

ActivInspire "Basic Training" Handout  
 NRMPs - June 2009  
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## Great ActivInspire Features!!

- The flipchart is already set to Best Fit so that the page fits on the screen nicely.
- Profiles are preset to the task at hand: authoring, at the board, languages, math or media.
- Open flipcharts show as tabs across the top. You can easily move between the flipcharts.
- The Browser window includes: page browser, resources (library), objects, notes, property, action and voting browsers. No pop up boxes!
- Tools are added to your toolbox as you use them. (History on shortcut bar)
- Text boxes are like regular word processing, with the tools across the top of the page.
- Handwriting and shape recognition works when not attached to the board.

## Calibrate Board

### 2 Ways

- 1) Hover over the flame in the top left corner of the board
- 2) Click on the ActivManager icon in the system tray at the bottom of your board, click Calibrate

### Remote

- Turn board on/off
- Click Freeze on the remote for the image to remain while you work on the computer

## Care of Board

- Clean with baby wipes
- Do NOT use dry erase nor permanent markers



## Open a Flipchart

(saved flipchart with ActivInspire open)

- File
- Open
- Select location
  - Technology Resources
  - Subject Area Resources
  - Computer Skills – Technology
  - ActivInspire Flipcharts
  - Choose your subject area or teacher resources or games

## Save a Flipchart

- Click File
- Click Save As
- Type a title
- Select a location
- Click Save

## Print a Flipchart

- Click File
- Click Print
- Page Settings (Portrait/Landscape)
- May print All or Current or Pages
- May Include Page Notes
- Print Preview
- Click Print



### File

- New
- Open
- Save/Save As
- Print
- Import
- Settings
- Exit

### Edit

- Design Mode
- Undo/Redo
- Select/Select All
- Grid Designer
- Page Background
- Cut/Copy/Paste/Duplicate/Delete
- Transform/Reorder Object
- Question on Current Page
- Profiles

### View

- Switch Profile
- Fullscreen
- Page Zoom
- Browsers
- Menubar
- Customize

### Insert

- Page
- Question
- Media
- Link
- Text
- Shapes
- Connectors
- Timestamp

### Tools

- Desktop Annotate
- Desktop Tools
- Pen, Highlighter, Eraser, Fill, Magic Ink
- Revealer, Spotlight, Camera
- Math Tools (ruler, dice, compass...)
- More Tools (spellcheck, clock....)

### Help



**Switch Profile** – Select the profile for the task at hand. When creating a flipchart, use Authoring, but when using the board with students, you may select At the Board, Languages, Mathematics, or Media and the Toolbox will change accordingly.

To edit a Profile, click Edit, click Profiles, select a Profile. Change Layout, Commands, User defined buttons, and Settings as desired.

To add more colors to your Tool Box, click Edit on the Menu Bar. Click Profiles, click the Layout tab and select 24 colors. Click the “diskette”...Save Profile icon. Click Done.

To add more TOOLS to your Tool Box, click Edit on the Menu Bar. Click Profiles. Click the Commands tab, select a desired tool, click Add (as many as you want). You may move these up or down in your Tool Box as desired. Click the “diskette”...Save Profile icon. Click Done.



### Desktop Annotate

Creates a desktop flipchart “over” any application that you have open. Pen, highlighter, erase, and select tools are available. This will create a Desktop Flipchart which may be saved.



### Desktop Tools

This floating tool feature allows you to quickly hide ActivInspire and visit the Desktop in order to use some of the popular features such as the Camera, Screen Recorder, Dice, Clock, and On-screen keyboard.

- Click on the Desktop Tools icon to hide ActivInspire and use the desktop or other applications.
- The Desktop Tools Icon will appear somewhere on the screen. Click and drag from the center to move the Desktop Tools.
- Click the “Return to Flipcharts” icon to close and go back to the flipchart.
- Click on the icons around the circle to get more tools quickly.

### Quick Access Toolbox

3<sup>rd</sup> column of the Main Toolbox. Displays previously used tools for quick access. Allows user to add frequently used resources and program shortcuts.



#### Pin

Yellow=pinned.... Browser remains visible and screen size is reduced to view entire page.

Gray = unpinned.... When you move cursor away from Browser it hides.

## View, Browsers

### Browser Window

- The Browser is on the left of the screen, but you can use the toolbox options icon to move it.
- Click on the Pin in the upper right corner to free the browser to hide when not in use.
- Move the mouse to the left of the screen, the browser will reappear.
- Change the icon size with the slider at the bottom of the browser window.



**Page Browser** – Lets you rearrange flipchart pages by dragging and dropping pages directly within this Browser. You can also drag pages from the Page Browser and drop them on any flipchart tab to copy pages between open flipcharts. You can navigate to specific pages using this browser.



**Resource Browser** – A Resource Library in “tree and folder” content view. There are “Shared Resources” (3 head icon) and folders for “My Resources” (single head icon to which you may add your resources).



**Object Browser** – Provides an object tree view to view and alter the order, layer, visibility and lock states of one or more page objects.



**Notes Browser** – Page Notes – Type a note in the box for teacher/user.



**Property Browser** – You may modify single or grouped object properties including Appearance, Location, Labels, Container and Restrictor properties.

### Labels

Select an object

Click Property Browser

In Label section, click Caption and type text

Set Behavior to Tooltip

\*\*\*\* In Presentation mode, when the cursor rolls over the object, the label will show.

### Containers and Restrictors

#### Create a Container for Specific Objects

- 1) Open the Property Browser
- 2) For the objects that are to be contained, select the object and then select True for Return if not Contained. That is the only step for the items that are to be contained.
- 3) Select the first container
- 4) Scroll down to Container
- 5) Select Specific Object from the Can Contain drop-down menu
- 6) Select .....next to Contain Object
- 7) Search for and select the object to be contained and select OK
- 8) A reward sound may be added
- 9) Repeat for any other containers that will contain one specific object

#### Create a Container for Multiple Objects using Keywords

- 1) Select the first container
- 2) Open the Property Browser
- 3) Scroll down to Container
- 4) Select Keywords from the Can Contain drop-down menu
- 5) Type in the identifying keyword in the Contain Words box
- 6) A reward sound may be added
- 7) Repeat for any other containers that will contain multiple objects
- 8) For the objects that are to be contained, select True for Return if not Contained
- 9) Scroll to the top of the Property Browser to Identification
- 10) Type in the appropriate Keywords



**Action Browser** – Actions can be dragged and dropped onto an item and become an action object.

### **How to Hide an Object**

Click the object to be hidden

Click Action Browser

Click Object Action

Select Hidden

Click Target, click object, click OK

Click Apply Changes

\*\*\*\* In Presentation mode, one click on the object hides/shows the object.



**Voting Browser** – You may register, assign, and enable your ActiVote and/or ActivExpression devices. Also includes registration of your ActivSlate devices.

### **Voting with ActivVotes on a page with a “preset” answer**

- 1) Click the Voting Browser
- 2) Click the ActiVote icon
- 3) Close the Browser
- 4) Click the green arrow icon “Start/Stop Flipchart Vote” to begin voting
- 5) Click the red/white box icon “Start/Stop Flipchart Vote” to end voting
- 6) Allow re-try? No
- 7) View Results

### **Setting Answers for ActivVotes**

To “preset” an answer for voting on a page....

Click Insert, Question

Choose question type....select

ONLY Multiple Choice

Choose number of answer options

Check “add question to current page

Click NEXT

### **Choose a design**

- 1) Click Plain Text if you have a question already on the page....and uncheck “replace the page content with a new design”

**OR**

- 2) Click a design

Click NEXT

### **Edit the question properties**

Click NEXT

Assign correct answers

Check Assign correct answers

Check correct answer

Click FINISH

## Setting Answers with ActivExpressions

To “preset” an answer for voting on a page....

Click Insert, Question

Choose question type....

Click choice

Choose number of answer options

Check “add question to current page”

Click NEXT

Choose a design

1) Click Plain Text if you have a question already on the page....and uncheck “replace the page content with a new design”

**OR**

2) Click a design

Click NEXT

Edit the question properties

Choose the type A-F or 1-6

Click NEXT

Assign correct answers

Check Assign correct answers








Check correct answer

Click FINISH

## Text Box

- Click on the T tool in the toolbox to create a text box.
- All of the text tools will appear in a strip across the top of the screen and work like any other word processing program.
- The  $\Sigma$  symbol gives you a variety of text symbols such as  $\phi$   $\sqrt{\quad}$   $\infty$

## Object Edit Menu

-  Freely Move Object
-  Rotate Object
-  Object Edit Menu (Drag a copy, Transform, Hidden, Locked....)
-  Translucency Slider
-  Grouped
-  Bring Forward
-  Send Backward
-  Duplicate
-  Increase Object Size
-  Decrease Object Size



Drag to stretch horizontally.

Drag to stretch vertically.

Drag to stretch proportionally.

## Magic Ink



## VS Eraser Tool



- The eraser tool, now actually erases annotations such as writing or drawing with the pen. It does not erase typed text.
- The Magic Ink creates a drawing object over the annotation, much like the old eraser tool used to work.
- Magic Ink can be moved away from the annotation, showing what was under the Magic Ink.
- Magic Ink works on the top layer, “covering” the layers of objects in the middle or bottom layer.

**Camera Tool** – To get an image from a flipchart page.....

With page open (current flipchart page), click Tools, Camera  
Click your choice

- Area Snapshot
- Point to Point Snapshot
- Freehand Snapshot
- Window Snapshot
- Fullscreen Snapshot

Select the desired area.  
Select “Current Page” or wherever desired.  
Position object as desired.

## Spotlight Tool

Click Tools, Select Spotlight, Style  
Move spotlight with “cross-shaped” icon  
Grow or decrease spotlight size with “double-headed” arrow icon  
Close....click the tiny menu icon near spotlight, click close.

## Math Tools and More Tools

Click Tools

### Math Tools

- Calculator
- Protractor
- Ruler
- Dice
- Compass
- XY Origin

**DESKTOP Camera Tool** – To get an image from a website or document.....

With page open (current flipchart

page), click the Desktop Tools 

Go to picture/object location.  
Hover your cursor over the camera icon in the Desktop Tools.

Select “Area Snapshot”.

Drag the blue box around the desired area.

Select “Current Page”.

Click Return to Flipcharts icon in the Desktop Tools.

Position object as desired.

## Revealer Tool

Click Tools, Select Revealer (check appears)

Drag by “handle” down, up, right or left

To turn off the Revealer, click Tools,

Select Revealer (check disappears)

### More Tools

- Sound Recorder
- Screen Recorder
- On-Screen Keyboard
- Clock
- Tickertape
- Device Registration
- Edit User Defined Buttons





## Insert Media From File

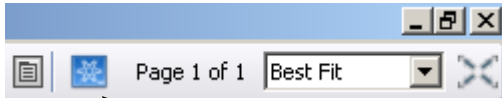
To insert a link on a page to a previously saved file.....document, movie, sound, URL

Click Insert, Media (or click the icon from toolbox)

Locate file, highlight, click Open

Icon appears on page.

Click icon on page to open file.



## Design and Presentation Modes (Enable/Disable Actions)

Design Mode RED (used when creating/editing)

- Allows locked objects to be edited
- Shows hidden objects
- Highlights actions with a red box
- Disables actions, including Drag a Copy

Presentation Mode BLUE (used when presenting)

- Locked objects will NOT move
- Enables actions, including Drag a Copy
- Hidden objects cannot be viewed

## Drag A Copy

To have an object duplicate itself each time you click and drag it, you must set the object action to “Drag a Copy”. Right-click on the object, select Drag a Copy.

## Join Promethean Planet

Register FREE at [www.prometheanplanet.com](http://www.prometheanplanet.com) to view flipcharts/download from users world-wide. Many other resources are available.

## Adding Resource Packs to “My Resources” from Promethean Planet

Go to [www.prometheanplanet.com](http://www.prometheanplanet.com) and login

Click Resources, Resource Packs

Type Keyword, Subject Area, Grade Level as desired, then click Resource Packs

Click Search

Select the desired Resource Pack.

Click Download resource pack, select location to “save”, click Save

When download is complete, close the window.

Click File, Import, Resource Pack To My Resources

Locate the downloaded file, highlight, click Open