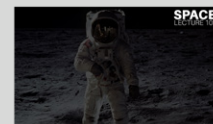Enter a title and a description.



Add folders (and subdirectories) with the desired files to use in the Workspace.



Add images as the preview or presentation background by saving the image with the name "folder" or "background" .png, .jpg or .jpeg inside the chosen folder.
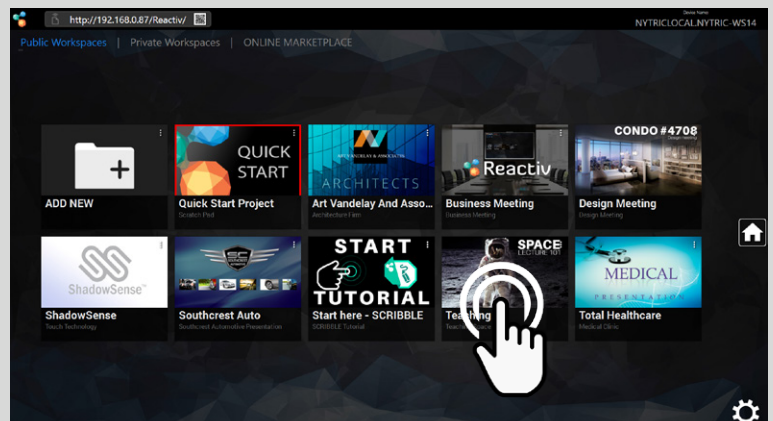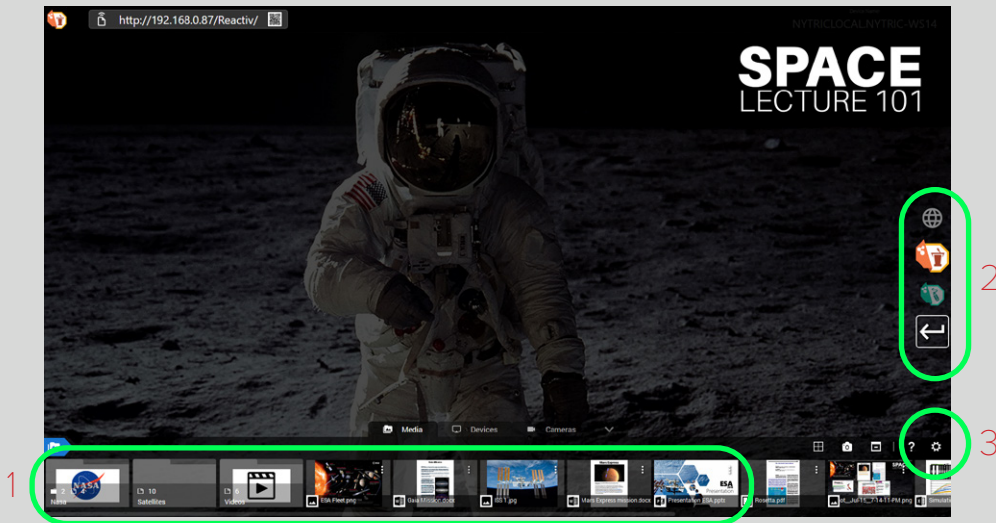
folder.jpeg          background.jpeg

Click to start presenting.

Your Workspace is now ready!
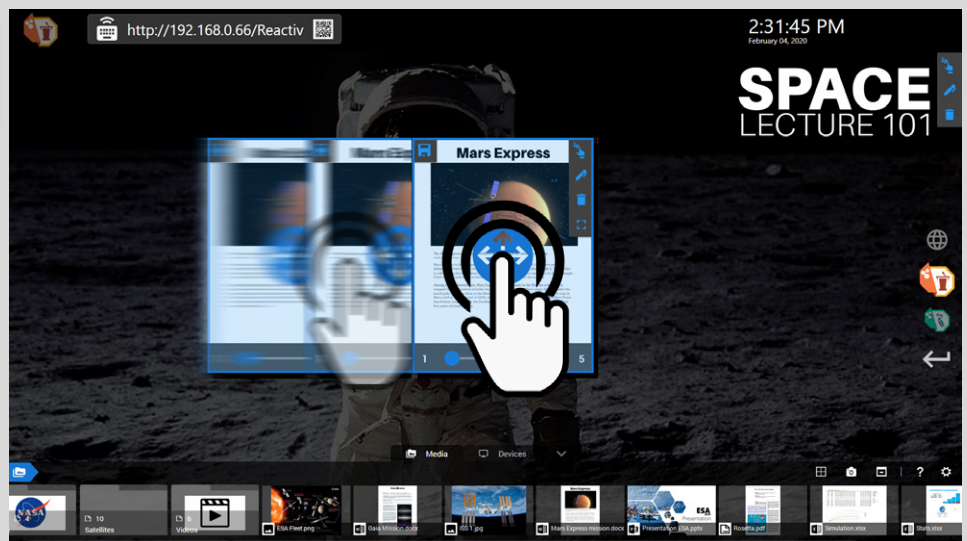
# GENERAL NAVIGATION



During your presentation you can:
1. Navigate content/folders and devices using the **Library dock**.
2. Switch workflow with the **Menu Bar**.
3. Configure with **Settings**.

Hold content until highlighted to move/zoom.



Hold with two fingers and pinch to resize document.

Double tap on document to zoom in to the content.
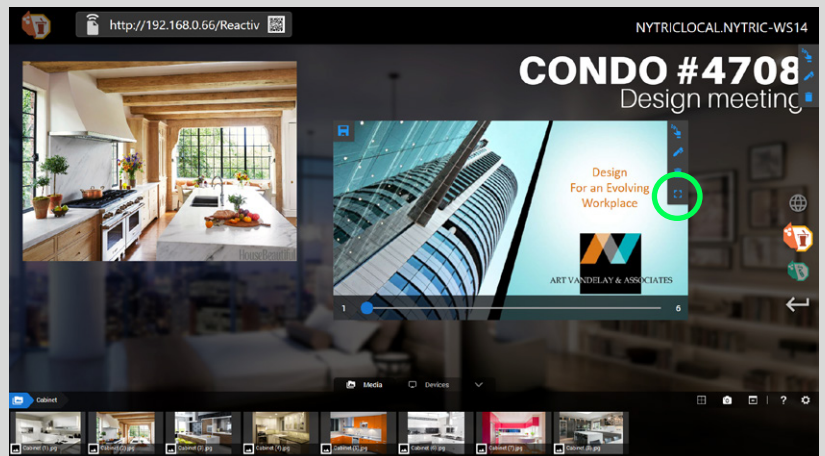
Tap with two fingers to zoom out.

Hold and throw down a document to remove from workspace.

Click the ⌞ ⌟ button to focus a single document on the screen.
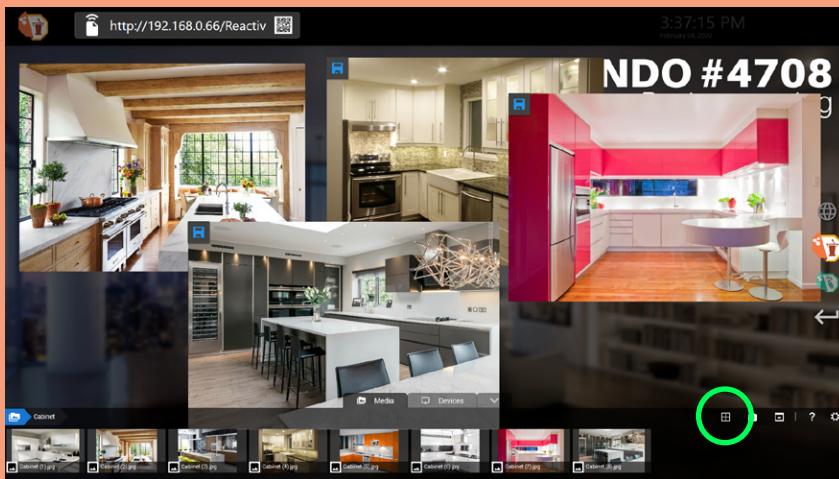
Click the same button to go back to the workspace.

# START
# PRESENTING IN
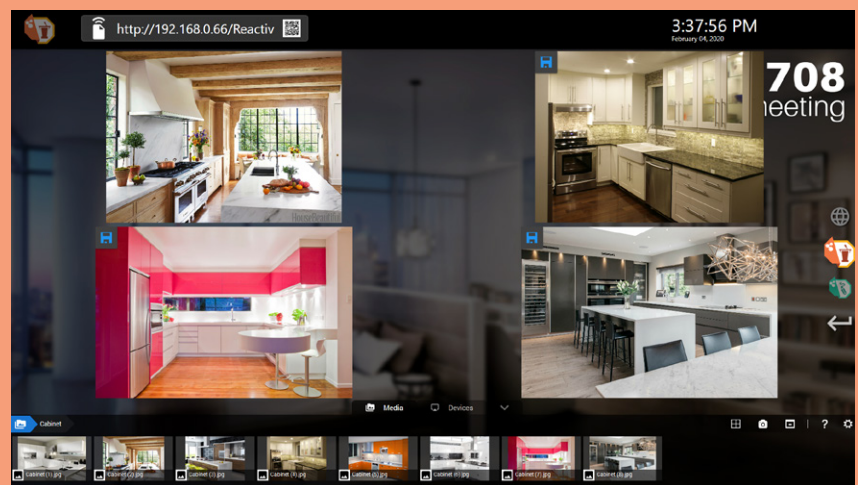# A FEW STEPS

## ARRANGE AND COMPARE



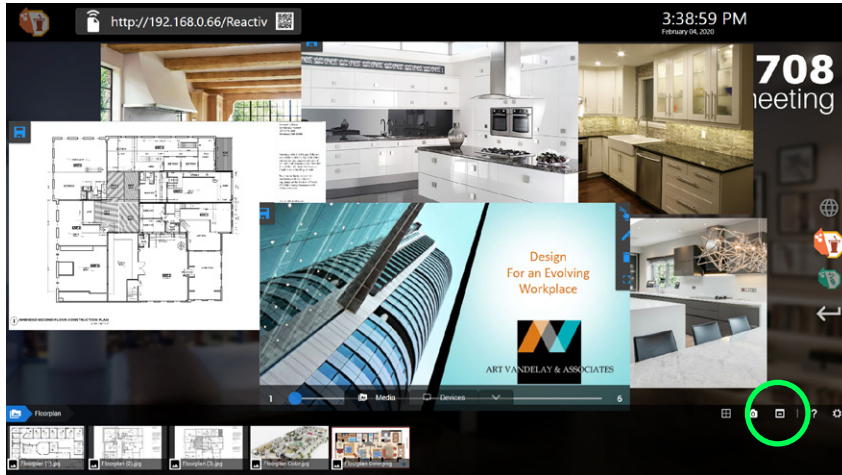Arrange and compare all opened documents by clicking on ⊞

STAGE enables you to open, arrange, and compare any number of documents, files, and videos.
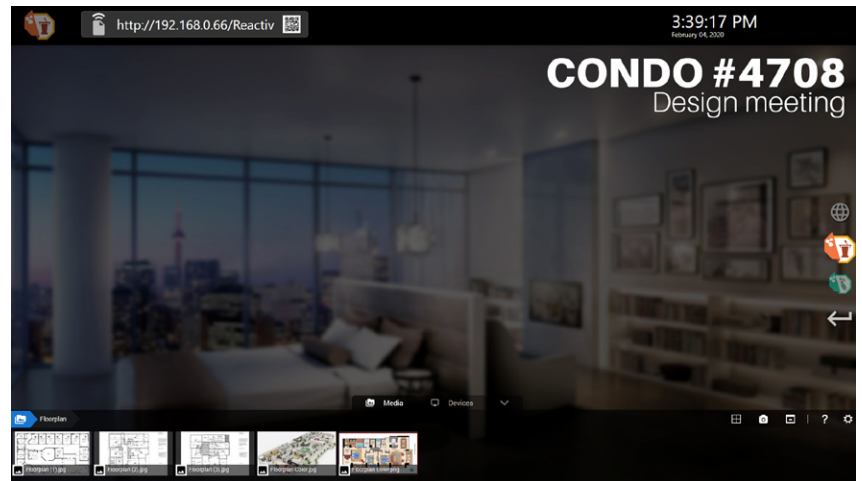
Your documents are now arranged!

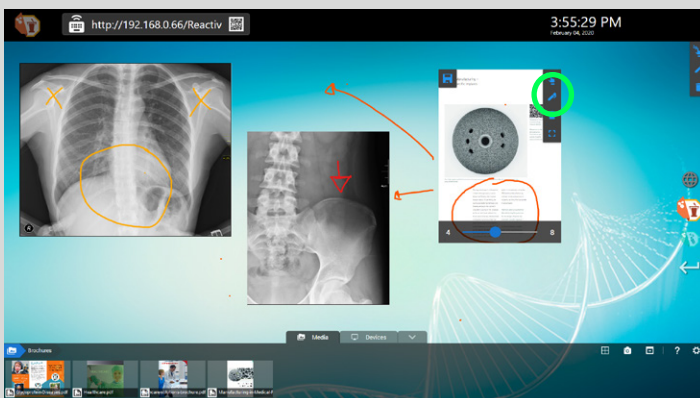# CLEAR ALL



Clear all opened documents by clicking on

STAGE enables you to clear up all documents from the workspace, in one go.

Your documents are now cleared from the workspace.



# NATIVE INKING


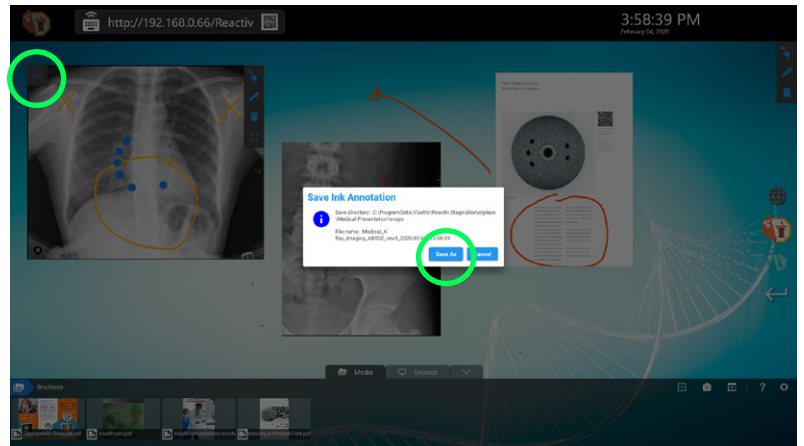
Use the Stylus to Ink, Markup and Highlight by clicking on

• Ink on videos and save a screenshot with the frame number\timestamp.
• Ink into documents/images and embed annotations into the original file format.
• Ink on a web page and save a screenshot.
• Inked files are saved back into the same folder as the original file.

# REVISION MANAGEMENT

Saved Marked up revisions by clicking on 💾

Save the file to the original folder by clicking on Save As

The revision feature allows you to automatically save a new file with the date and time to the same folder as the source file. The date and time is appended to the end of the file name.
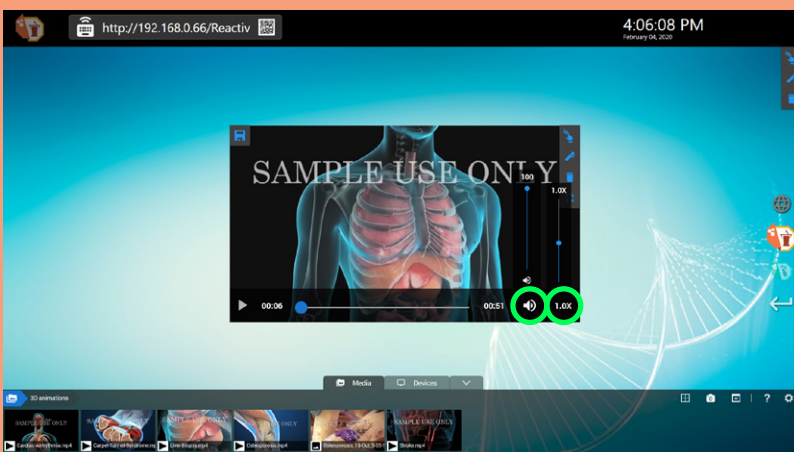
# ENHANCED VIDEO PLAYBACK

Drag your finger left to forward or rewind 5 seconds more or less.

Or use the navigation bar below.

Press the ▶ to pause or play.

Open any video, resize it, zoom in or out, speed up, slow down, advance and rewind.

Click on 🔊 to adjust the volume.
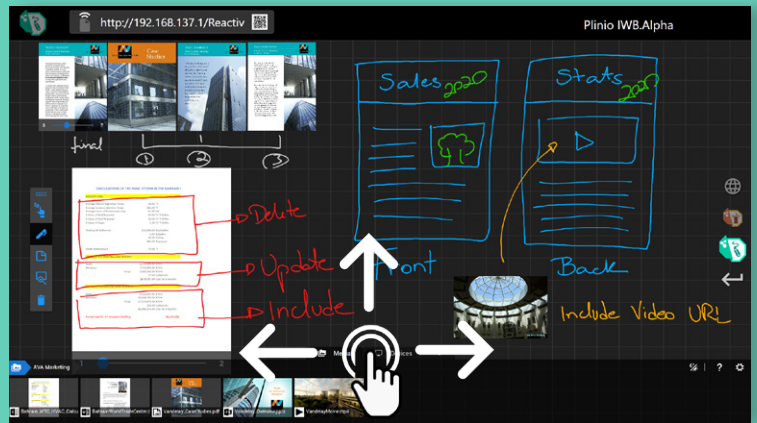
Click on **1.0X** to adjust the playback speed.

# START
# BRAINSTORMING IN
# A FEW STEPS

**Reactiv | SCRIBBLE**

## INFINITE CANVAS

Make space for infinite content by dragging the screen in any direction.
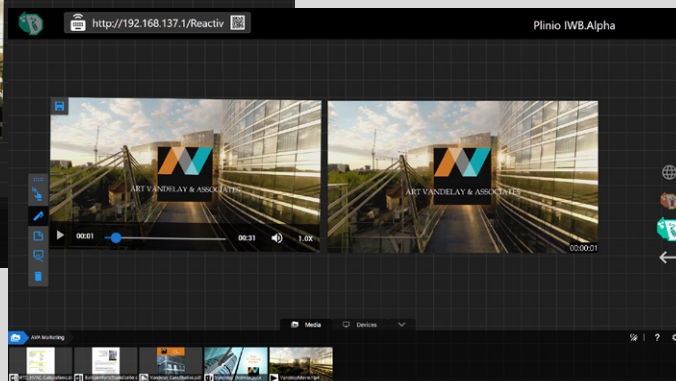
With **SCRIBBLE**, the work area is adaptable and will expand as you are creating content. This infinite Canvas allows your team to annotate and share ideas immediately.
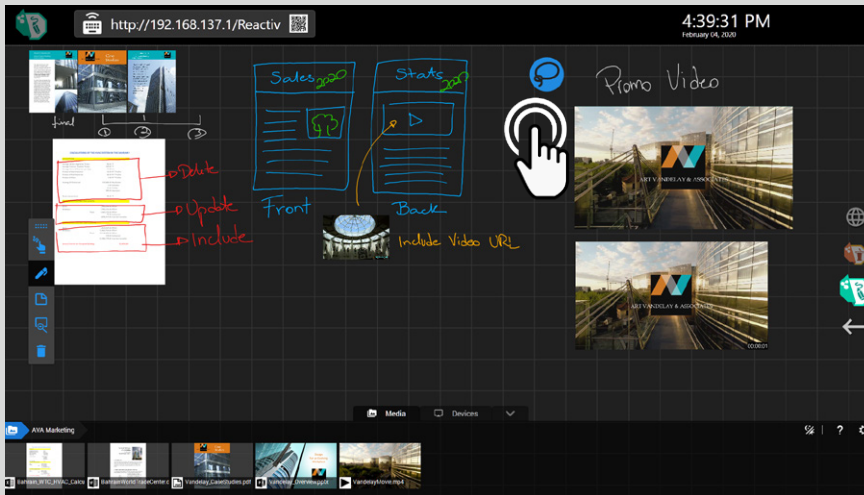
## SMART RIP

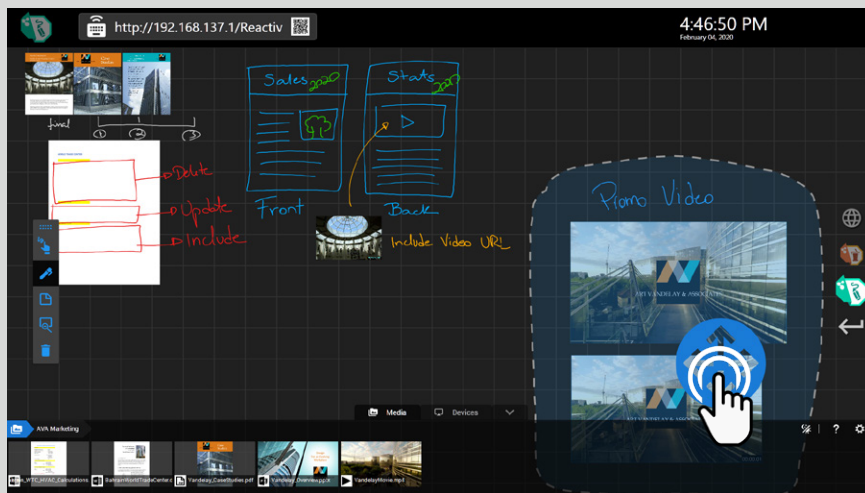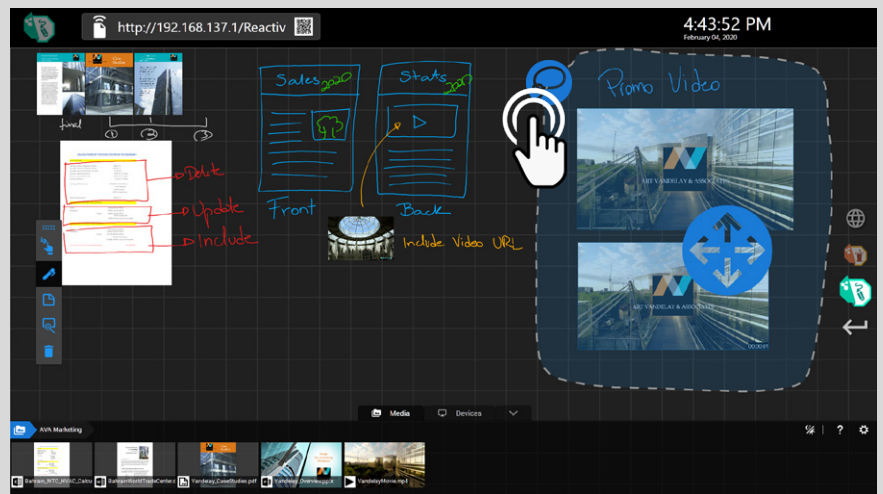Rip any page or frame from the video by clicking on

As if you were working with paper, you can easily rip out pages from any type of document and arrange them into custom layouts.

# LASSO



Lasso an area and move content to a new location using simple gestures.
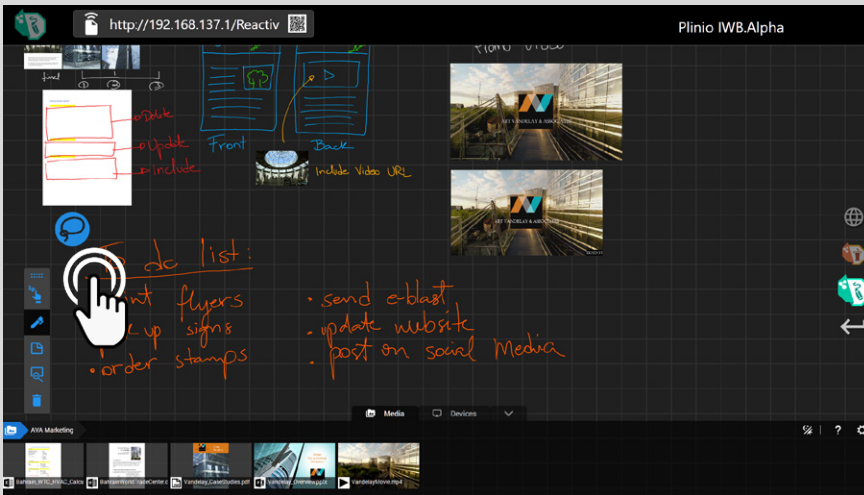
Double tap to select.



Drag the lasso around/
in between content to
be moved.



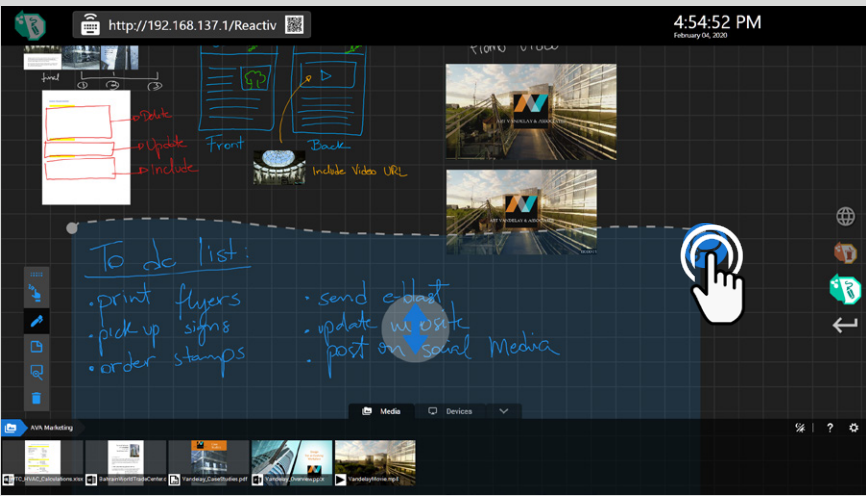Move content to desired
location.

# SMART INSERT



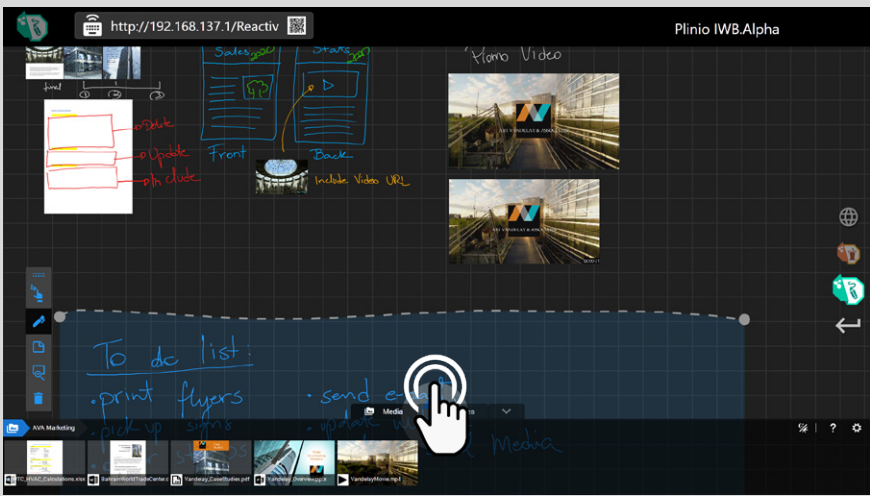Double tap to insert space.

**SCRIBBLE** can create new writing spaces anywhere on the canvas by moving existing content to the right and to the bottom.



Drag the cursor in between content to be moved.



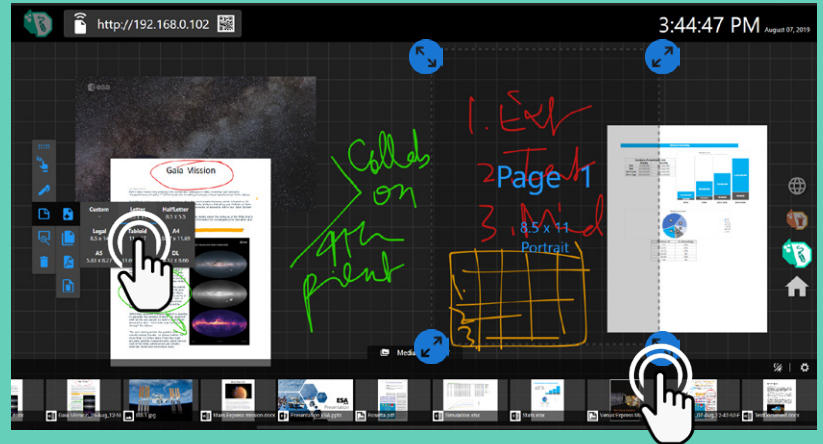Move content to the desired location.
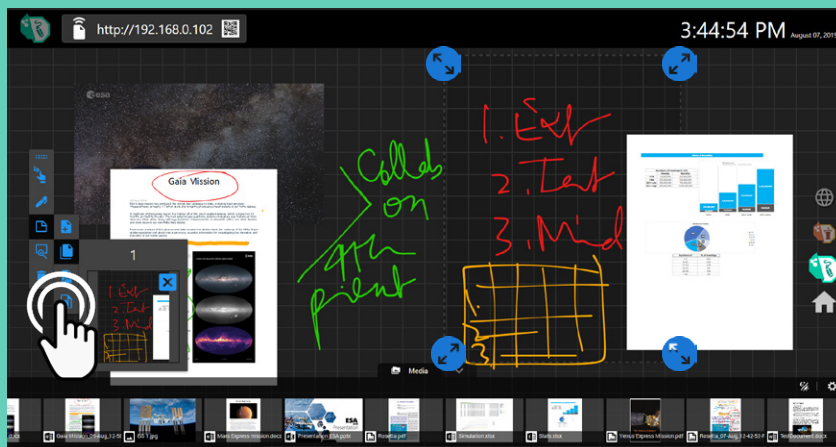
# POWERFUL PAGINATION

Create pages to share and select any page format from the options.

Drag to adjust the size with one finger.

Dynamically create PDF pages in the middle of a meeting and share important sections that are relevant, with the team. Save & share in three simple clicks.
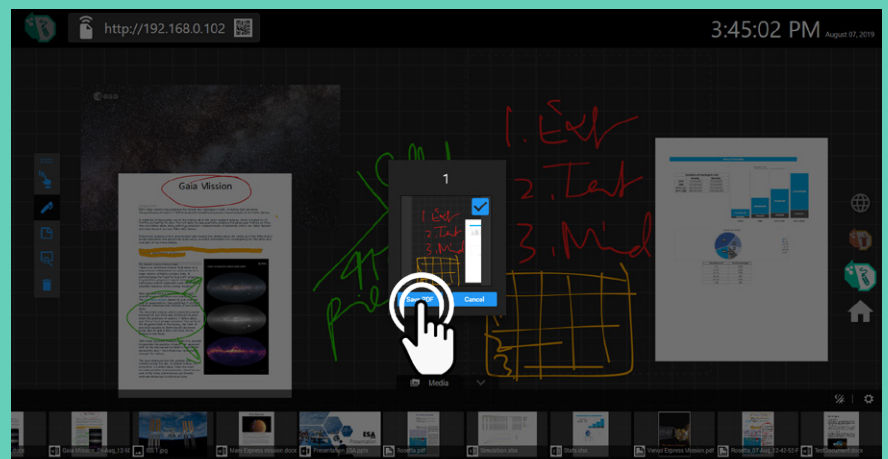
Preview and arrange pages before saving.
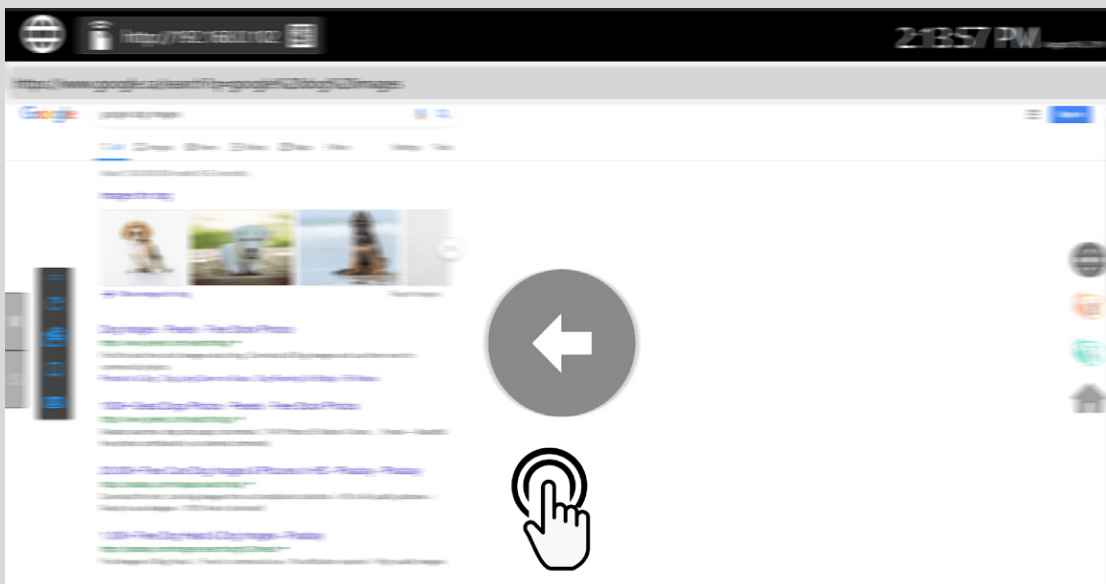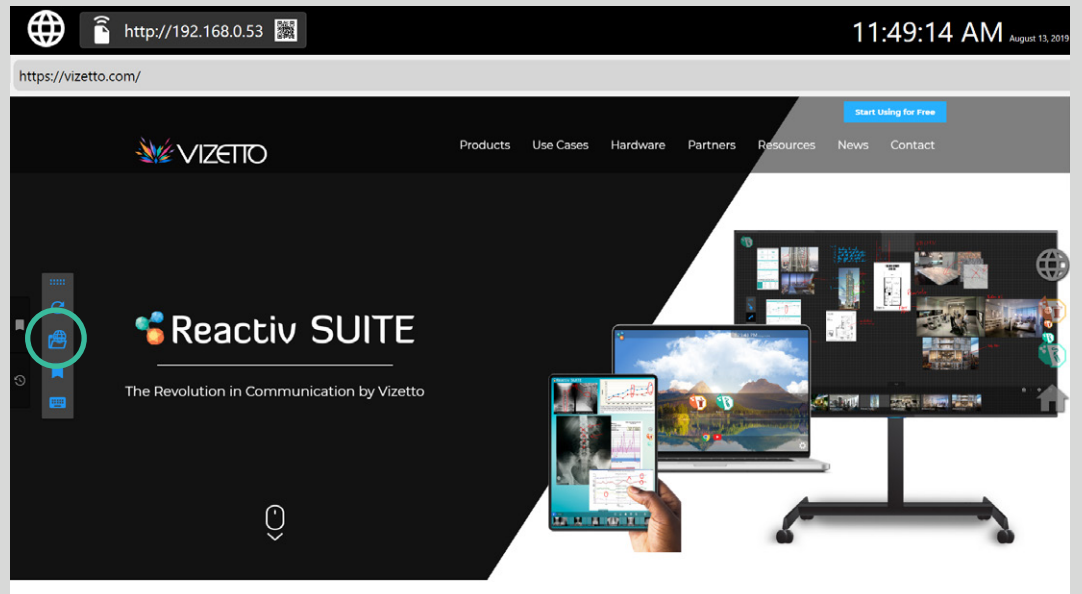
Save PDF by clicking on **Save As**

Note: The saved PDF will be added to the end of the library dock, in the current folder.

Save links to workspace by clicking on 🌐
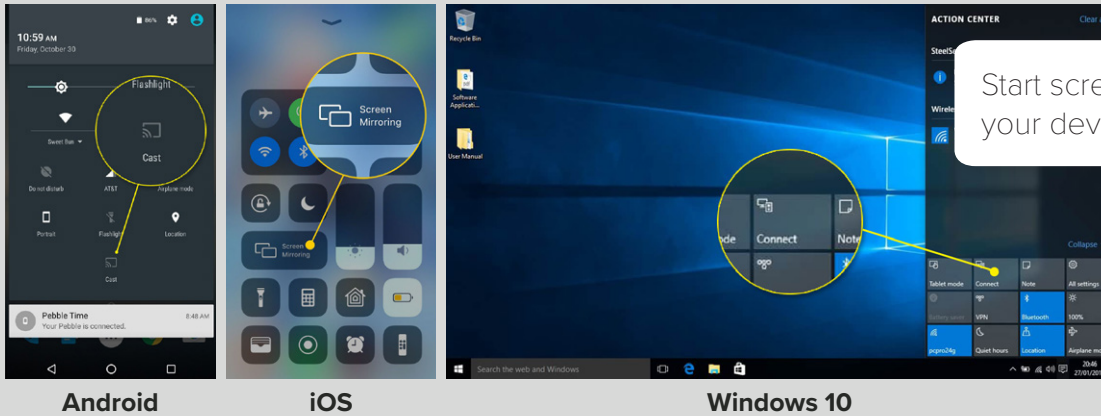
Note: Saved links will be added to the current workspace.



Go to the previous or following page by swiping left or right.
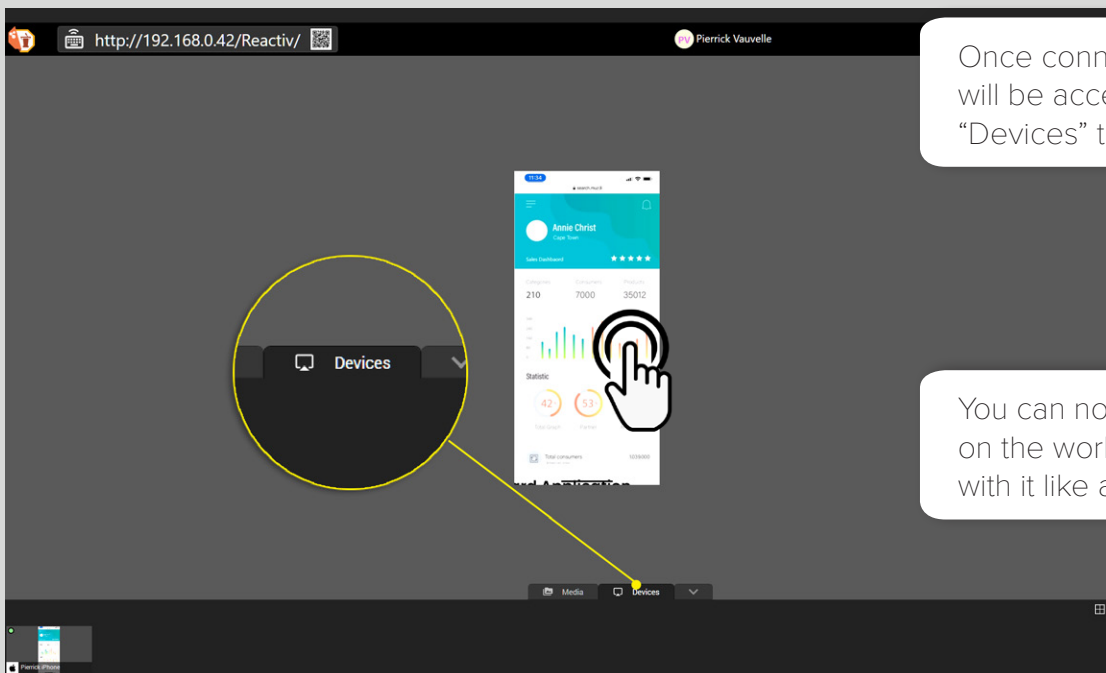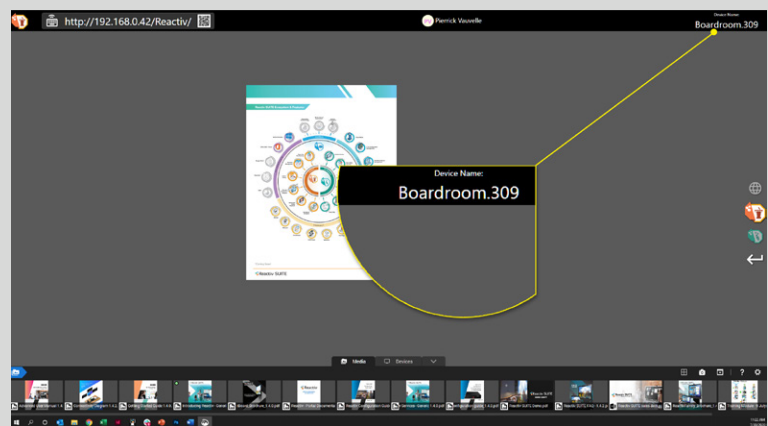
# SCREEN CASTING


**Reactiv SUITE**

Team members in the same room can wirelessly cast their mobile phones, tablets and Laptops into Reactiv SUITE using its integrated Miracast, AirPlay or Chromecast functionality.

**Android**          **iOS**                    **Windows 10**

Start screen casting from your device.

The name of your Interactive Whiteboard is displayed on the top right corner.

Once connected, your devices will be accessible from the "Devices" tab.

You can now drag your device on the workspace and interact with it like any other document.
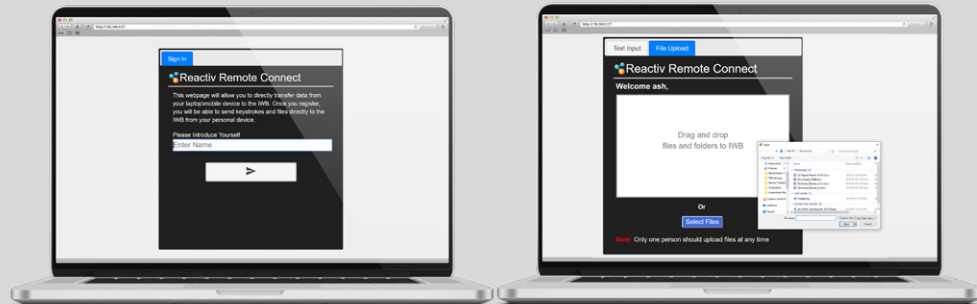
# REMOTE CONNECT

Team members can wirelessly send their files to Reactiv SUITE by entering the http link that is located in the top bar of Reactiv SUITE into their desktop or browser, which would then allow them to upload files to open onto the digital workspace.
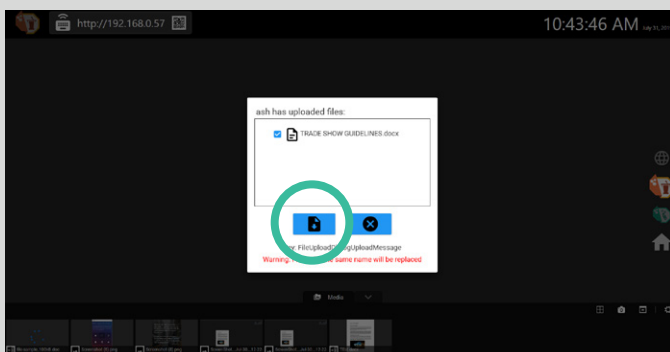
Open your screen mirroring options on your device.

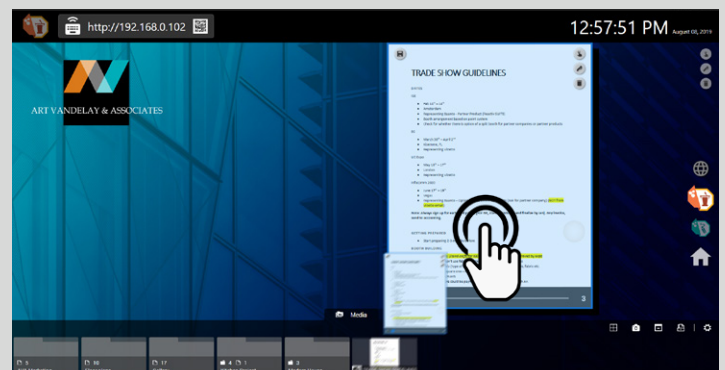Enter a name and upload files/folders.



Download the file/folder to the project by clicking on



Note: The Cancel button can be used to refuse content.

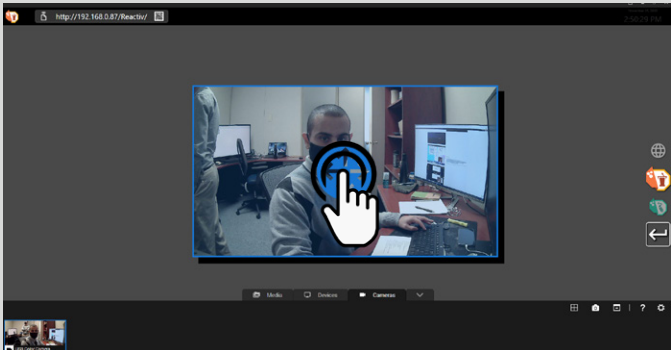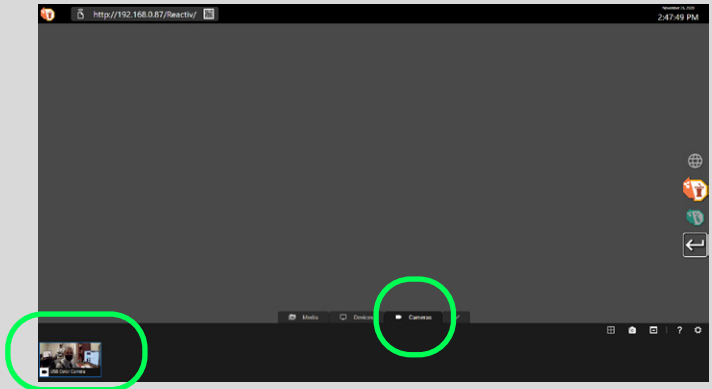Drag file/folder onto the screen to present.

# CAMERAS

Camera objects behave as Picture-In-Picture (PIP) sources. They can be pinned to allow the presenter to be always visible and be prominent during the entire presentation.

Drag and drop your devices to connect Settings > Device Manager > Camera Inputs.

Once connected, your camera will be accessible from the "Cameras" tab.



You can now drag your camera on the workspace and interact with it like any other document.



Camera view can be easily switched between different views such as host camera or room camera with a single click.