

### Toolbox

**Menu** – Allows you to select from any of the icons that are also available on the menu bar (File, Open,

**Desktop annotation** – Click this button to temporarily shrink ActivInspire, leaving only the toolbox. You can now use pen, highlighter and other tools to mark up Internet Explorer and other programs.

**Pen color** – The default toolbox displays a limited number of colors. Right-click on any color square, then click the color wheel to select among millions of colors. Use the **Edit User Defined Buttons** option, then click the **Layout** tab to show more or fewer colors on the toolbar.

**Selection Tool** – use this tool to manipulate objects on your slide, instead of writing with the pen.

**Eraser** – erase pen and highlighter annotations. The eraser width is controlled by the pen width tools.

**Shapes toolbar** –opens the shapes toolbar on the right.

**Insert Media** – Insert a picture, video or sound file onto a slide.

**Docking Options** – “dock” the toolbar in different places on the screen.



**Pin** – lets you to pin the toolbar to the desktop or hide it off to the side (only active if the toolbox is on the edge of the screen).

**Edit User Defined Buttons** allows you to control almost all of the settings in ActivInspire. Perhaps the most useful is to add new tools to the toolbox (See sidebar).

**Advance Page** – these buttons advance or backtrack within your presentation.

**Pen Width** – either the circles or the slider can control the width of the writing that appears when using the pen/highlighter in ActivInspire.

**Pen and Highlighter Tools** These work just like their real world equivalents. Remember you can change the colors and widths (see above).

**Fill Tool** – This can be used along with the color selector to fill shapes with a particular color.

**Text Tools** – use this tool to type text into a box which can be placed anywhere on the slide.

- Clear Annotations
- Clear Objects
- Clear Grid
- Clear Background
- Clear Page

### Browser Pane

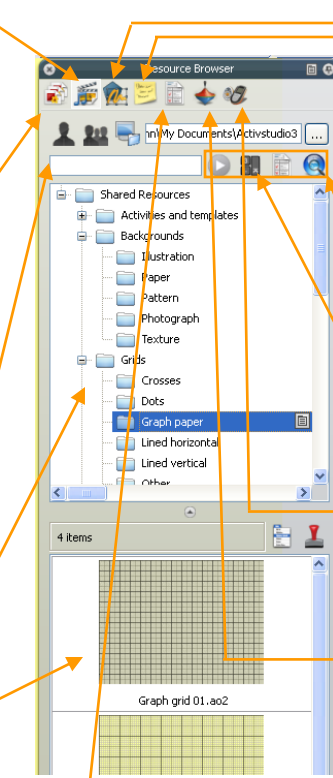
**Resource Browser (shown)** – This is a folder list of media

**Page Browser** – This allows you to move through and edit slides within the currently open presentation.

**Search** – Search the resource folders by keyword. You must 1<sup>st</sup> index your libraries before searching them.

**Folder View**- this allows you to navigate and browse the folders which contain media resources.

**Item View** – This section of the browser window displays the individual resources that can be added to a slide. To add a resource, drag it onto a flipchart page.



**Properties Browser**– This browser displays all of the properties for the currently selected object.

**Object Browser**– Allows you to select the layer in which each object resides. You can drag & drop objects between layers.

**Notes Browser**– Type notes in this pane to associate them with the currently selected slide.

**Search**– Search Promethean Planet resources.

**On-screen keyboard**– alternative for typing on screen.

**Voting Browser** (if ActivVote or ActivExpression devices are available)– allows you to select the type of voting device and register/assign devices.

**Action Browser** –Select an object, then pick an associated action from this browser.

**Shapes toolbar** –This toolbar has arrows at the bottom that open a secondary set of shapes. A shape’s fill color can be selected at the top but you can also change it with the fill tool.



### Adding Buttons to the Toolbox

- Click the **Edit User Defined Buttons** icon in the toolbox (or go to **FILE** → **Settings**).
- Click the **Commands** tab.
- Select the tool you would like (on the left hand side), then click **Add**.
- Select it (on right) and move it up or down in the toolbox.

#### Commonly added Tools

Magic Ink



Dual User



Revealer



Keyboard



## Getting Started (ActivStudio vs. ActivPrimary)

The **Dashboard** opens when ActivInspire is launched. Close it and go right to work (press **F11** to access the Dashboard at any time).

**ActivSTUDIO** vs. **ActivPRIMARY** – ActivPrimary is designed for grades K-3. To switch interfaces, press **F11**. Click **Configure** and check “Launch next time using...<Primary or Studio>” (whichever is not currently open). Exit and reopen ActivInspire.

**Add or reorder slides** – While on the last slide in the flipchart, click the advance slide arrow to add a slide to the end of the presentation. To reorder slides, open the Page Browser pane. Click and hold a slide, then drag to the desired location.

**Delete an object** – Click and hold down on the object and drag it to the garbage can in the lower right hand corner.

**Add hyperlink** – Right-click on the object that will be the hyperlink. Select **Action Browser**. Use the pull-down menu at the top to select **Document/Media Actions**. Select **Open Website** and type (or copy/paste) the website address. Click **Apply Changes**.



## ActiVote Student Response System (SRS)

**Register Devices** -Before using Activotes you must register each device. Plug in the USB hub before registering. Open the **Voting Browser** pane and click the device registration button (looks like clipboard). Devices may have been registered by a previous user. If (in the middle pane) you see ActiVotes, and the # in the upper right corresponds to the # on the devices, they are registered.

Click the ActiVote icon in the middle pane and click **register**. Type in the number of devices and click **Next**. On each device, hold down the orange center button until the red and green lights flash. Type the designated three letter code into the device, then move on to the next one. Click **Done** when completed.

**Add a Question** – Select **Insert > Questions**. Choose the type of question (multiple choice, true/false, etc), desired # of responses and where to add the question (new page, current page). Click **Next**. Check the **Replace page** box. Choose a question template. Type question and select answer parameters. You must manually type answers using text boxes. Click **Next** and **Finish**.

**Results** – When on a question slide, you must activate voting by pressing the triangular **green** PLAY button. When all students have answered, select the **Red STOP** button. By default, a bar graph with results will appear after you stop the voting.

## Insert, Rotate & Lock Objects

**Insert a shape:** Use the shape toolbar from the toolbox.

**Insert a Picture/Movie:** Use the **Insert** menu to select **Media**. Navigate to the picture or movie.

**Insert a Resource:** Click on the resource icon in the browser pane. Find the resource, click and hold, drag onto slide.



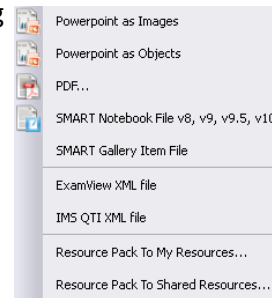
**Rotate** – Click the object until the object toolbar appears. **Rotate** is the second icon from the left. Click and hold the mouse button, move your mouse to the left or right.

**Lock**–Click the object to open the **object browser**. Click the **Properties** icon. Select lock/unlock. Locked objects can't be moved.




## Import Powerpoint or PDFs as slides

Click **File> Import** to bring PowerPoint slides into ActivInspire. Each slide/page in PowerPoint, pdf, smartnotebook will come in as a separate slide in ActivInspire. Please note any animations you have in PowerPoint will NOT convert.



## Annotate over Documents (3 options)

Frequently, you will want to write on (annotate over) an existing document.

- Use **Desktop Annotate** tool : This works with any document, program or web page. However, annotations are not actually connected to the document (imagine writing on a clear acetate sheet that's on top of the document, but not attached to it). When you scroll, the annotations don't “stick” where you intended. For this reason, most users don't like using this tool.
- Use **Activmarker** with OFFICE documents. Open your Word, Ppt or Excel file. Use the **START** menu to select **All Programs** → **ActivInspire** → **Activmarker**. A small toolbox with pen and highlighter tools appears on the right side. Annotations “stick” when scrolling and can be saved with the file.
- **Import as PDF:** See **Import Powerpoints/PDFs** section (above). Although Word files cannot be imported, you can easily **Save As** to **PDF** format. Once in ActivInspire, use pen or highlighter tool.

## ActivInspire Software & Driver

As of Aug 2012 ActivInspire is pre-installed on all teacher computers (no need to install it from the S: drive). However, you will probably have to install **ActivDriver** (test the IWB – if it works, you're set; if it doesn't, install the driver). Go to **Start** → **Computer** → **Instructional Share** → **Software** → **IWB** → **Promethean**. Double-click **2\_Install ActivDriver** and follow the prompts.

To install ActivInspire at home, copy installer file from S: drive to a USB flash drive (use above path but choose **1\_Install\_ActivInspire** rather than ActivDriver (driver only needed when an actual board is connected). Install from flash drive at home.

## Change Resource Paths

**IMPORTANT** – to take advantage of all available resources use the **File** menu to select **Settings**. Click **Profile and Resources** on the left.

Change the **Shared Resources** folder path. Uncheck “Use Default ‘Shared Resources’ path.” Click the **Browse** button (...). Navigate to **G:\Instructional Services\Teacher Resources\EdTechResources\Promethean**. Click the **Choose** button. Click **Done**.

OPTIONAL: Change **My Resources** path. **FIRST**, create a “Promethean\_MyResources” folder in your F: drive. Return to the **Profile & Resources** screen and uncheck “Use Default ‘My Resource’ path.” Click the **Browse** button (...). Navigate to that folder in your F: drive. Click **Choose**.