Purpose

*Explain Everything* is an easy-to-use design tool that lets you annotate, animate, and narrate explanations and presentations. You can create dynamic interactive lessons, activities, assessments, and tutorials using Explain Everything’s flexible and integrated design. Use Explain Everything as an interactive whiteboard using the iPad2 video display. Explain Everything records on-screen drawing, annotation, object movement and captures audio via the iPad microphone. Import Photos, PDF, PPT, and Keynote from Dropbox, Evernote, Email, iPad photo roll and iPad2 camera. Export MP4 movie files, PNG image files, and share the .XPL project file with others for collaboration.

Open the Explain Everything App by selecting the icon. This will open the main desktop. From here, select the “+” sign to create a new project.

Select the template of your choosing.

You also have the option of creating a New Project from different outside sources, such as Photos, iTunes, Dropbox, Evernote, & Google Drive.

You will need to select “OK” to allow Explain Everything to have access to these files.
On the left toolbar (y-axis), the first option is the “select tool”. This option is used for selecting the different items that are drawn or placed on the slide.

The next icon is the “new slide” button. Selecting this button will add a new blank slide to the project.

You can see how many slides you have and change the template using the slide button on the bottom of the page.

The pencil tool allows you to write/draw on the slide. You can use your finger, however, a stylus is more accurate.

You can select the color of pencil you want to use. The colors are determined by the template selected at the beginning of the project. This can be changed using the slide button to select a new template, or by holding your finger on the color and waiting for the color menu to pop up.

The shape tool allows you to draw different shapes on the slide to draw attention to specific items. The menu of different shapes can be found by keeping your finger on the button for a few seconds.

The user has the option of choosing different shapes, turning the shadow on/off, and changing the thickness of the border.
The text tool allows you to add typed text onto the slide. First select the color of text you desire.

You can find the text menu by keeping your finger on the text tool for a few seconds. You can change the font, font size, and determine if you want a text box around the text. You can also determine how you want the text justified.

Select the green check box when the text is acceptable.

The blue circle allows you to change the size of the text box. Use the select tool to move the text around the slide.

*You can then use two fingers to pinch and pull the size and orientation of the text box to anywhere on the screen.

The “Insert an Object” button allows you to insert photos/videos or other items from files, or take a new video or photo using the iPad camera. You can also add a live web browser to demonstrate navigation on the internet.

Again, you can use two fingers to pinch and pull the size and orientation of the item to anywhere on the screen.

To delete an object or text box, select the red X on the tool bar, then select the item you wish to delete. A box will appear around that item with a red X. Select that red X, and the item will disappear.
The pointer tool allows you to point and highlight information to draw attention to specific items. By hovering on the button, a menu will pop up, allowing you to choose the pointer you’d like to use. This is a helpful tool when recording a lesson in order to point to specific information on the page.

The inspector tool allows you to join objects into groups (to move them together), set them as background, copy & paste or change their hierarchy.

To access this menu, select the tool, then select the item you’d like to manipulate.

If you make a change to the slide and want to undo it, there is the “Undo” button, which will undo whatever your last change was.
The zoom tool allows you to zoom in and out of the entire slide. Pinch and reverse pinch to zoom out and in.

Double-tap to return to the full-screen view.

The full-screen button is ideal for making a presentation. This button limits the menu choices, but makes the screen full-size for a cleaner look.

You can scroll from slide to slide using the arrow buttons.

To exit this screen, simply click the full-screen button again.

Selecting the Home button on the bottom right of the slide page will return you to the main page. You will see all of your projects here. You can rename them, start a new project, or delete them here.

To rename a project, tap one time on the current name of the project and type the new name.

To delete a project, hold your finger on the project you wish to delete. A blue box will appear around the border with a red X. Tap the red X.
Selecting the gear icon on the top right of the main page will also give you many options. Under **General Settings** you can select several general options, and change how the ink looks when drawing on the slide.

The next tab under the gear icon are **Export Settings**. Here you can select the quality and file-size of the files that are exported from the program.

The **Record Options** allow you to adjust the camera resolutions, and give you the option to mute the mic and show a mute button when recording or adding video files into your slides. This will allow you to record the activity happening on the screen, but not the audio activity taking place in the room.

The **Accounts Tab** allows you to login to different cloud and social networking accounts in order to quickly export projects and files to share.
Recording

On the bottom tool bar (x-axis) you will find the screen recording tools. By selecting the timer tool, you will find the timeline scrubber, which allows you to scroll through the recording.

You can start and stop recording by pressing the red record button, as indicated by the red circle. You can record step-by-step, pausing after each step. The recording will appear seamless.

Everything that happens on the screen is recorded, as is the audio, unless that option has been changed in settings and the mic muted.

Using timeline

Press the time counter to reveal the timeline. Use one finger to swipe along the timeline recording. Use two fingers to zoom in and out of the timeline.

The markers in the timeline are there to help you see the objects, animations and drawings in your recording.

This function allows you to edit your recording if you need to go back and start from a specific part to make a new screen and/or audio recording.

If you want to re-record just the audio portion, select the lock on the drawing. This protects the visual recording from any changes, and allows you to just narrate the audio portion.

You can do the same thing for the visual. Record the audio portion first, then go back and re-record the visual section by selecting the lock on the audio recording.
The next icon allows you to Export the Image for saving/sharing.

You can save it to the camera roll on your iPad.

Send the file as an email.

Create a PDF of the file, which you can then open in any number of programs, or send as an email.

Or export the file directly into cloud storage as a PDF, MP4, XPL, or mail document.

To the right of that, you can choose to Export Movie.

You have the option of:

- Saving it to your camera roll
- Uploading it directly to YouTube
- Exporting it to cloud storage.

Once the file is exported, you can choose to upload the file to any file sharing software to allow repeated access for other teachers or students.