SAGE3
Collaborate Smarter

QUICK START GUIDE

DOWNLOAD AND INSTALL SAGE3 FROM
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.

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

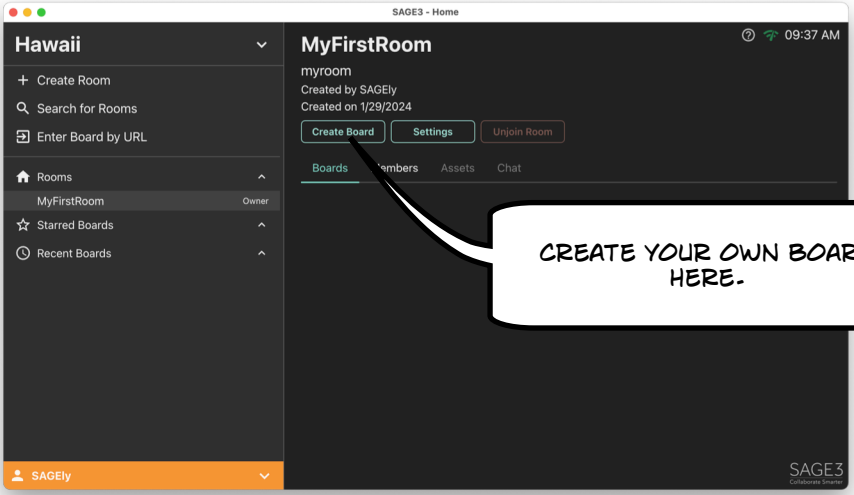
OR LOGIN WITH YOUR APPLE LOGIN

OR LOGIN WITH CI LOGON

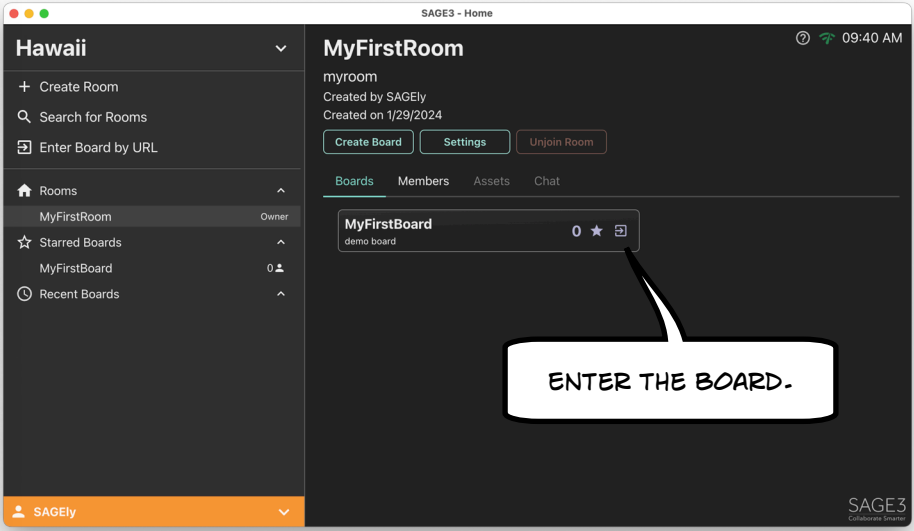
GUESTS CANNOT CREATE ROOMS OR BOARDS BUT CAN EDIT CONTENT

AFTER YOU LOGIN, MAKE YOUR OWN ROOM...

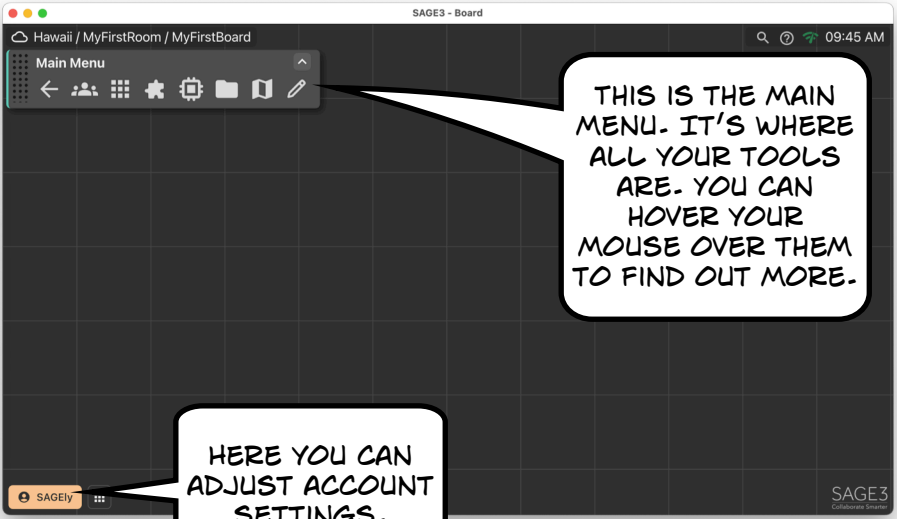
LETS SAY YOU CREATED YOUR OWN ROOM, NOW CREATE A BOARD...



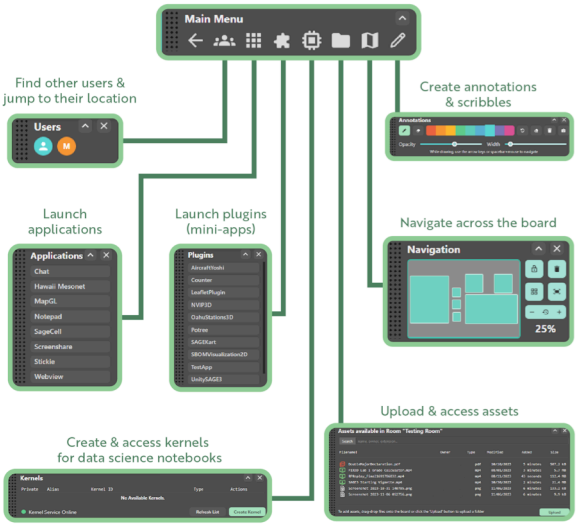
NOW ENTER THE BOARD...



INSIDE THE BOARD...



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



Cheat Sheet

Help — ?

Create Stickie — Shift + S

Select/Move — Drag on app

Deselect — or ESC — On board

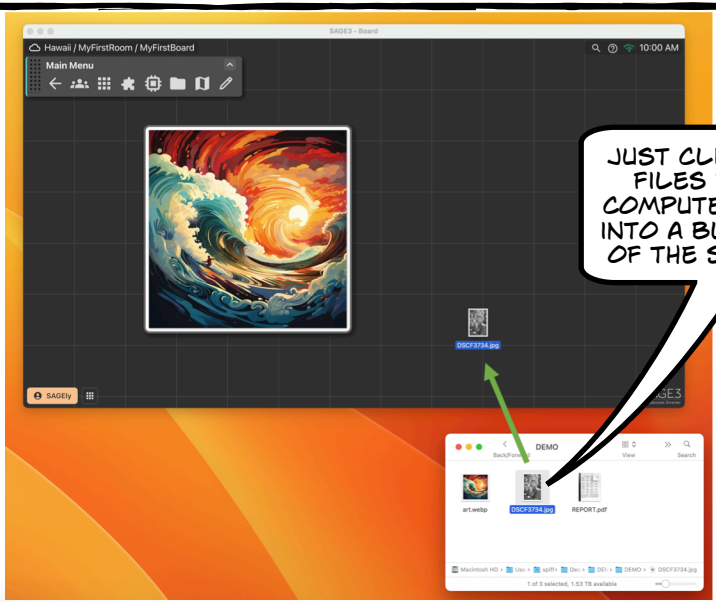
Multi-select — Shift + Drag

Resize — Drag on app corners

Pan — Spacebar + Drag, or

Zoom — Z — Quick zoom to app; or Spacebar + ; or Spacebar + 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.

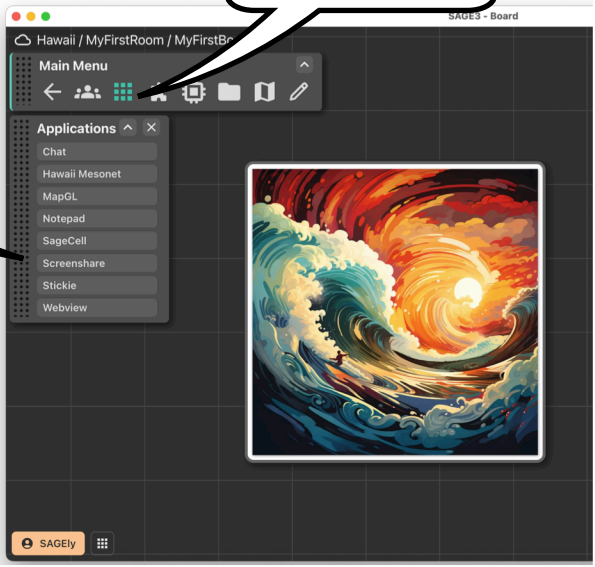


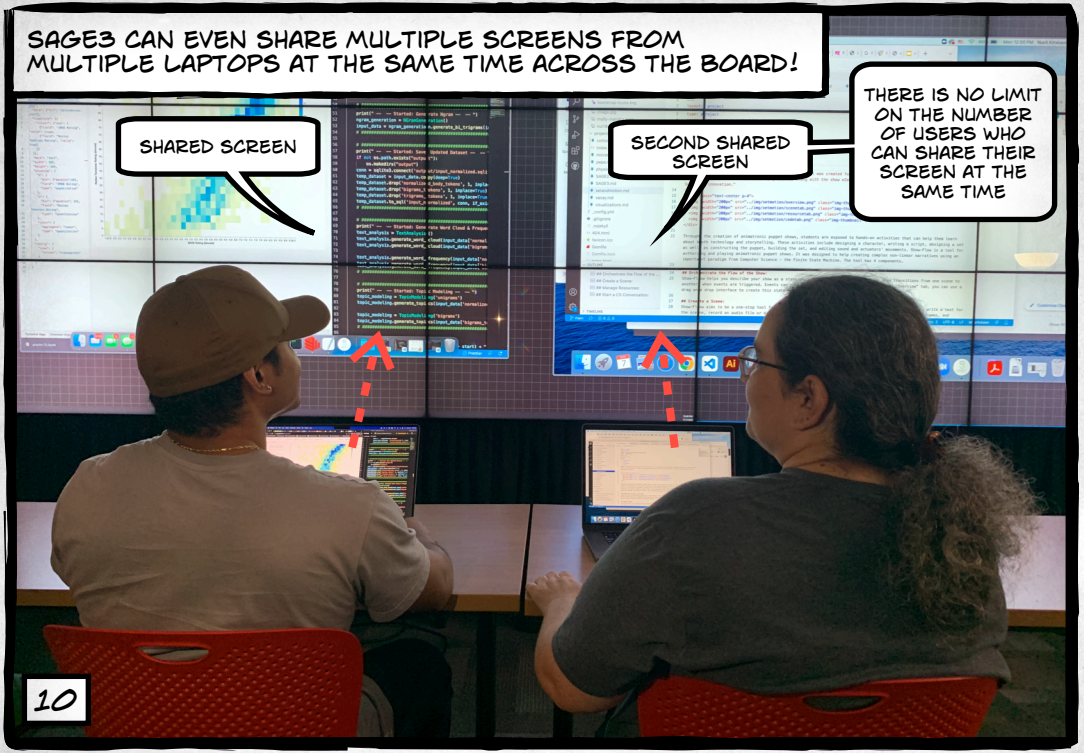
JUST CLICK AND DRAG FILES FROM YOUR COMPUTER'S DESKTOP INTO A BLANK PORTION OF THE SAGE3 BOARD

SCREEN SHARING...

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

THEN CLICK ON SCREENSHARE.




SAGE3 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
10

YOU CAN RUN SAGE3 ON A LARGE DISPLAY WALL TOO...

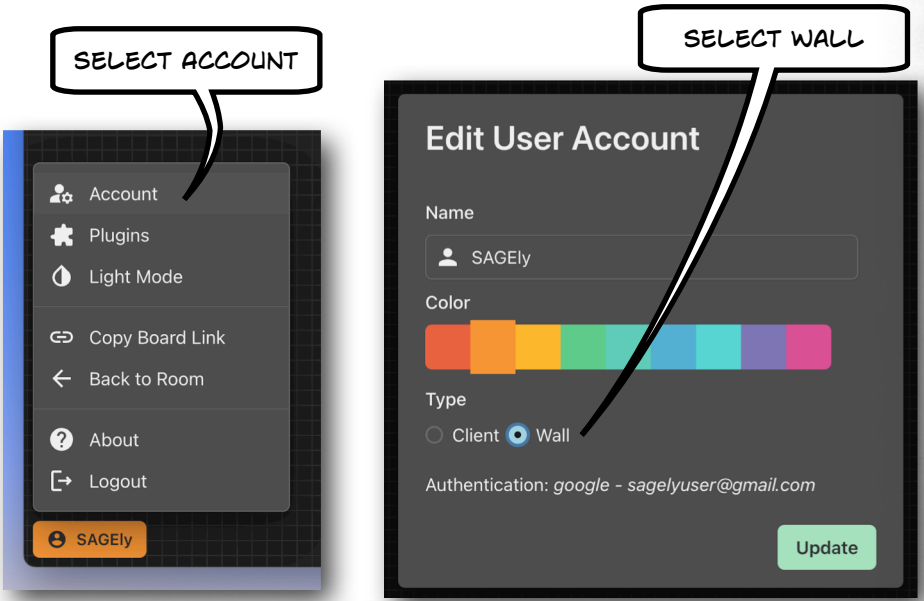
JUST INSTALL THE SAGE3 CLIENT APPLICATION ON THE COMPUTER DRIVING THE WALL, AND LAUNCH IT. AFTER LOGGING IN, GO TO THE DESIRED ROOM AND BOARD.

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

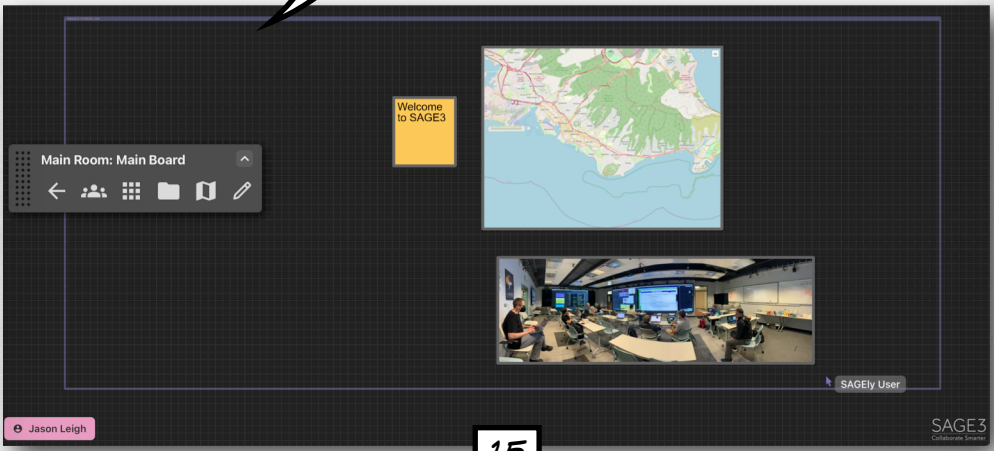
CONTROL SAGE3 ON YOUR WALL...

YOU CAN USE YOUR COMPUTER'S REGULAR MOUSE, A GYROMOUSE, OR THE REMOTE MOUSE APP (WWW.REMOTEMOUSE.NET)

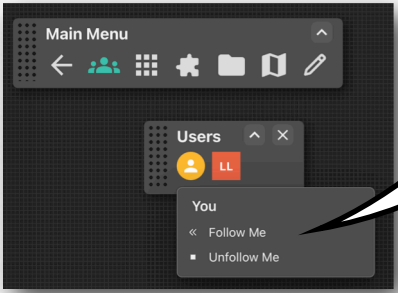
DESIGNATING THE CLIENT AS A "WALL" MAKES IT EASIER TO SEE THE BOUNDS OF YOUR WALL.



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.

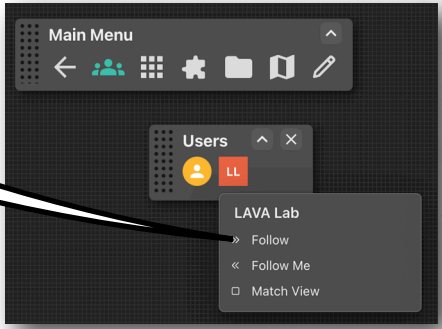


FOLLOW FEATURE...

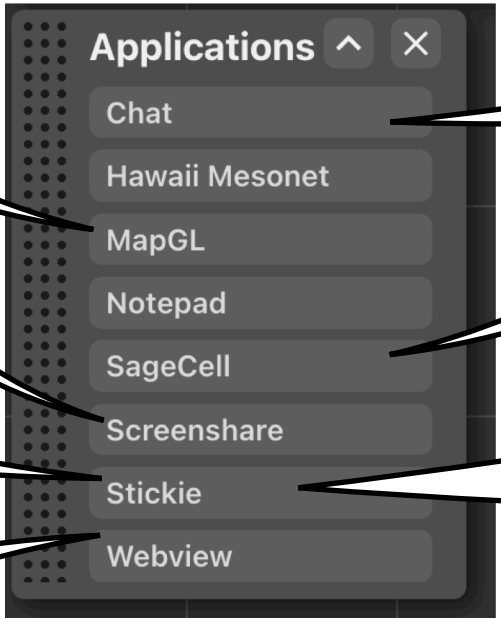


YOU CAN HAVE OTHERS FOLLOW YOU WHEREVER YOU GO ON THE BOARD. THIS WILL MAKE THE WALL FOLLOW YOU AUTOMATICALLY.

OR YOU CAN FOLLOW OTHERS



GIVE THESE APPLICATIONS A TRY...



VIEW GEOJSON FILES

SHARE YOUR SCREEN

MAKE A STICKY NOTE

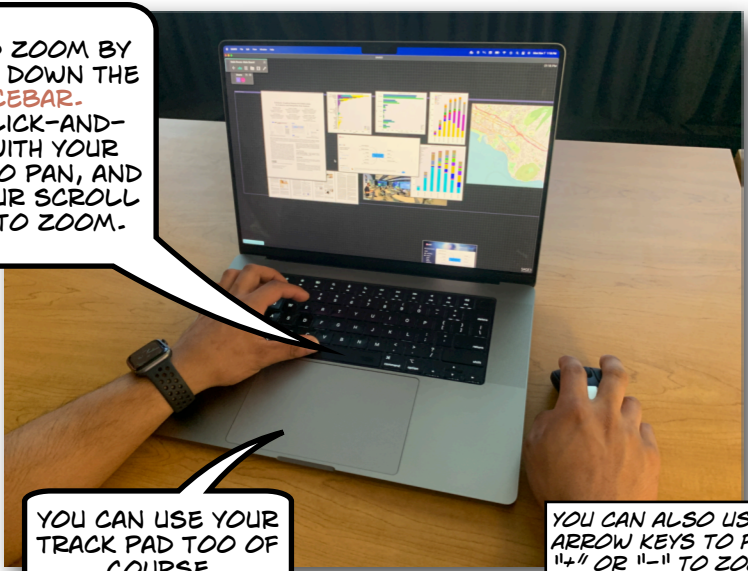
OPEN AN INTERACTIVE WEB BROWSER

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...

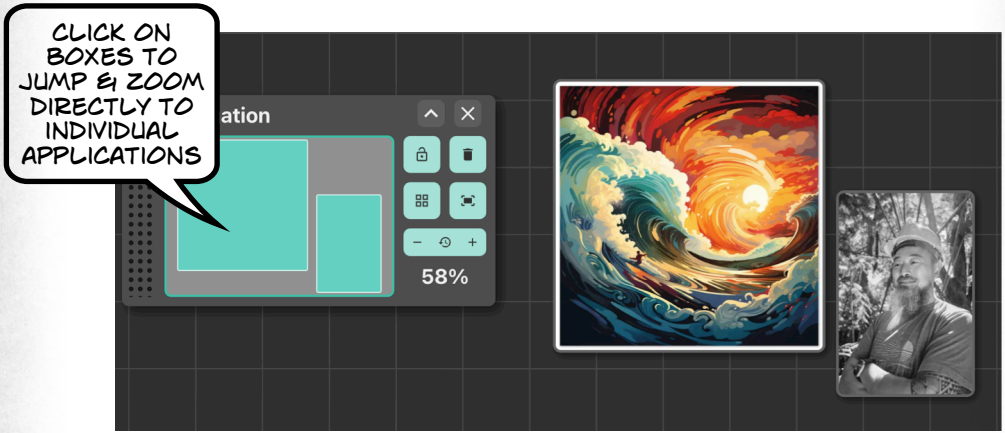


PAN AND ZOOM BY HOLDING DOWN THE SPACEBAR. THEN CLICK-AND-DRAG WITH YOUR MOUSE TO PAN, AND TURN YOUR SCROLL WHEEL TO ZOOM.

YOU CAN USE YOUR TRACK PAD TOO OF COURSE

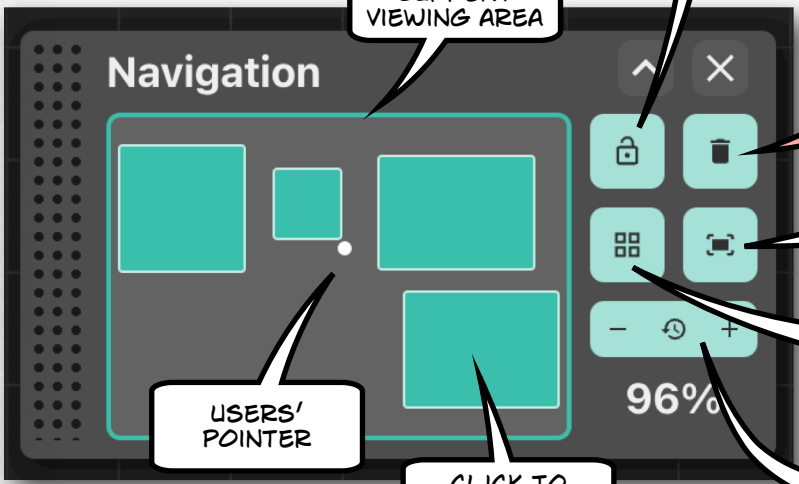
YOU CAN ALSO USE THE ARROW KEYS TO PAN AND "+" OR "-" TO ZOOM

NAVIGATING THE BOARD...



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

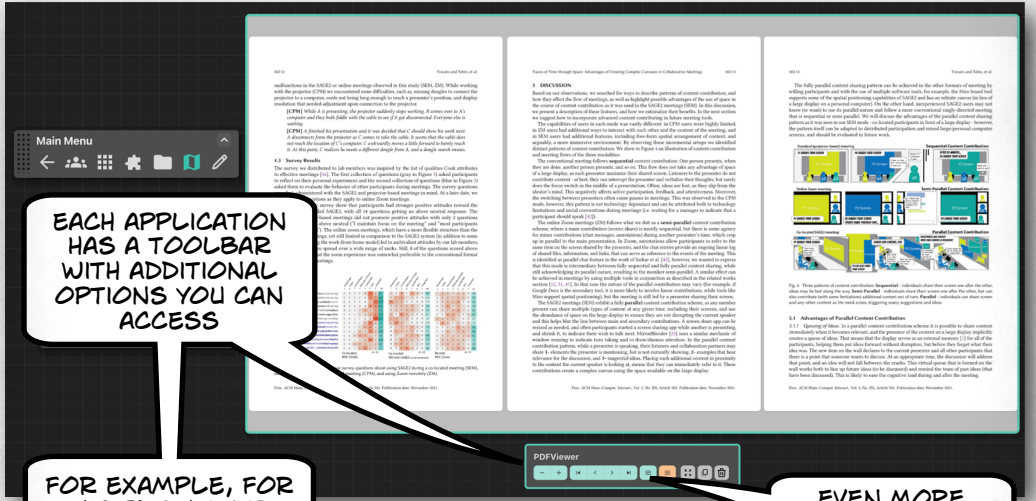
TILE CONTENT

SET ZOOM LEVEL

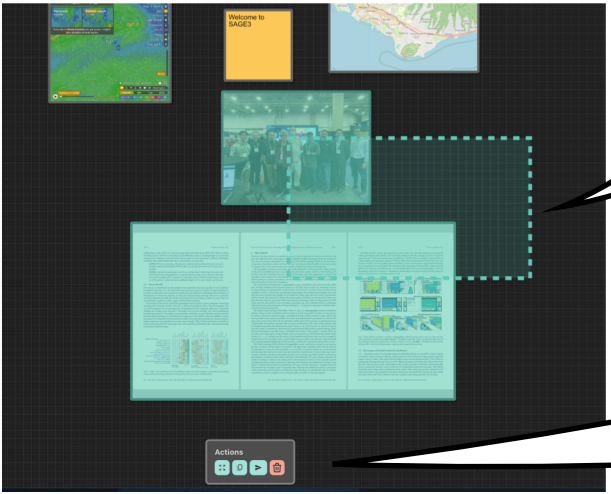
USERS' POINTER

CLICK TO ZOOM INTO APPLICATION

CONTROLLING YOUR APPLICATIONS...



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---

Discord

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)