

ACTIVINSPIRE TIPS & TRICKS

Using the Camera Tool:

1. Open **ActivInspire**
2. From the toolstrip, click on the **Desktop Tools** icon
3. ActivInspire will then “disappear” and the Wonder Wheel will appear on your desktop (it can be moved by clicking & holding the center icon – drag to a different location)
4. Open up the source that you’d like to take a picture of
5. Hover the mouse over the Wonder Wheel
6. Click on the **Camera** icon
7. Select your option:
 - a. Fullscreen Snapshot
 - b. Window Snapshot
 - c. Freehand Snapshot (allows you to trace around the object)
 - d. Point to Point Snapshot (allows you to draw straight lines around irregular objects)
 - e. Area Snapshot (allows you to select an area – resizable)
8. Select where you’d like the picture to go:
 - a. Current Page
 - b. New Page
 - c. Clipboard (must use paste to retrieve the picture)
 - d. My Resources
 - e. Shared Resources
9. The screen will blink
10. If you’d like to take more pictures, repeat the above steps
11. If you are finished, click on the **Flipchart** icon from the Wonder Wheel to return to ActivInspire
12. In ActivInspire, you can resize the pictures and lock them down

