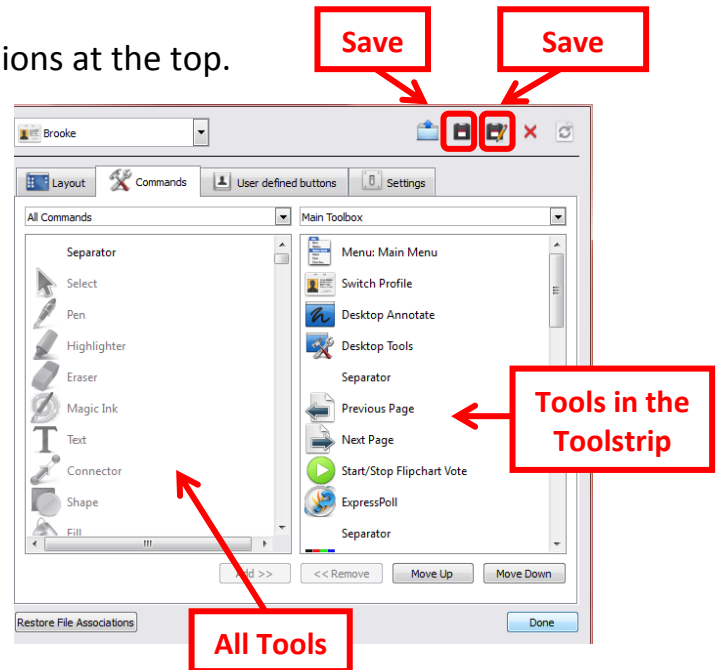


# ACTIVINSPIRE TIPS & TRICKS

## Creating Profiles:

You can create profiles for yourself, your students, and even subject areas to give access to the tools needed for each purpose.

1. Click on **View** from the main menu options at the top.
2. Select **Customize**.
3. Select tools from the left side (**All Tools**) to add to your toolbar by clicking on the tool and then clicking **Add**.
4. Remove tools from your toolbar (right side) by selecting the tool from the list and then clicking **Remove**.
5. Rearrange the tools in your toolbar using the **Move Up** and **Move Down** buttons.
6. When you are finished, click the **Save As** icon.
7. Name the profile.
8. Click **Save**.
9. Repeat for all profiles you'd like to create.



## Profile Trick: Marquee Handles

When students drag objects on a flipchart page while they're at the board, sometimes they accidentally grab a sizing handle. Instead of moving the object, they end up resizing it. This can be prevented!

1. Select your student profile (or create one using the steps above).
2. Click on **View** and select **Customize**.
3. On the right side, click on the drop down arrow and change the option to **Marquee Handles**.
4. Remove everything in this box.
5. Click the **Save** icon (if you are on the Student Profile) or the **Save As** icon (if you are currently creating the Student Profile – You will then have to name the profile and save).

