






# ACTIVINSPIRE TIPS & TRICKS

## Using the Clear Tool:

The Clear Tool allows you to remove items from a flipchart page. The clear tool can be found on the toolbar or from the Edit menu.

1. Click on the **Clear Tool** from your toolbar
2. Select the type of item you would like to remove from the page



- a. **Clear Annotations**  Clear Annotations removes pen, highlighter, and magic ink
- b. **Clear Objects**  Clear Objects removes all lines, shapes, images, sounds, and text
- c. **Clear Grid**  Clear Grid removes any grids that have been applied to the flipchart page
- d. **Clear Background**  Clear Background removes any background that has been applied to the page
- e. **Clear Page**  Clear Page removes everything from the flipchart page