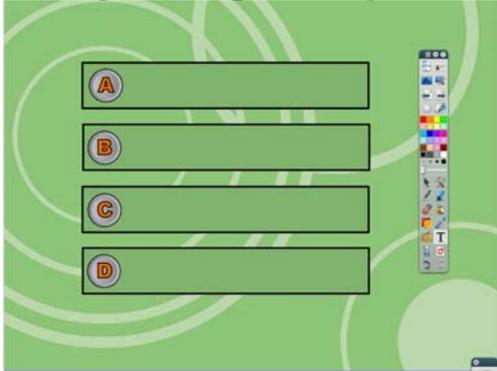


Promethean ActivInspire: Create Background Design

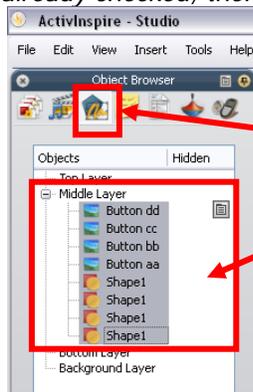
ActivInspire is not like PowerPoint where the user can select to have a background inserted on every page. However, every page can be made to look the same with a bit of work. You can create a background, save it and then set that file as the background whenever you need it. Read the steps below for more information.

Option One: *If you are **just starting a flipchart**, you can make the first step creating an identical background for each page. This option is not recommended if you have already started a flipchart. This option is recommended for a single flipchart only and not meant to apply to later flipcharts.*

1. Open ActivInspire
2. Create your background as you desire it to be applied to other pages

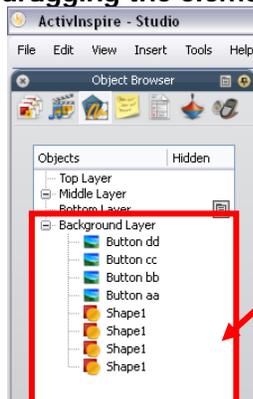


3. In the **browsers area**, click the **layers icon** and **select all the background elements**. To select all elements at once, **click the top element, hold down the shift key on your keyboard, and click the bottom element**. *If browsers are not turned on go to the view menu and check browsers. If browsers are already checked, then they are already turned on.*



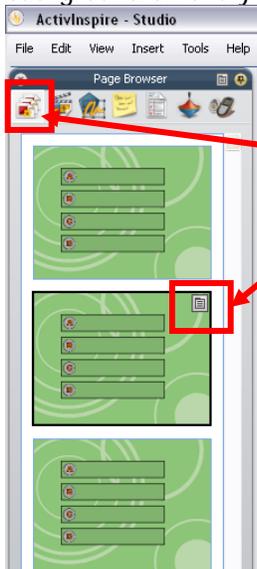
Click the **layers icon** and **select all the elements** for the background.

4. **Move all the background elements to the background layer** by clicking in the selected area and **dragging the elements to the background layer**.



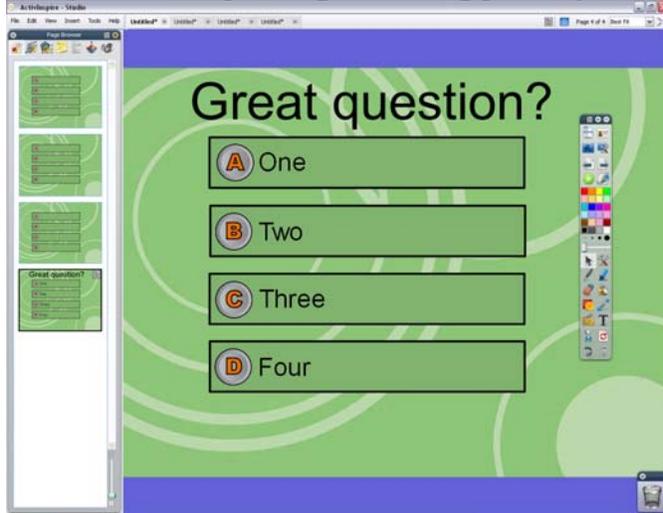
Elements on the **background layer** will be **locked and protected** from movement and editing.

5. In the **browsers area**, click the **page browser icon**. *If browsers are not turned on go to the view menu and check browsers. If browsers are already checked, then they are already turned on.* Then **click the little page icon** and **select duplicate**. You can **duplicate the page as many times as you need** to in order to have the background on every page.



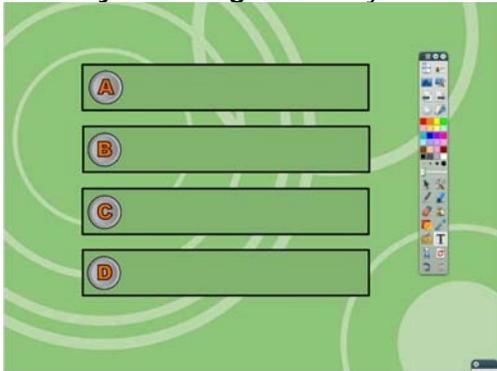
Once in the **page browser area**, use the **little page icon** to access the menu to **duplicate the page multiple times**.

6. Then you are **ready to begin creating your flipchart with its custom background**.

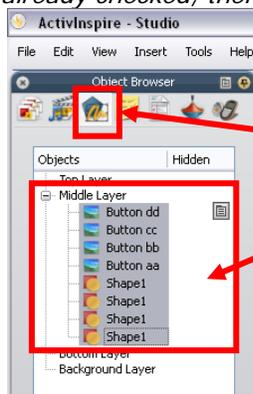


Option Two: You can a **background** created for **use in any future flipchart**. *This option is not recommended if you have already started a flipchart.*

1. **Open ActivInspire**
2. **Create your background** as you desire it to be applied to other pages

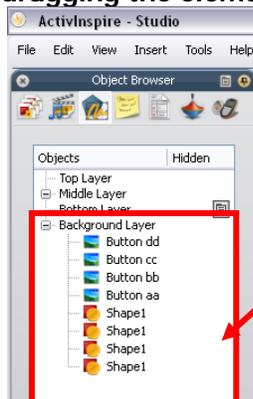


3. In the **browser area**, click the **layers icon** and **select all the background elements**. To select all elements at once, **click the top element, hold down the shift key on your keyboard, and click the bottom element**. *If browsers are not turned on go to the view menu and check browsers. If browsers are already checked, then they are already turned on.*



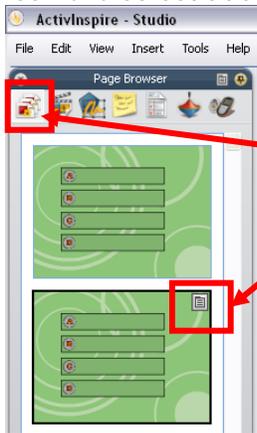
Click the **layers icon** and **select all the elements** for the background.

4. **Move all the background elements to the background layer** by clicking in the selected area and **dragging the elements to the background layer**.



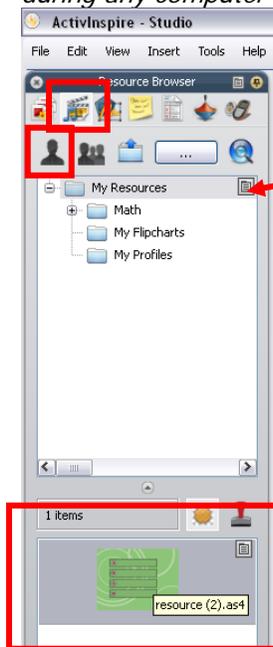
Elements on the **background layer** **will be locked and protected** from movement and editing.

5. In the **browsers area**, click the **page browser icon**. *If browsers are not turned on go to the view menu and check browsers. If browsers are already checked, then they are already turned on.* Then **click the little page icon** and **select add resource to library and then select page**.



Once in the **page browser area**, click the **little page icon** and **select add resource to library and then select page**.

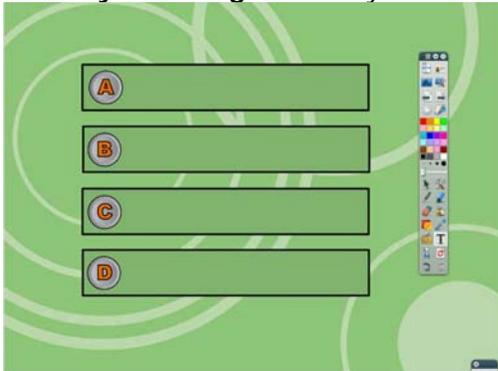
6. In the **browsers area**, click the **resource browser icon** and then select the **'my resources'** icon and you will see the saved resource. You can **now add this resource to any flipchart as you begin creation**. *Note that the 'my resources' area is stored on your computer and will require backup or you shall lose your work during any computer reinstallation.*



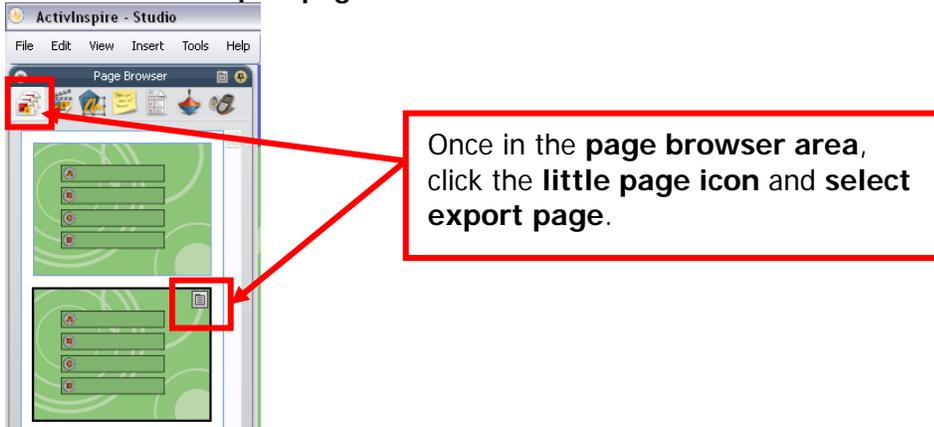
Once you have **added the background page to your resources**, you will be able to **click and drag the resource into any new flipchart**.

Option Three: You can create a background as an image that can be set as the background for any flipchart page. This option is able to be used on any flipchart whether it is a new flipchart or whether you are editing a previously started file. Note – be sure to backup your background images in case your computer fails.

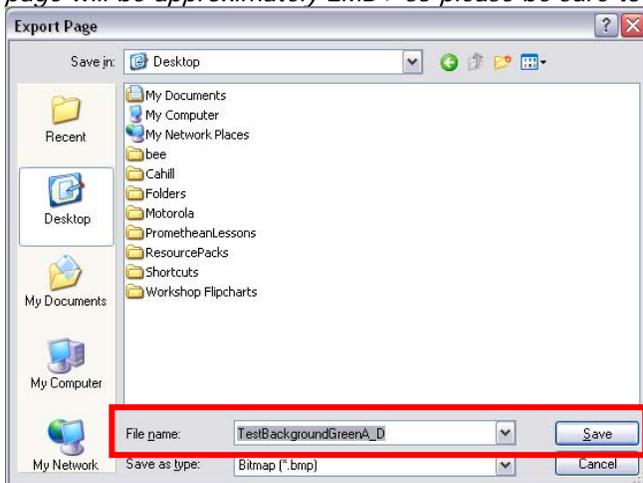
1. Open ActivInspire
2. Create your background as you desire it to be applied to other pages



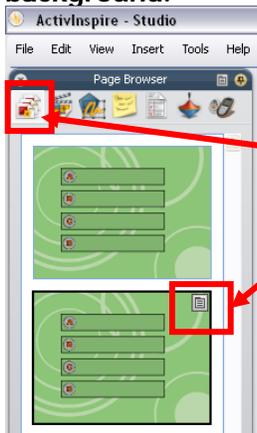
3. In the browsers area, click the page browser icon. If browsers are not turned on go to the view menu and check browsers. If browsers are already checked, then they are already turned on. Then click the little page icon and select export page.



4. Give the file an appropriate name and save it in a location where you will find it again. Note that one flipchart page will be approximately 2MB+ so please be sure to keep in mind space when creating backgrounds.

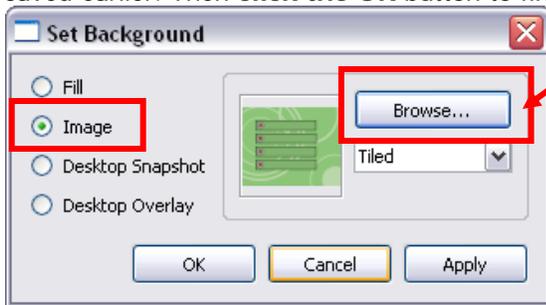


5. **Open the flipchart** you want to use the background for **or start a new flipchart**.
6. In the **browsers area**, click the **page browser icon**. *If browsers are not turned on go to the view menu and check browsers. If browsers are already checked, then they are already turned on.* Then **select set background**.



Once in the **page browser area**, click the **little page icon** and select **set background**.

7. Change the **radio button to image** and use the **browse button** to navigate to background image you saved earlier. Then **click the OK button** to finish.



Change the **radio button to 'Image'** and then use the **'Browse' button** find your background image file.

8. **Use the background image file** for any flipchart pages you desire. Setting an image as a background is ideal because it will not 'mess with' any work you have already done to a flipchart page.

