

# Quick User Guide



This guide is for [Version 1.0.44 \(2025\)](#)

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**01**

# **Getting Started**

# Getting Started

1

## Hubs

Choose a **hub**.

The main hubs are Chicago, JetSage, and Hawaii.

Choose one that is **closest to you**. JetSage is located in Indiana.

**SAGE3**  
Space to Collaborate

Select a Hub Add an Unlisted Hub Refresh

- Chicago 11 Users
- Chicago CodeCell
- Chicago Development

Join a Board

Enter the URL of the board you wish to join

Join

Chicago Development and Hawaii Development are hubs where the development team is testing **new features**.

# Getting Started

1

## Logging In

Select the **login portal** of your choice.  
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

**Note:** Guests cannot create rooms or boards but can view and edit content

# Getting Started

1

## Rooms

After you login, make your own room...

The screenshot shows the SAGE3 application interface. The top navigation bar includes 'Chicago', 'Home', 'Your Rooms', and 'SAGE3 Member'. The main content area displays 'Good morning, John' and a search bar for rooms and boards. Below the search bar are three tabs: 'Recent Boards', 'Active Boards', and 'Starred Boards'. The 'Starred Boards' tab is selected, showing three boards: 'Fall 2024 cleanup', 'AHM Milestones 2024 All Hands Meeting', and 'AHM Future Planning Gantt Chart June 2023'. Below the boards is an 'Available Rooms' section with a search bar and a list of rooms: 'AGU Demos', 'AI Tests', 'Andy', and 'Ashwini Test Room', each with a 'Join' button. The bottom left shows the user profile 'John Smith'.

**Annotations:**

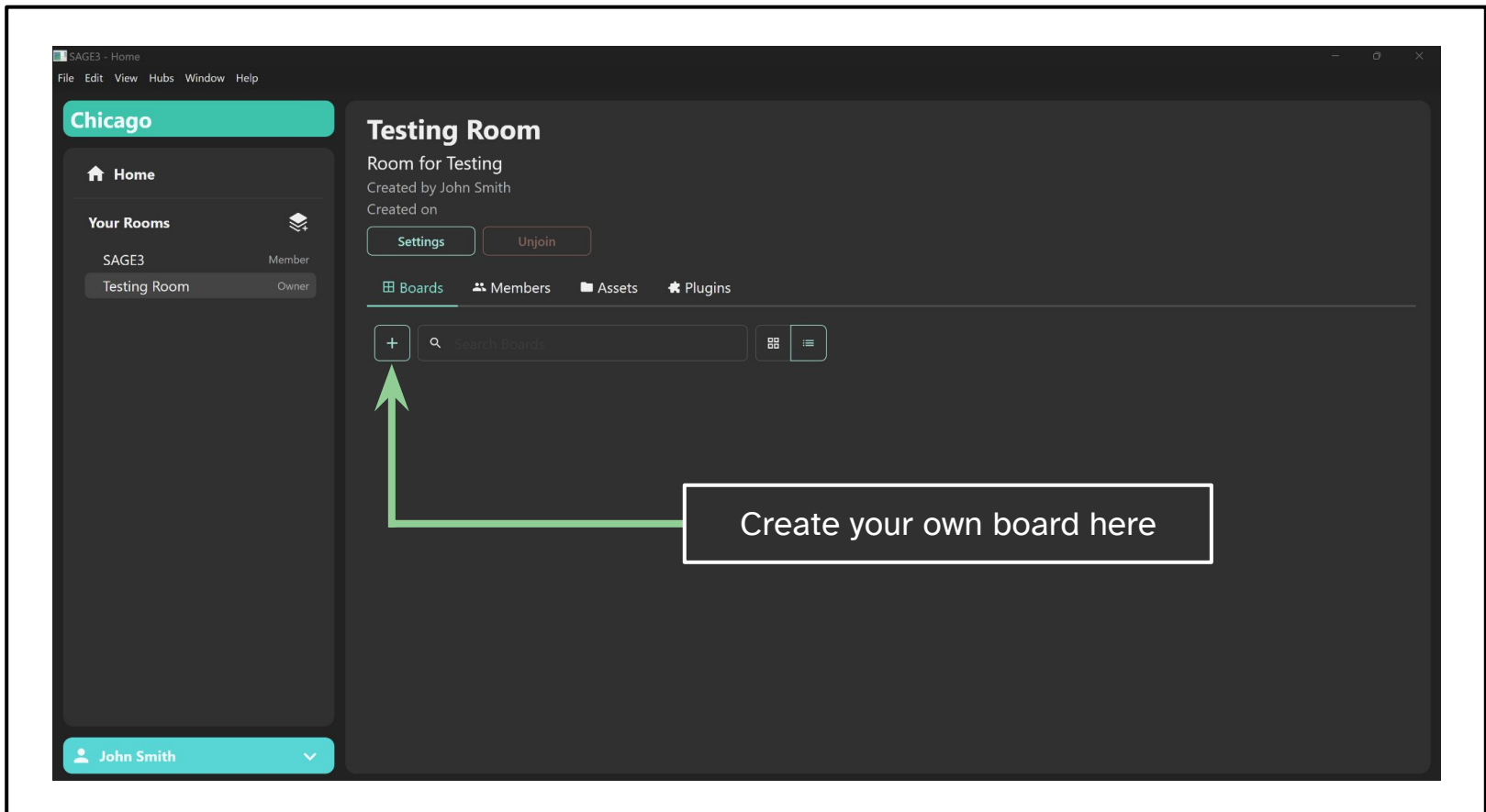
- Create your own room:** A box with an arrow pointing to the 'Your Rooms' section in the sidebar.
- Enter a board through an ID or URL link:** A box with an arrow pointing to the search bar.
- Find other existing rooms here:** A box with an arrow pointing to the 'Available Rooms' section.
- Star boards for quick & easy access:** A box with an arrow pointing to the 'Starred Boards' tab.
- View your recent boards here:** A box with an arrow pointing to the 'Recent Boards' tab.

# Getting Started

1

## Boards

Once you've created a room, you can now create a board...



# Getting Started

1

## Boards

Customize your SAGE board to your liking.

**Name** the board

Testing Board

**Describe** your board

Board for Testing



Board ID: 8PHUZ-K7GNQ

Board Protected with a Password

XYWYW4

Create

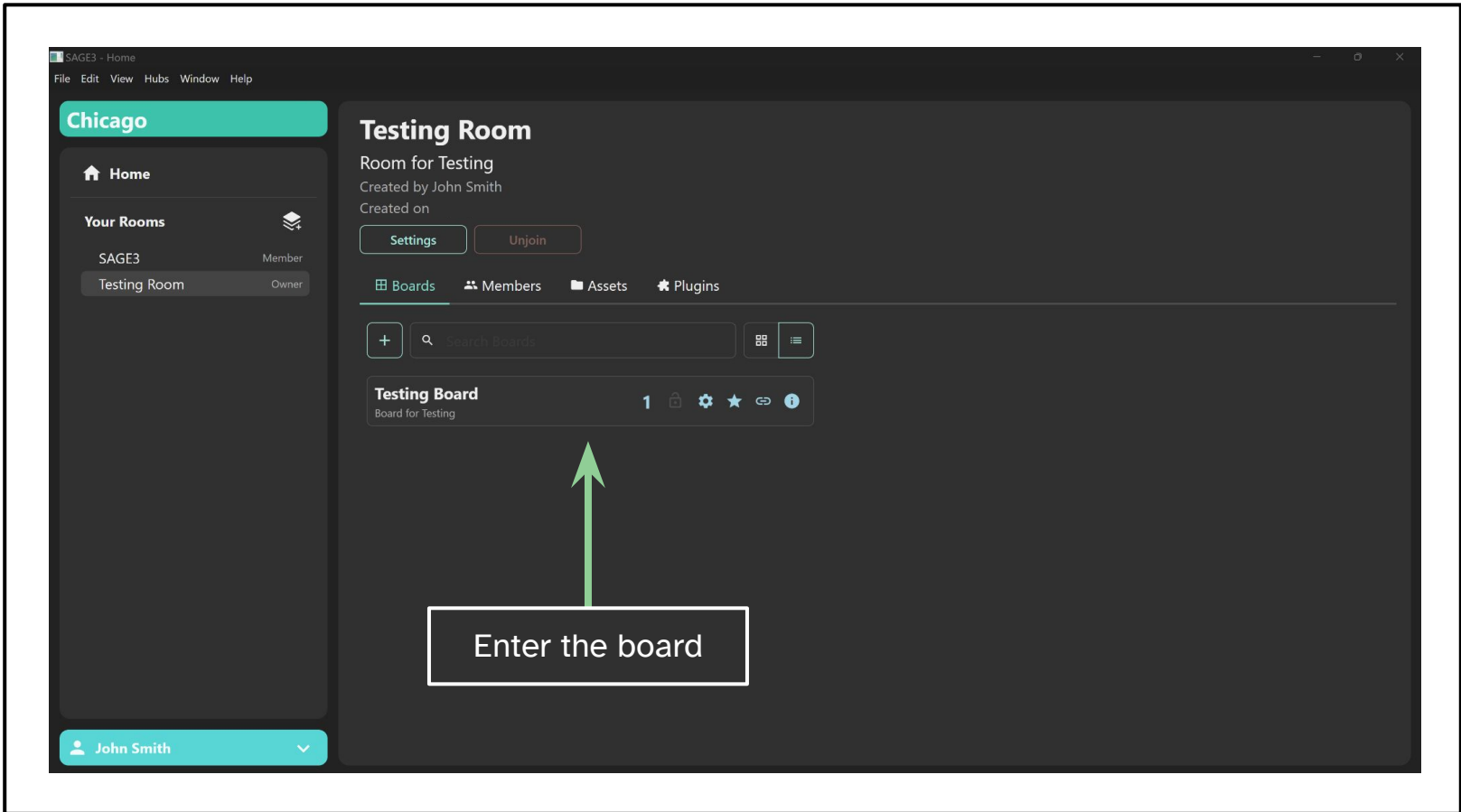
You can even set a **password** to keep your content private



# Getting Started

1

## Boards





**02**

# **Navigation**

# Navigation

2

## Inside the Board

Look for the toolbar along the bottom of the window. Here are their features.



Go back to **Home**

Adjust **account settings**

Switch between **navigation modes**

**Annotation tools**

This is the **Main Menu**, it's where all your tools are. You can hover your mouse over them to find out more.

Access **SAGE Intelligence AI**

# Navigation

2

## Cheat Sheet

For a quick & easy cheat sheet on SAGE's tools, press **"Shift + ?"** on your keyboard.

**SAGE3**

- Help
- About
- Search
- Feedback

**Navigation**

- Copy Board Link
- Go To Board
- Back to Room

**Settings**

- Account
- Intelligence
- Light Mode
- Visibility
- Logout

**Access Account Settings**

**Go Back to Home**

**Select Interaction Mode**

**Create Annotations**

Annotations

Width

Opacity

**Eraser**

**Users**

Find other Board Users

**Screenshare**

**Applications**

- Calculator
- Chat
- CodeEditor
- Hawaii Mesonet
- MapGL
- Notepad
- Poll
- SageCell
- Screenshare
- Stickie

**Launch Applications**

**SAGE Intelligence**

**Create Kernels for SAGECells**

**Asset Management**

**Plugins**

### Cheat Sheet

**Help** Shift + ?

**Create Sticker** Shift + S

**Toggle Modes**

- 1 Selection Mode
- 2 Grab Mode
- 3 Annotation
- 4 Eraser

**Resize**

Drag on app corners

**Select**

Click or Drag (in Selection Mode)

**Deselect**

On board or ESC

**Pan**

Drag (in Grab Mode) or 2 finger scroll (in Grab Mode)

**Zoom**

Quick zoom to app or 2 finger zoom (in Grab Mode)

# Navigation

2

## Navigation Modes

SAGE3 has **two navigation modes** to aid you in traversing the boards.

**Selection Mode** is mainly used for when you want to manipulate and access apps on the board



**Grab (Panning) Tool** is best suited for moving around and exploring the board

**Shortcut Tip:** Press **1** on your keyboard to select **Selection Mode** and **2** for **Grab Mode**



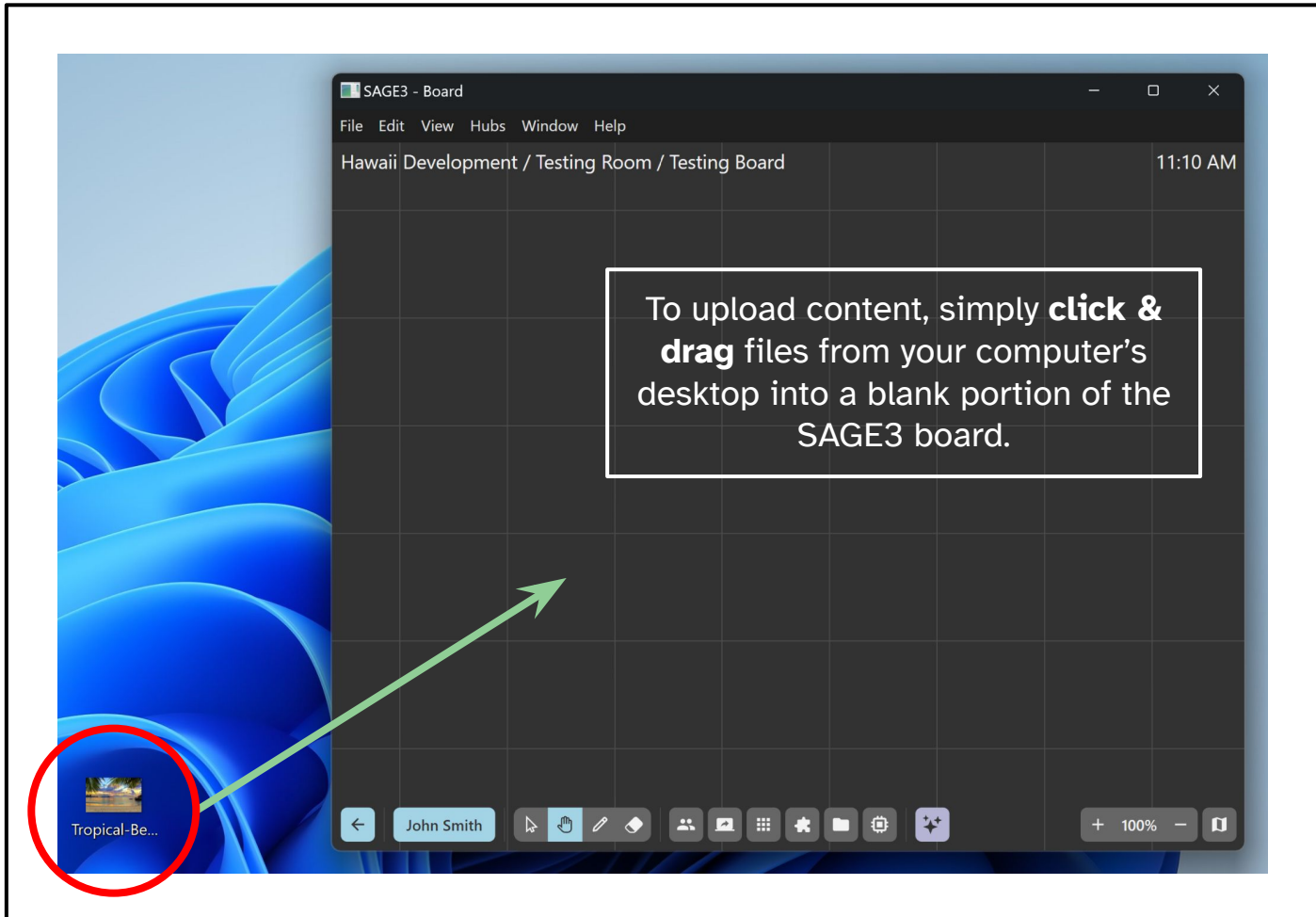
**03**

# **Key Features**

# Key Features

3

## Uploading Content



# Key Features

3

## Uploading Content

The screenshot displays a SAGE3 interface with a dark background. At the top left, the breadcrumb path reads "Hawaii Development / Testing Room / Testing Board". At the top right, the time is "11:14 AM". On the left side, there is a thumbnail image of a tropical beach at sunset. In the center, a PDF viewer is open, displaying the first page of a document titled "Important Presentation.pdf - 1 of 10". The PDF content features a white background with blue and purple abstract shapes and the text: "The Neuro-Physiological Effects of Cinematic Virtual Reality" by John Smith. Below the PDF viewer is a "PDFViewer" toolbar with various navigation and control icons. At the bottom of the interface is a navigation bar with a back arrow, the name "John Smith", several icons for user interaction, and a zoom level of "85%".

You can upload other types of documents into SAGE3... Supported documents include: **pdf, jpg, JPEG, png, svg, webp, txt, md, markdown, mp4, m4v, py, geojson files & URLs.**



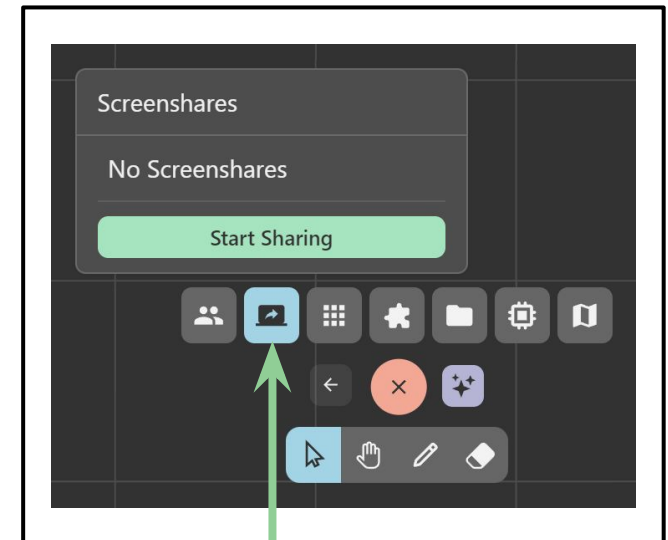
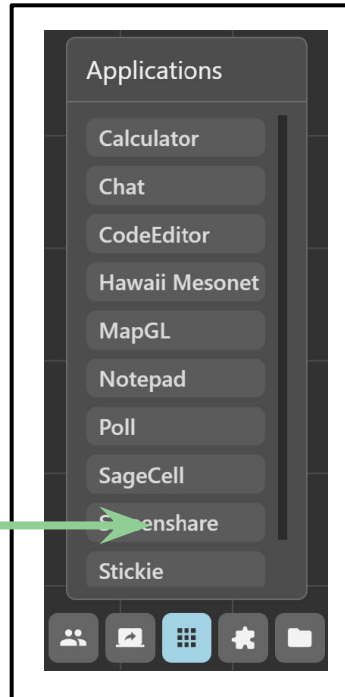
# Key Features

3

## Screen Sharing

SAGE3 has screen sharing as well!  
To share your laptop/PC screen,  
click on the applications button.

Then, click “**screen share**”



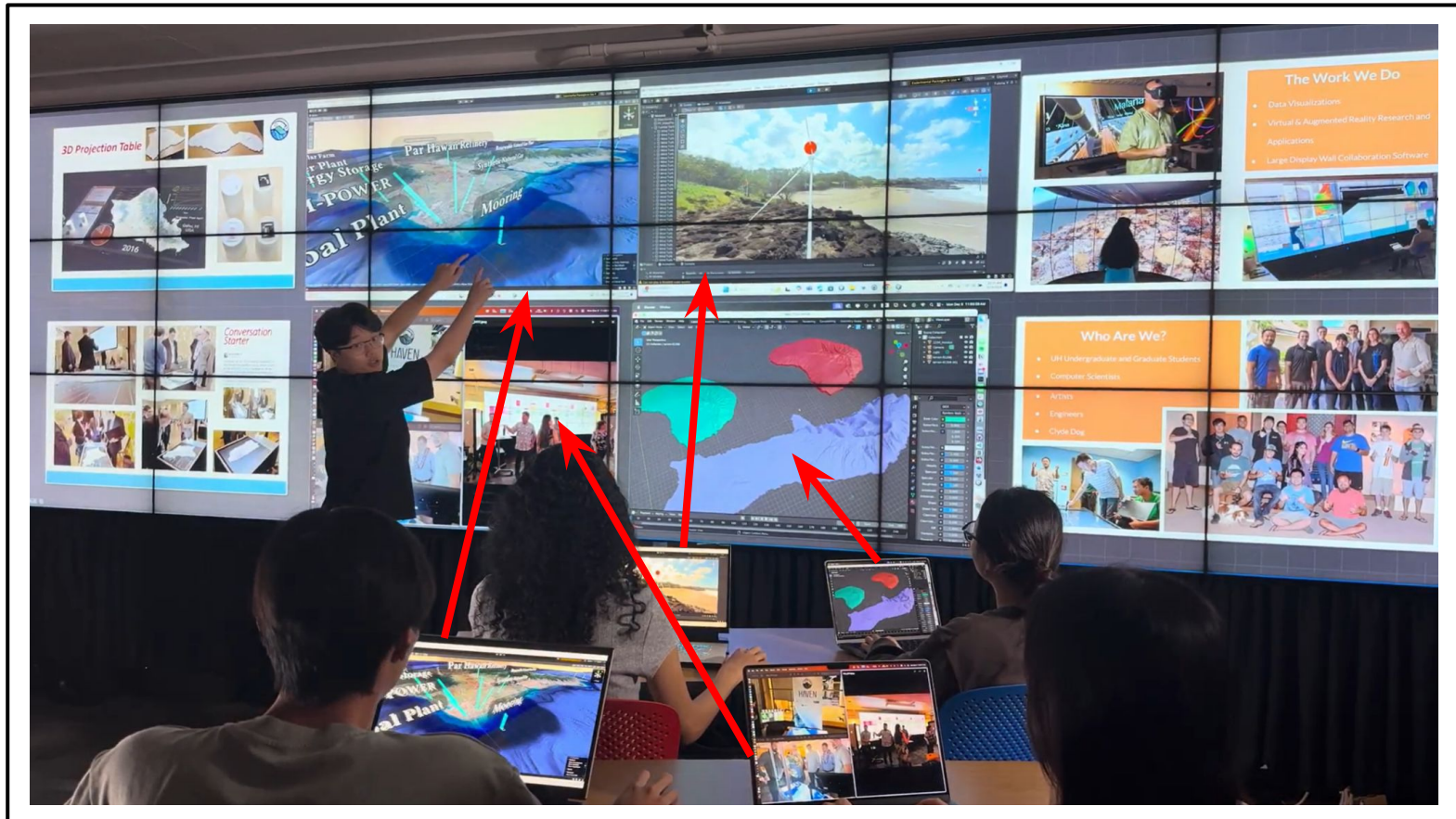
You can also **right-click** on the board to bring up  
a mini menu

# Key Features

3

## Screen Sharing

SAGE3 can even share **multiple screens** from multiple laptops & monitors at the same time across the board!

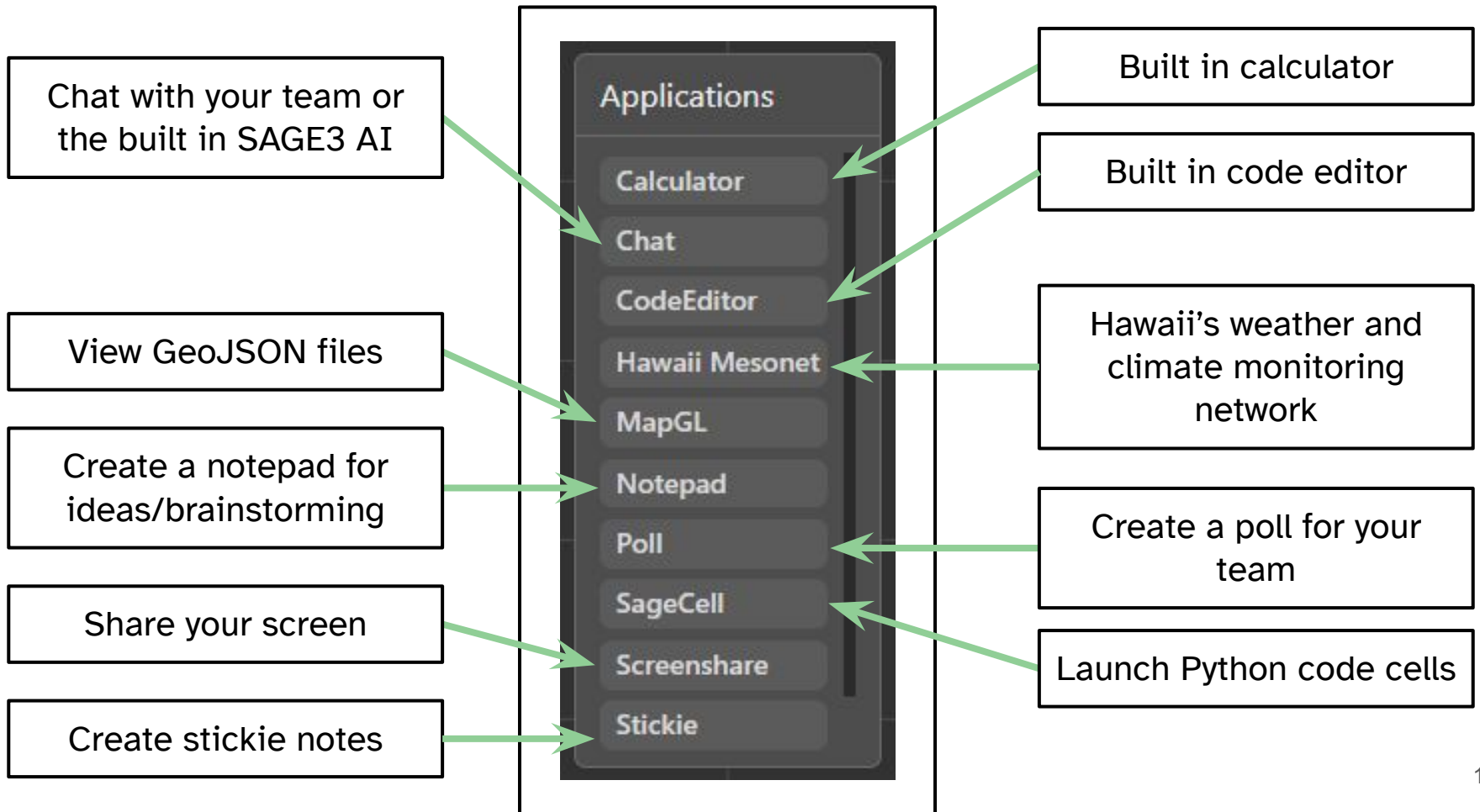


# Key Features

3

## Applications

SAGE3 offers a large variety of **applications** in which you and your team can explore!



# Key Features

3

## Applications

Scroll down for more applications.

Built in timer

Timer

Embedded web  
browser

Webview

Collaborative  
whiteboard tool

TLDraw

# Key Features

3

## Display Walls

You can run SAGE3 on a **large display wall** too. Just install the SAGE3 client app on the computer driving the wall, and launch it. After logging in, go to the desired room and board.



# Key Features

3

## Display Walls

Designating the client as a **“Wall”** makes it easier to see the bounds of your wall.

The diagram illustrates the process of designating a client as a 'Wall' in the SAGE3 application. It consists of three main components:

- Left Screenshot:** A dark-themed settings menu for 'SAGE3'. The 'Account' option under the 'Settings' section is highlighted with a green arrow pointing to the 'Account' text.
- Middle Text Box:** A white box with black text that reads: "Click on your name and go to **“Account”**".
- Right Screenshot:** The 'Edit User Account' screen. The 'Name' field contains 'John Smith'. The 'Color' field shows a horizontal bar with multiple colored segments. The 'Type' section has two radio buttons: 'Client' (unselected) and 'Wall' (selected). Below this, it shows 'Authentication: google' and 'Login expiration: in about 1 month'. At the bottom, there are two buttons: 'Delete Account' (orange) and 'Update' (green).

Green arrows indicate the flow of the process: from the 'Account' option in the settings menu to the 'Account' text in the middle box, and from the 'Wall' radio button in the 'Edit User Account' screen to the 'Wall' text in the middle box.

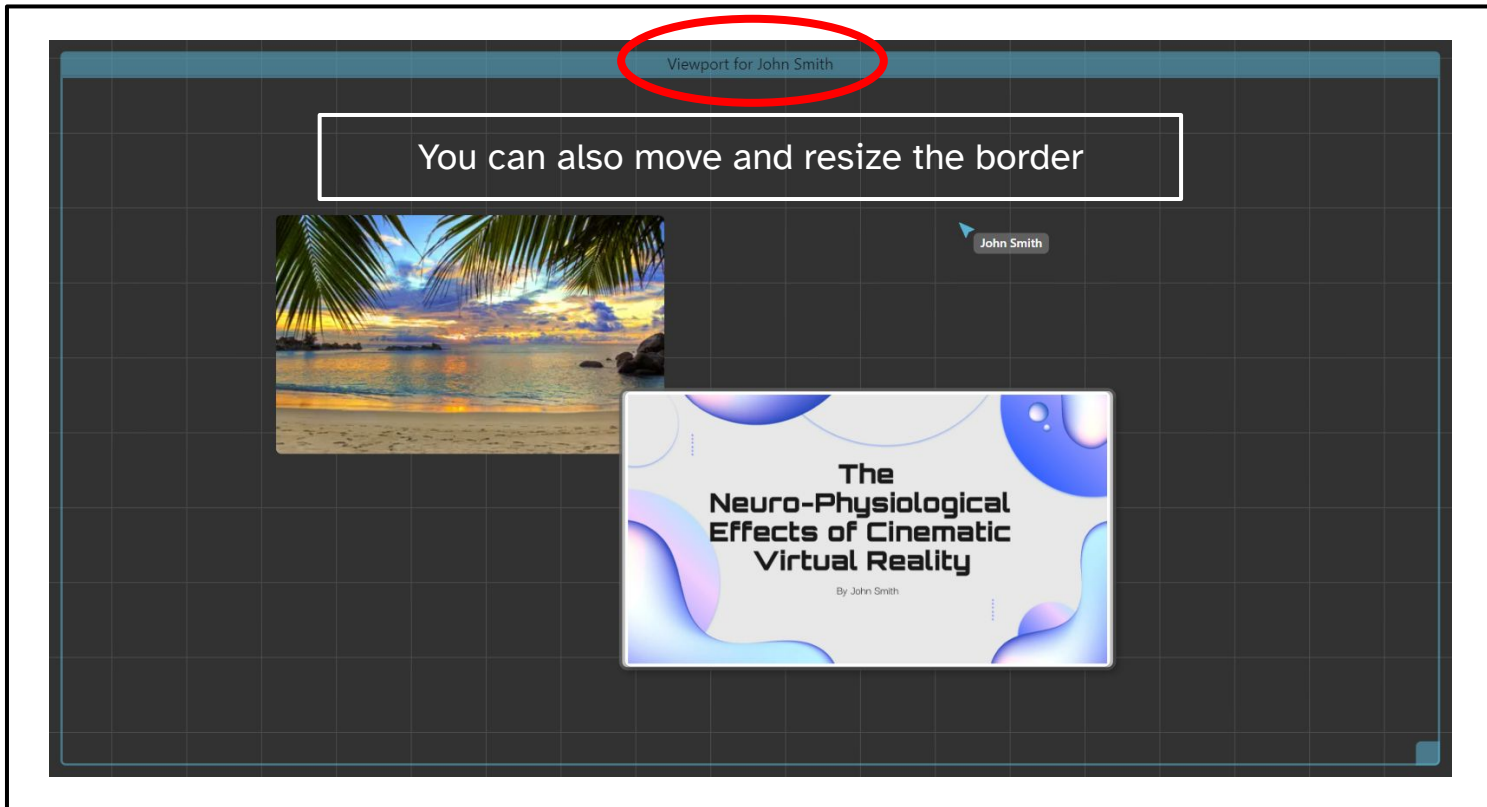


# Key Features

3

## Display Walls

After doing so, 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.





**04**

**Tips & Tricks**



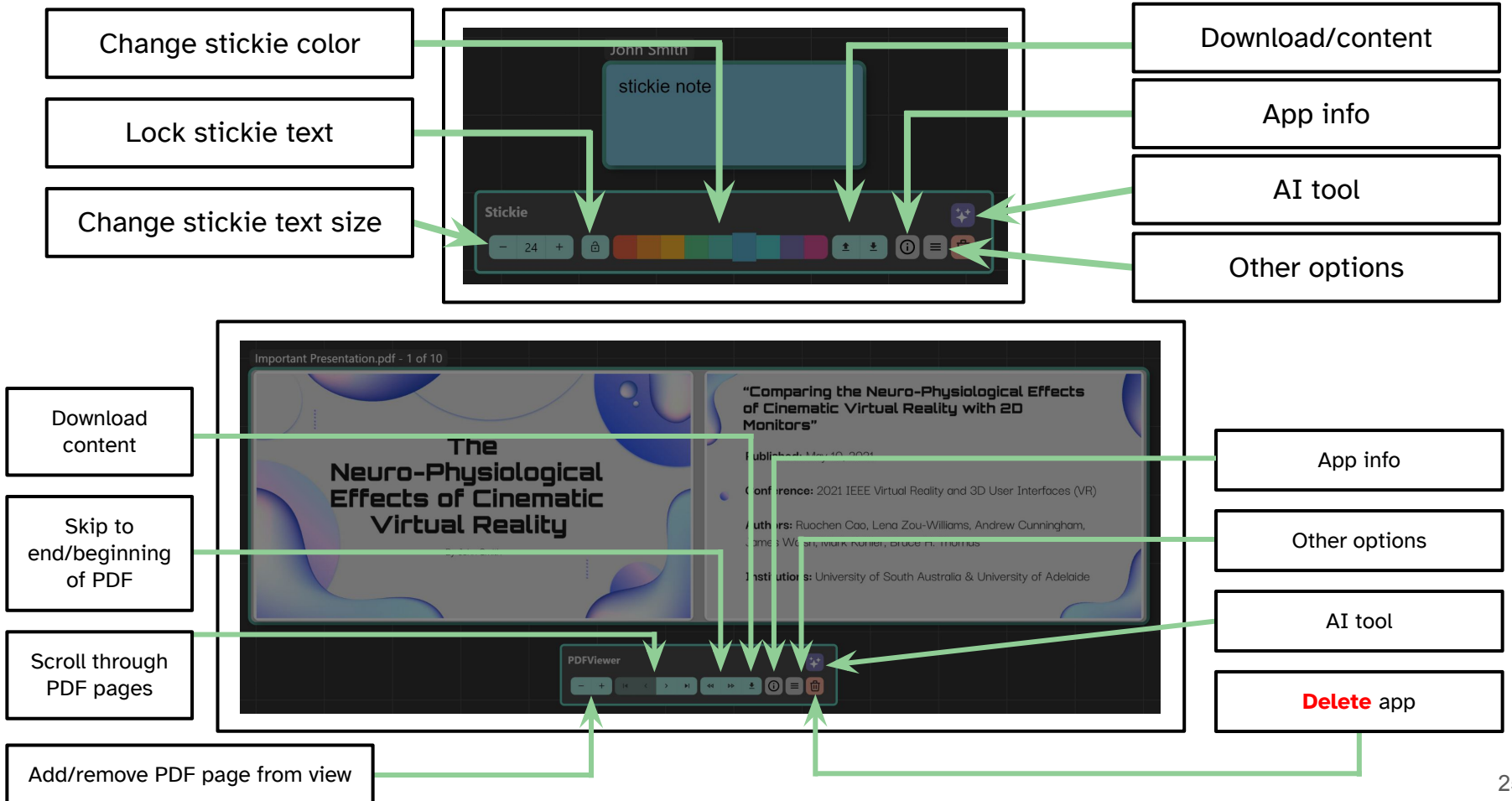
# Tips & Tricks

3

Each uploaded asset comes with a unique set of **application control tools**. Try them out for yourself!

## Application Control

Below are just 2 examples of applications- a **stickie note** and **PDF document** app.

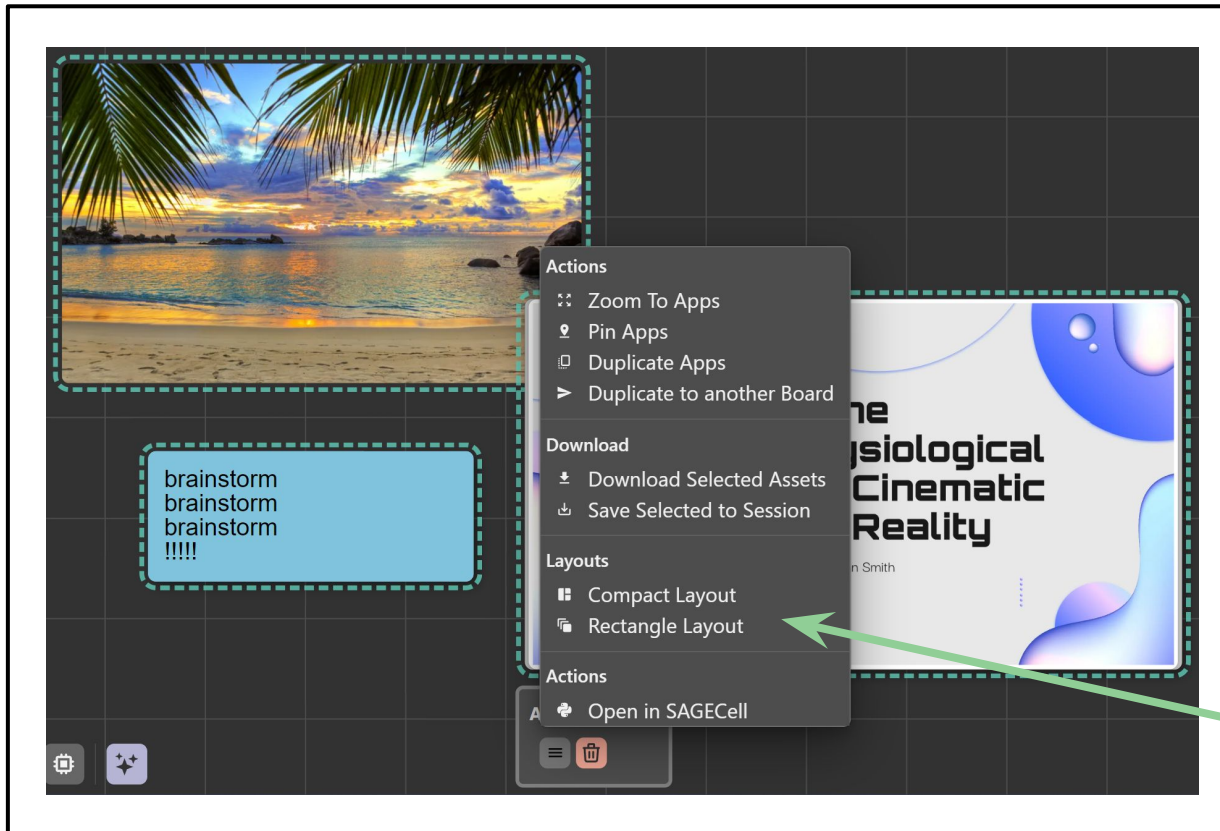


# Tips & Tricks

3

## Multi-select

You can perform actions on groups of apps by **multi-selecting** them.



In **Selection Mode**, **click & drag** on the board to lasso the desired apps. A tool bar will appear that will give you further options.

Here you can easily organize your board!

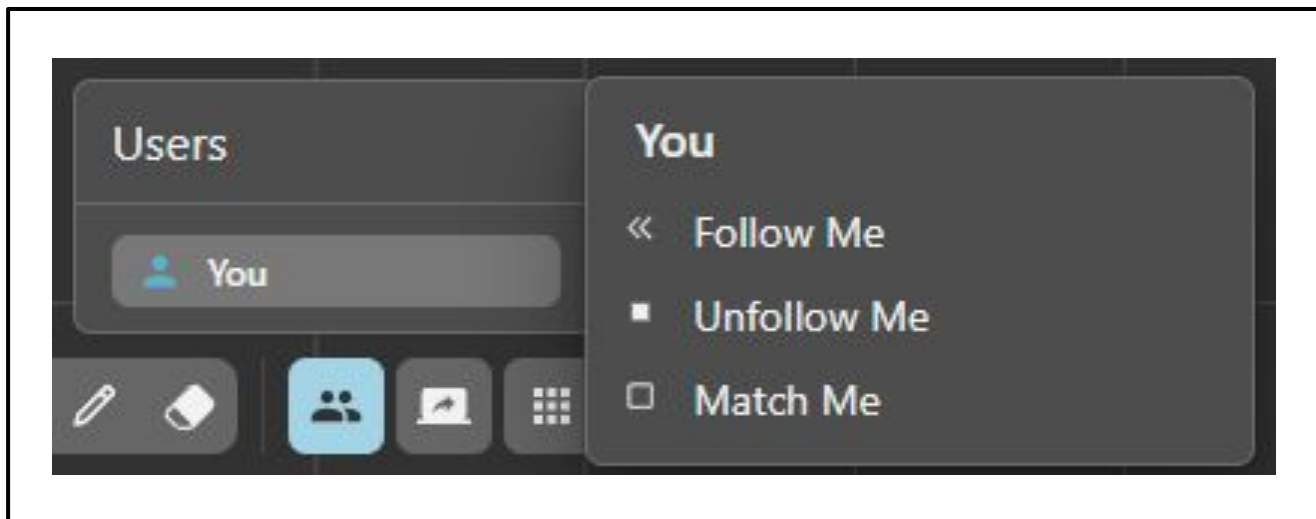
# Tips & Tricks

3

## Follow/Match Feature

Under the “**Users**” icon, SAGE3 offers the following useful features when you click on a name:

The “**Follow Me**” feature tethers other users to your view while you navigate your board.

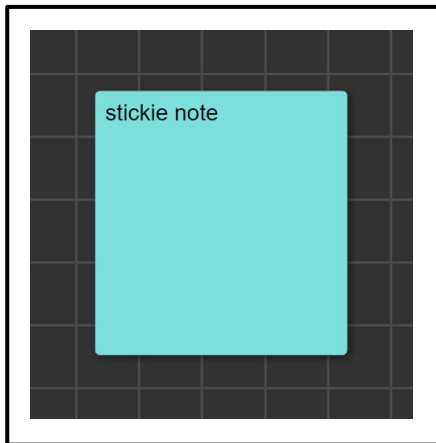


“**Match Me**” allows others to match your screen area on the board so they can see exactly what you’re seeing.

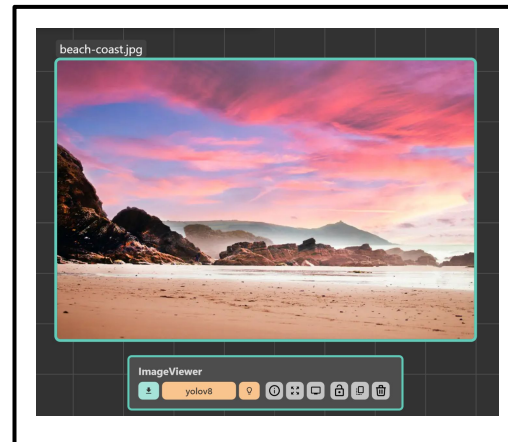
# Tips & Tricks

3

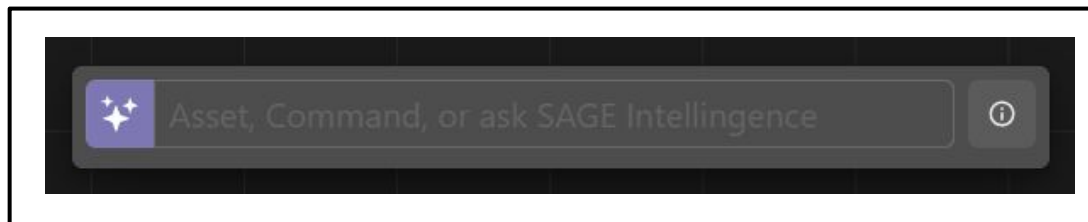
## Shortcuts



**Shift + S** quickly creates a stickie note



Clicking or hovering on an app then pressing “**Z**” on the keyboard will automatically zoom into it



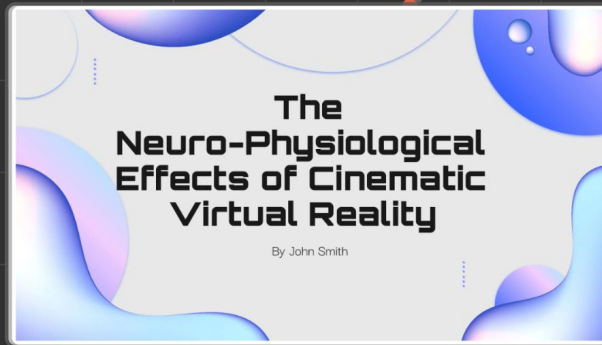
**Ctrl/Cmd + K** brings up SAGE3's AI tool for quick and easy access

# Tips & Tricks

3

Each app can be interacted with **SAGE Intelligence**, an **AI** chat bot that can help you summarize, brainstorm, describe, and much more!

## SAGE Intelligence (AI)

A screenshot of the SAGE AI chat interface. The user prompt is "@S can you give me a summary of this presentation?". The AI response is a detailed summary of the presentation, including key points, focus of study, methodology, and findings. The interface also shows a menu with options like "Generate Summary", "Gaps and Limitations", "Literature and References", "Methodology Analysis", and "Explain Implications".

**SAGE**  
Working on it...

**SAGE**

The presentation summarizes a study that investigates the neuro-physiological effects of Cinematic Virtual Reality (CVR) in comparison to traditional 2D monitors during film watching and video gaming. Key points include:

- **Focus of Study:** The research evaluates how CVR and 2D environments affect active recall, early visual attention, and brain activity (particularly alpha power) when participants are exposed to neutral versus emotional scenes.
- **Methodology:** The study involved 32 participants whose brain waves were monitored using EEGs while they viewed 3D animations in various emotional contexts.
- **Findings:**
  - CVR significantly enhances early visual attention only in neutral environments.

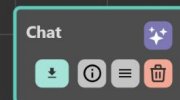
Generate Summary | Gaps and Limitations | Literature and References | Methodology Analysis | Explain Implications

Chat with friends or ask SAGE with @S (llama model)

AI can make mistakes. User caution is advised.

To talk to SAGE, type @S followed by your prompt.

The AI output can also be exported as a separate document.



**For more help, visit our Discord:**



**Discord**

<https://discord.com/invite/VDNy2bzAgc>

**Or send a  
message to  
our forms:**

<https://forms.gle/1b6cWPvxdCD44NkA9>



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