

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

Care of Board

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

Remote

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



Open a Saved Flipchart from your desktop

- My Computer
 - Technology Resources
 - #40 Elementary School
 - #39 Middle School
 - #37 High School
 - Subject Area Resources
 - Computer Skills – Technology
 - ActivInspire Flipcharts

Print a Flipchart

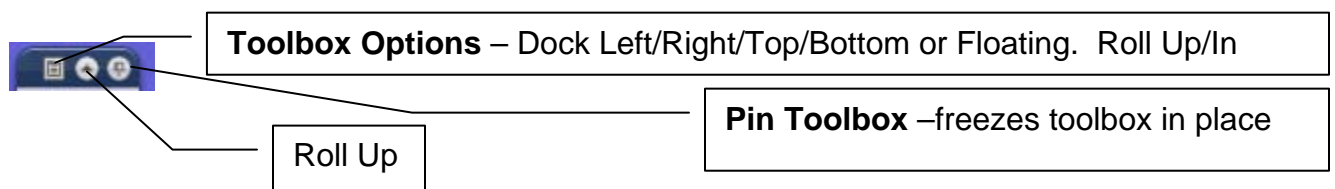
- Click File
- Click Print
- Page Settings (Portrait/Landscape)
- May print All or Current or Pages
- May Include Page Notes
- Print Preview
- Click Print

Open a Saved Flipchart with ActivInspire open

- File, Open
- My Computer
 - Technology Resources
 - #40 Elementary School
 - #39 Middle School
 - #37 High School
 - 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
- Navigate to Location
- Name the File
- Click Save





Main Menu Duplicates Menu Bar

File Edit View Insert Tools Help

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
- Page Turn Effects
- Pen Modifier
- Browsers
- Menubar
- Flipchart Bin
- Dashboard
- Customize

Insert

- Page
- Question
- Media
- Link
- Text
- Shpaes
- 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



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

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

3rd 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.



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

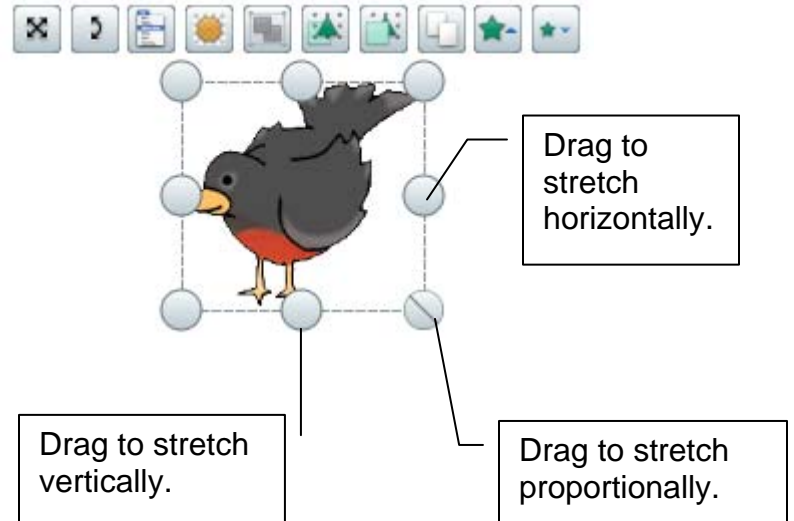
Click the Voting Browser, Click the ActiVote icon, Close the Browser
Click the green arrow icon “Start/Stop Flipchart Vote” to begin voting
Click the red/white box icon “Start/Stop Flipchart Vote” to end voting
Allow re-try? No
View Results

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 Σ symbol gives you a variety of text symbols such as ϕ $\sqrt{\leq}$

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



Magic Ink



VS Eraser Tool



- The eraser tool erases annotations such as writing or drawing with the pen or highlighter. It does not erase typed text.
- Use Magic Ink to “erase” (see through) objects located on the top layer.

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.

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)

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.



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.

Math Tools and More Tools

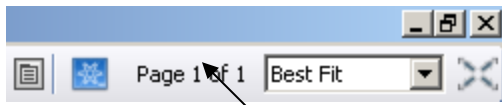
Click Tools

Math Tools

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

More Tools

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



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.



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.

Join Promethean Planet

Register FREE at www.prometheanplanet.com to view flipcharts/download from users world-wide. Many other resources are available.

You may search for flipcharts created/shared by teachers world-wide. You may “filter” by subject, age, language.....

Adding Resource Packs to “My Resources” from Promethean Planet

Go to www.prometheanplanet.com and login

Hover over Resources, click Resource Pack

Check / select “Filter” options to narrow selection.

Click on 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