

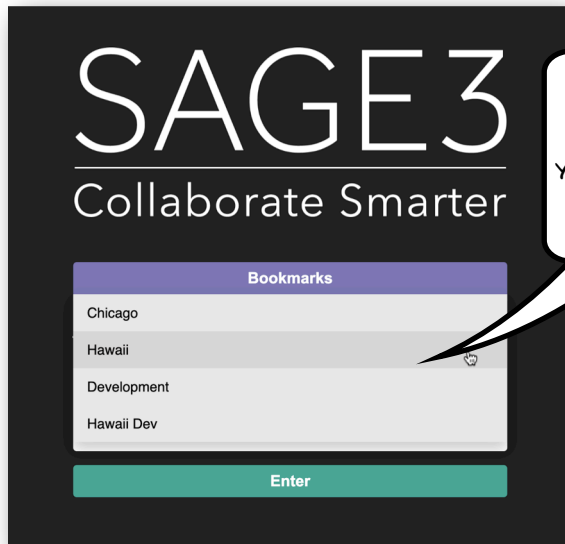


# QUICK START GUIDE

DOWNLOAD AND INSTALL SAGE3 FROM  
[SAGE3.SAGECOMMONS.ORG](https://sage3.sagecommons.org)

THIS GUIDE IS FOR VERSION *1.0.16* (2024)

AFTER INSTALLING SAGE3, LAUNCH IT, AND  
SELECT A SERVER FROM THE BOOKMARKS.



CHOOSE ONE  
CLOSEST TO YOU  
OR CHOOSE ONE  
YOUR COLLEAGUES  
MAY ALREADY BE  
USING

LOGIN TO SAGE3.

WE RECOMMEND YOU LOGIN WITH AN ID RATHER THAN AS GUEST THE FIRST TIME.

# SAGE3

Collaborate Smarter



Login with Google



Login with Apple



Login with CI Logon



Login as Guest

LOGIN WITH YOUR INSTITUTIONAL GOOGLE ID. IF IT DOES NOT WORK USE YOUR PERSONAL GOOGLE ID

OR LOGIN WITH YOUR APPLE LOGIN

OR LOGIN WITH CI LOGON

GUESTS CANNOT CREATE ROOMS OR BOARDS BUT CAN EDIT CONTENT

AFTER YOU LOGIN, MAKE YOUR OWN ROOM...



HERE IS WHERE YOU CAN  
CREATE YOUR OWN ROOM.

YOU CAN FIND OTHER EXISTING  
ROOMS HERE.



LETS SAY YOU CREATED YOUR OWN ROOM, NOW CREATE A BOARD...

The screenshot shows the SAGE3 application interface. On the left is a sidebar for the 'Hawaii' region, containing options like 'Create Room', 'Search for Rooms', and 'Enter Board by URL'. The main content area displays the details for a room named 'MyFirstRoom', including its creation date and a 'Create Board' button. A callout bubble points to this button with the text 'CREATE YOUR OWN BOARD HERE.'. The bottom of the interface shows the user 'SAGEly' and the SAGE3 logo.

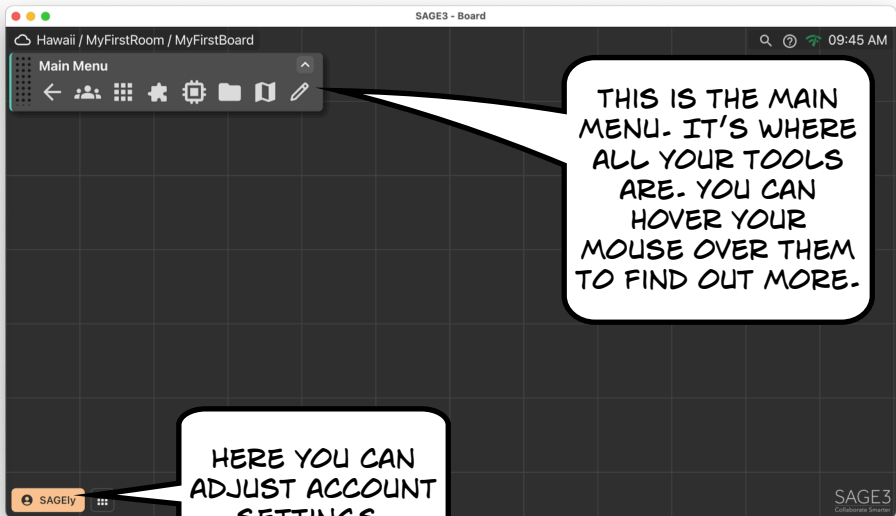
CREATE YOUR OWN BOARD  
HERE.

NOW ENTER THE BOARD...

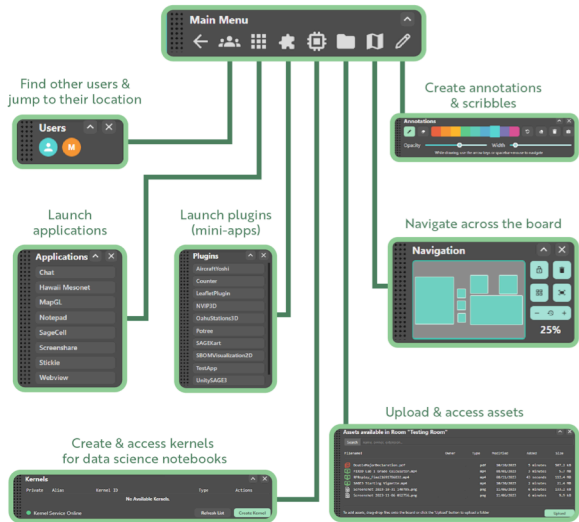
The screenshot shows the SAGE3 application interface. At the top, it says "SAGE3 - Home". The left sidebar is titled "Hawaii" and contains options: "+ Create Room", "Search for Rooms", "Enter Board by URL", "Rooms" (with "MyFirstRoom" selected as the "Owner"), "Starred Boards" (with "MyFirstBoard" listed), and "Recent Boards". The main content area is titled "MyFirstRoom" and shows "myroom" details: "Created by SAGEly" and "Created on 1/29/2024". There are buttons for "Create Board", "Settings", and "Unjoin Room". Below this are tabs for "Boards", "Members", "Assets", and "Chat". The "Boards" tab is active, showing a card for "MyFirstBoard" (demo board) with "0" stars and a share icon. A speech bubble points to the share icon with the text "ENTER THE BOARD.". The bottom of the screen shows the user "SAGEly" and the SAGE3 logo with the tagline "Collaborate Smarter".

ENTER THE BOARD.

# INSIDE THE BOARD...



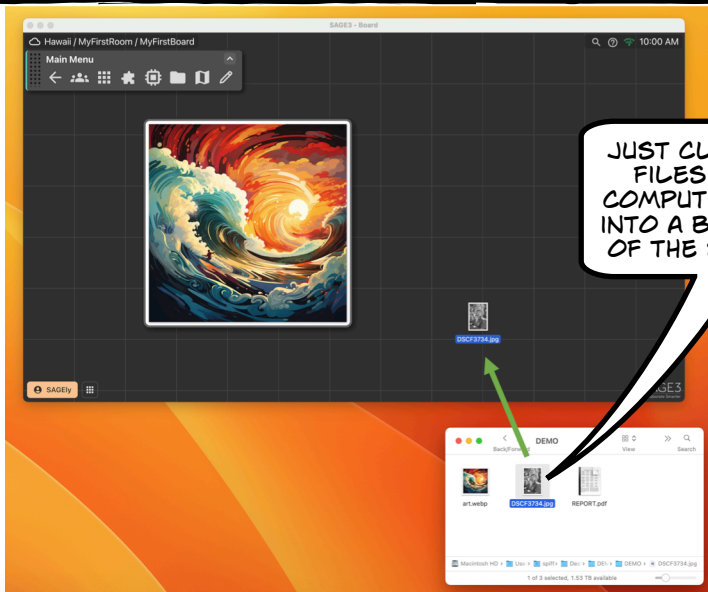
HERE IS A CHEATSHEET FOR SAGE'S TOOLS.  
YOU CAN BRING THIS UP BY PRESSING "?"



## Cheat Sheet

- Help**: ?
- Create Sticker**: Shift + S
- Select/Move**: Drag on app
- Deselect**: On board or ESC
- Multi-select**: Shift + Drag
- Resize**: Drag on app corners
- Pan**: Spacebar + Drag
- Zoom**: Spacebar + Spacebar
- Quick zoom to app**: Z or Drag
- 2 finger scroll**: +

YOU CAN UPLOAD DOCUMENTS INTO SAGE...  
SUPPORTED DOCUMENTS INCLUDE: PDF, JPG, JPEG, PNG, SVG, WEBP,  
TXT, MD, MARKDOWN, MP4, M4V, PY, GEOJSON FILES & URLS.

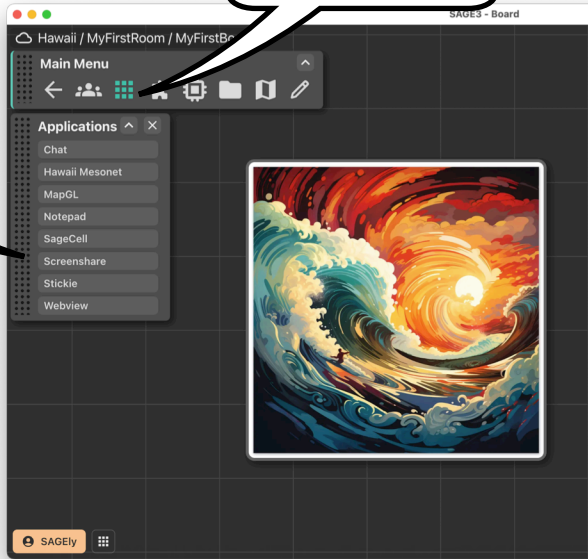


JUST CLICK AND DRAG  
FILES FROM YOUR  
COMPUTER'S DESKTOP  
INTO A BLANK PORTION  
OF THE SAGE3 BOARD

SCREEN SHARING...

TO SHARE YOUR  
LAPTOP SCREEN,  
CLICK ON THE  
APPLICATIONS  
BUTTON.

THEN CLICK ON  
SCREENSHARE.



SAGES CAN EVEN SHARE MULTIPLE SCREENS FROM MULTIPLE LAPTOPS AT THE SAME TIME ACROSS THE BOARD!

SHARED SCREEN

SECOND SHARED SCREEN

THERE IS NO LIMIT ON THE NUMBER OF USERS WHO CAN SHARE THEIR SCREEN AT THE SAME TIME



YOU CAN RUN SAGES3 ON A  
LARGE DISPLAY WALL TOO...



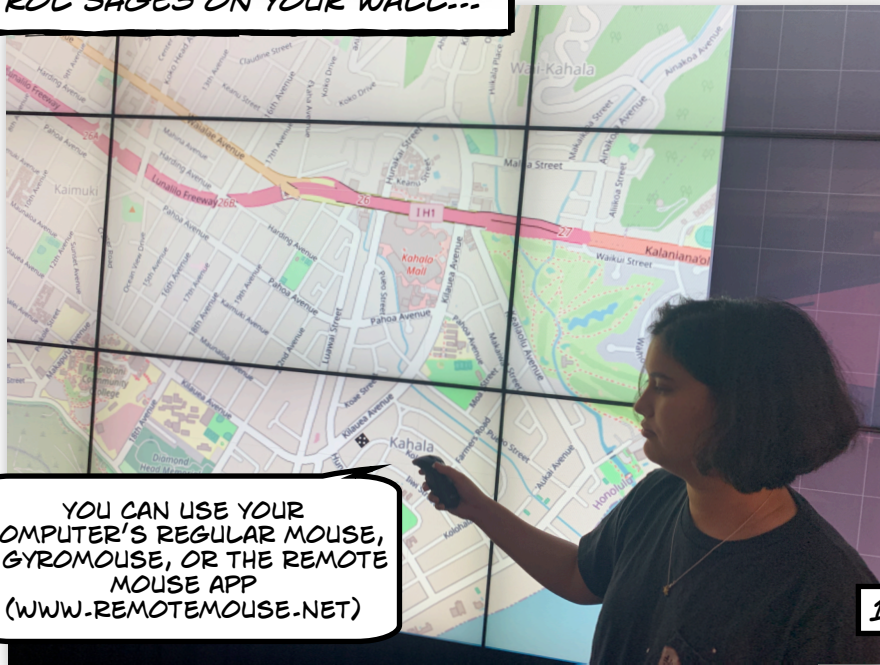


JUST INSTALL THE SAGE3 CLIENT APPLICATION ON THE COMPUTER DRIVING THE WALL, AND LAUNCH IT. AFTER LOGGING IN, GO TO THE DESIRED ROOM AND BOARD.



STRETCH THE SAGE3 WINDOW TO FILL THE WALL. YOU MAY ALSO CONSIDER USING ULTRAMON TO HELP MAXIMIZE YOUR DISPLAY.  
([WWW.REALTIMESOFT.COM/ULTRAMON](http://WWW.REALTIMESOFT.COM/ULTRAMON))

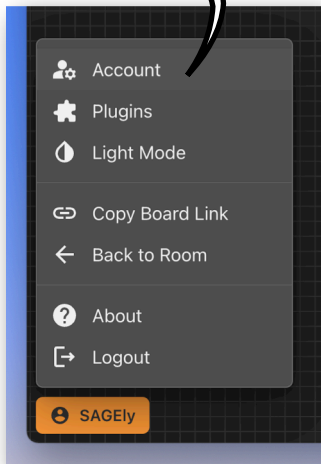
## CONTROL SAGES ON YOUR WALL...



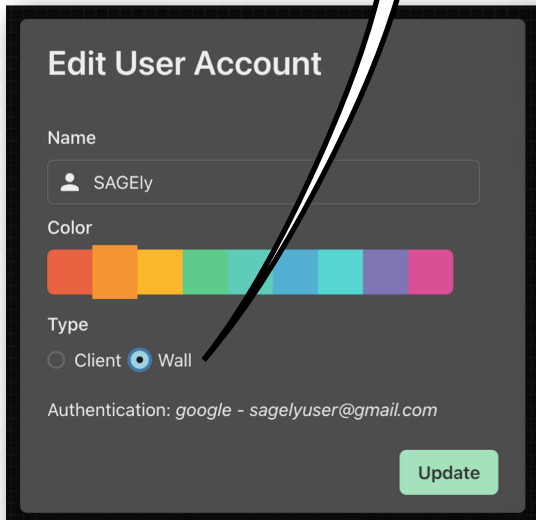
YOU CAN USE YOUR  
COMPUTER'S REGULAR MOUSE,  
A GYROMOUSE, OR THE REMOTE  
MOUSE APP  
([WWW.REMOTEMOUSE-NET](http://WWW.REMOTEMOUSE-NET))

DESIGNATING THE CLIENT AS A "WALL" MAKES IT EASIER TO SEE THE BOUNDS OF YOUR WALL.

SELECT ACCOUNT



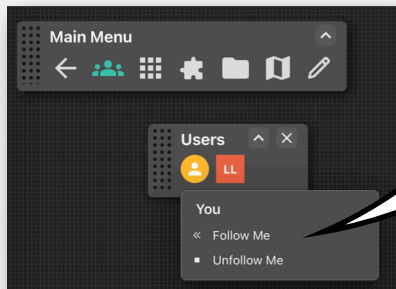
SELECT WALL



A BORDER WILL APPEAR TO OTHER USERS SO THEY CAN SEE THE VISIBLE AREA OF THE WALL. ANYTHING YOU PLACE WITHIN THE BORDERS WILL BE VISIBLE ON THE WALL.

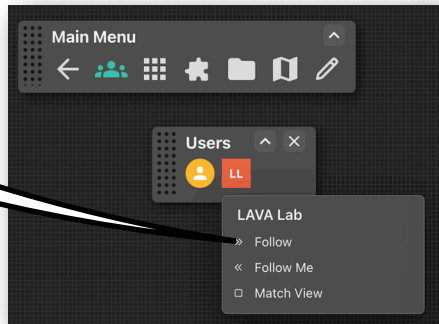
The screenshot displays a virtual meeting interface. At the top left, a dark grey menu bar contains the text "Main Room: Main Board" and several icons: a back arrow, a group of people, a grid, a folder, a document, and a pencil. In the center, a yellow rectangular box contains the text "Welcome to SAGE3". To the right of this box is a large map of a coastal region with green hills and blue water. Below the map is a photograph of a modern meeting room with several people seated around tables. In the bottom left corner, a pink pill-shaped button contains the text "Jason Leigh". In the bottom right corner, a grey pill-shaped button contains the text "SAGEly User". The bottom right corner of the interface also features the "SAGE3 Collaborative Smartway" logo.

## FOLLOW FEATURE...



YOU CAN HAVE OTHERS FOLLOW YOU WHEREVER YOU GO ON THE BOARD. THIS WILL MAKE THE WALL FOLLOW YOU AUTOMATICALLY.

OR YOU CAN FOLLOW OTHERS



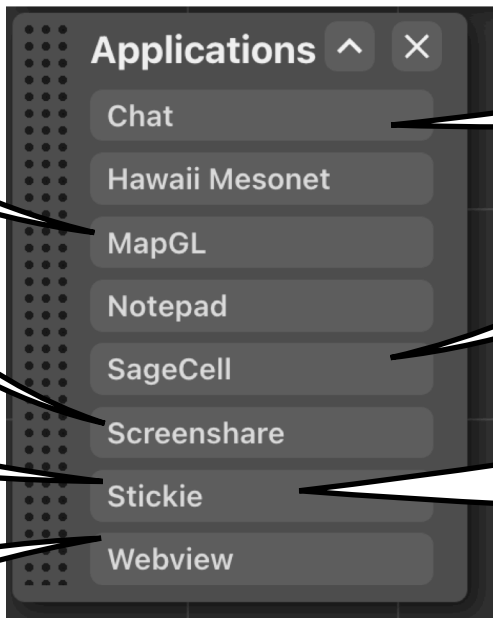
## GIVE THESE APPLICATIONS A TRY...

VIEW GEOJSON FILES

SHARE YOUR SCREEN

MAKE A STICKY NOTE

OPEN AN INTERACTIVE WEB BROWSER



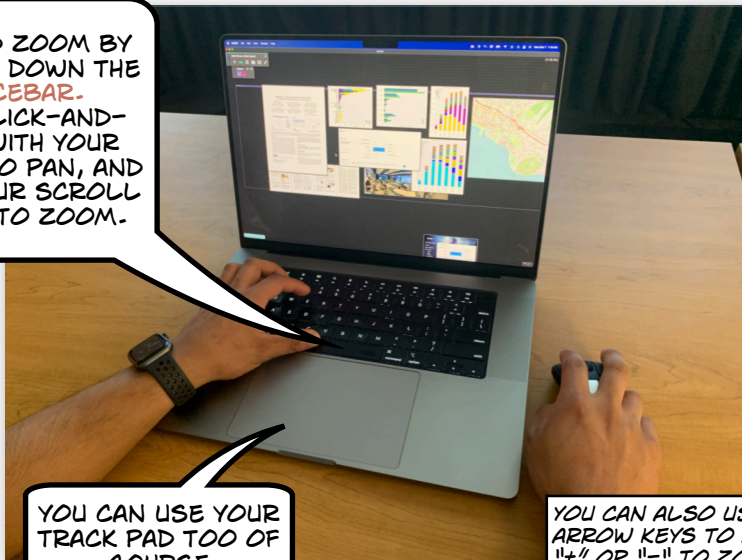
MAKE MULTIPLE INTERACTIVE CHAT SESSIONS

LAUNCH PYTHON CODE CELLS

FOR STICKIE NOTES YOU CAN ALSO POINT AT A BLANK AREA OF A BOARD AND PRESS **SHIFT-S**

## FINE TUNE YOUR NAVIGATION...

PAN AND ZOOM BY HOLDING DOWN THE **SPACEBAR**. THEN CLICK-AND-DRAG WITH YOUR MOUSE TO PAN, AND TURN YOUR SCROLL WHEEL TO ZOOM.



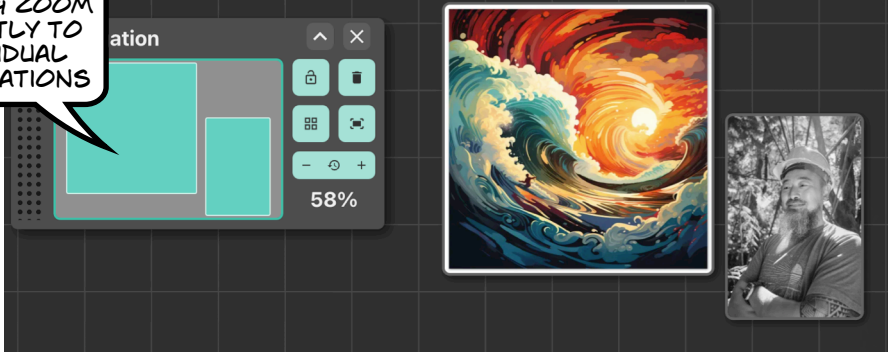
YOU CAN USE YOUR TRACK PAD TOO OF COURSE

YOU CAN ALSO USE THE ARROW KEYS TO PAN AND "+" OR "-" TO ZOOM



## NAVIGATING THE BOARD...

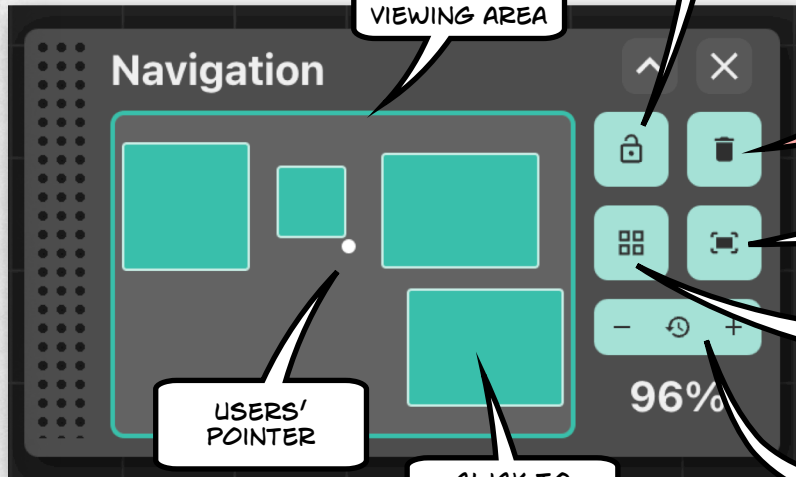
CLICK ON  
BOXES TO  
JUMP & ZOOM  
DIRECTLY TO  
INDIVIDUAL  
APPLICATIONS



YOU CAN ALSO HOVER OVER A WINDOW YOU WANT TO ZOOM INTO, AND PRESS THE "Z" KEY.



MORE ON THE MINI-MAP...



YOUR  
CURRENT  
VIEWING AREA

LOCK VIEW

DELETE  
EVERYTHING  
FROM THE  
BOARD

FIT YOUR VIEW  
TO SEE ALL  
APPS

TILE CONTENT

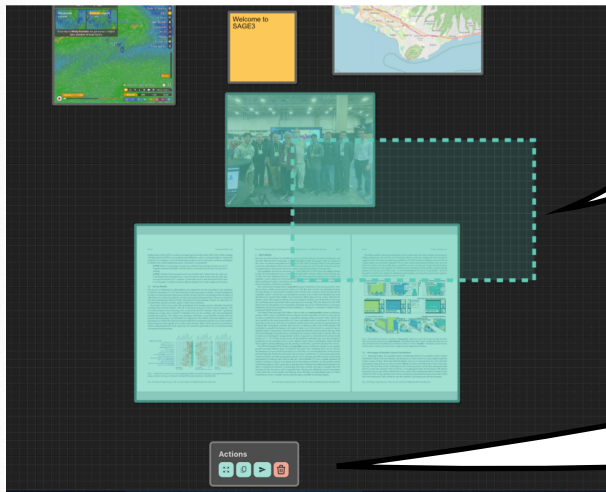
SET ZOOM  
LEVEL

USERS'  
POINTER

CLICK TO  
ZOOM INTO  
APPLICATION



## GROUP SELECT ITEMS...



HOLD DOWN  
SHIFT KEY AND  
DRAG OUT A  
BOUNDING BOX

SELECTED  
ITEMS CAN BE  
DUPLICATED  
OR COPIED TO  
ANOTHER  
BOARD

FOR MORE HELP VISIT...



[HTTPS://DISCORD.COM/INVITE/VDNY2BZAGC](https://discord.com/invite/vdny2bzagc)

SAGE3 IS MADE POSSIBLE BY THE FOLLOWING  
NATIONAL SCIENCE FOUNDATION AWARDS:

2004014 (UNIVERSITY OF HAWAII AT MANOA),  
2003800 (UNIVERSITY OF ILLINOIS AT CHICAGO),  
2003387 (VIRGINIA TECH)

