

Promethean Board and Activinspire

Activpen – This is your mouse when you are at the board.

- Single click - click once on the board with your Activpen
- Double Click – place your palm on the board and click twice
- Right Click – hover your Activpen over the icon and click on the orange button

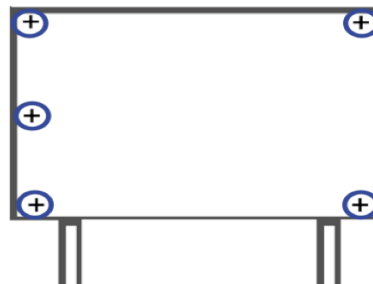
Promethean Activboard Maintenance Tips

- Clean your board with Mr. Clean Magic Eraser, baby wipes, dry erase board cleaner or other mild cleaner used with a soft cloth.
- DO NOT use an abrasive cleaner such as Comet or Ajax!
- If someone accidentally writes on your board with a permanent marker, trace over the marks with a dry erase marker and then clean with dry erase cleaner and a soft cloth.

Calibrate your Activboard

Your Activboard will need to be calibrated on a periodic basis in order to keep the projector lined up with the board. If your projector is on a cart, you will need to calibrate your Activboard every time the cart is moved or bumped.

- Hover your Activpen over the flame in the top left corner of your board.
- Follow the directions on the board – tap on the board and then click in the center of each of the 5 plus signs.



Tools



Desktop Annotate - Use the tools in the Toolbox to annotate (draw, highlight, underline, etc.) on top of websites, PowerPoints, PDF's and other documents.



Select Tool - This is your cursor. It is very important that you go back and select this tool after you annotate, create a shape or a textbox, etc.



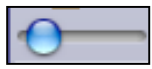
Pen – Use this to annotate (write or draw) on your Promethean Board.



Color Palette – This changes the color of your pen or the highlighter tools.



Controls the width of your pen or highlighter. The second dot is the standard width of a dry erase marker.



Pen Width Indicator - Slide the dot on the bar to increase/decrease the width of your pen, highlighter or eraser tools.



Highlighter writes in transparent ink.



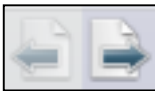
The Eraser allows you to remove all or part of an annotation.



Undo and Redo – Undo takes you back a step at a time. Redo takes you forward a step at a time.



Spray Bottle – There are two options that you will use frequently. 1. Clear Annotations - erases everything you have drawn. 2. Clear Page – clears the entire page, including backgrounds.



Move through your Flipchart a page at a time – either backwards or forwards. The forward arrow also allows you to insert a New Page in your Flipchart.



Fill - Click on this tool to fill a closed object with the color you selected in the Color Palette.



Text Tool – Select this tool and click on your Flipchart to create a text box. You can type in text when the words “Type Here” are highlighted.



Text Color and Text Background Color icon appears at the top of your Flipchart. Use this Text Color option instead of using the Color Palette in your toolbox.

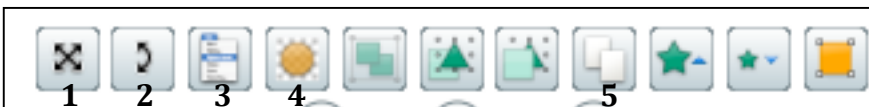


Shapes Tool – You have several shape options to choose from on this tool.



Find more Shapes by clicking on the down arrows located at the bottom of the Shapes toolbar.

When you click on a shape, you will see the following toolbar:



1. Freely move the shape
2. Rotate the shape
3. Object Edit Menu - several options to choose from.
4. Translucency Slider - slide the bar to make your shape translucent
5. Duplicate – click this icon to make an exact copy of your shape



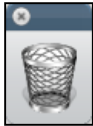
Connector Tool - Connect shapes to form flow charts, graphic organizers, visual maps, etc. Make sure the dots appear around each of the shapes before you let go of the Connector.



Power Tools – There are several tools located under this icon. Make sure you check out the Math Tools!



Thumbtack – Click on this tool to “tack down” or secure your Browsers or your Toolbox. If the Thumbtack is not selected, the menus will toggle back and forth.



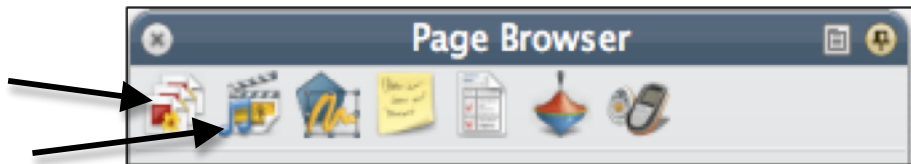
Trash Can – To delete something, click on it and then double-click on the Trash Can or click and drag to the Trash Can.

HINT – If you cannot find the Trash Can or the Browsers, click on View and select what you are missing.

Browsers

Page Browser

Resource Browser



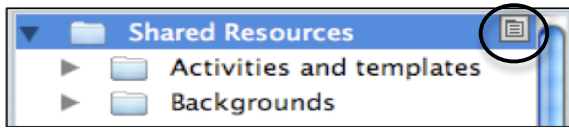
The **Page Browser** is similar to the Slide Layout view in PowerPoint. You will see all of your Flipchart pages in the panel on the left of your screen.

You can move through the pages by using the arrows.



You can slide the dot up and down to make the page icons smaller and larger. This is the view that you would want to be in to change the order of the slides (click and drag) or delete a slide (click and hit Delete).

The **Resource Browser** is where you find graphics, sounds and backgrounds to use in your Flipcharts.



Click on this icon to **import Resource Packs** that you have downloaded from Promethean Planet. It is important that you know where you have saved Resource Packs that you have downloaded.

Labeling a Graphic

- Find a graphic that you want to label and drag it onto your Flipchart.
- Click on the arrows on the Shapes Tool and find the Callout Tool that looks like a crowbar.
- Click and drag from the picture you want to label.
- You or your students can use the pen to label the picture.



Handwriting Recognition

- Be on the Select/Cursor Tool
- Select **Handwriting Recognition** under the Power Tools icon.
- Whatever you write will now change to typed text.

Floating Keyboard

- Click on the Text Tool
- The Floating Keyboard can be accessed by clicking on the icon at the top-right side of the screen.
- The second keyboard is the usually the best keyboard to use.



Customizing Your Toolbox



1. Click on View
2. Select Customize

Layout Tab

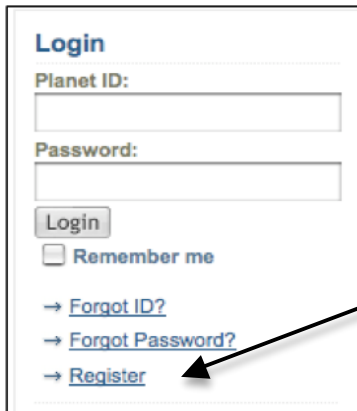
- You have several options here, but you probably want to add more colors to your Color Palette. If you are left-handed, you might want to change the location of your Toolbox to Dock on Left.

Commands Tab

- Add and remove tools on your Toolbox. In the left column, click on the tool that you want on your Toolbox and click the Add button. To remove a tool, click on the tool in your right column and click Remove.

Promethean Planet

www.prometheanplanet.com



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The first time you go to Promethean Planet, you will need to register. Make sure you choose a Planet ID and Password that you can remember.

Search Promethean Planet

- Click on Resources (under the globe)
- You can search for Lessons (Flipcharts), Resource Packs or Weblinks by Keyword, Subject Area and/or Grade Levels.

Download a Resource Pack or Flipchart

- After you have found a Resource Pack or Flipchart that you like, click on Download resource pack or Flipchart.
- Follow the prompts to save the Resource Pack or Flipchart to your computer. I usually save these to my Desktop.

Other Promethean Planet Highlights

- The **Forum** is a great place to find answers to questions you have about Activinspire. You can search by topic to see if a question you have has been discussed. You can also submit a question for Promethean Planet members to answer.
- The Blog is used for members to share ideas.
- Under Professional Development, there is a section called **Activtips**. These bite-sized media files are exceptional teaching tips for using the Promethean tools in your classroom.
- User Guides are found under the Support section of Promethean Planet.