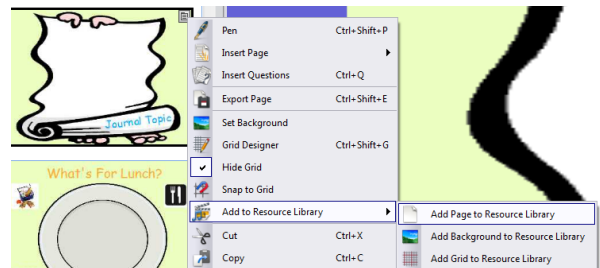


ACTIVINSPIRE TIPS & TRICKS

Adding Pages to the Resource Library

1. Set up the page as needed with text (or text holders), background color, images etc.
2. Using the ***Object Browser***, move items that will not be moved to the Background Layer.
3. Click on the ***Page Browser***.
4. Select the page you wish to add to the Resource Browser.
5. Click on the ***menu*** icon.
6. Click on ***Add to Resource Library***.
7. Select ***Add Page to Resource Library***.
 - a. Add Page must be selected instead of Add Background because Add Background will only save the background color or image even if objects and text have been moved to the background layer.
8. Pages added to the Resource Library can be found in ***My Resources***.



To use pages added to Resource Library

1. Go to the ***Resource Browser***.
2. Select ***My Resources***.
3. Click and drag the page to your blank flipchart page.