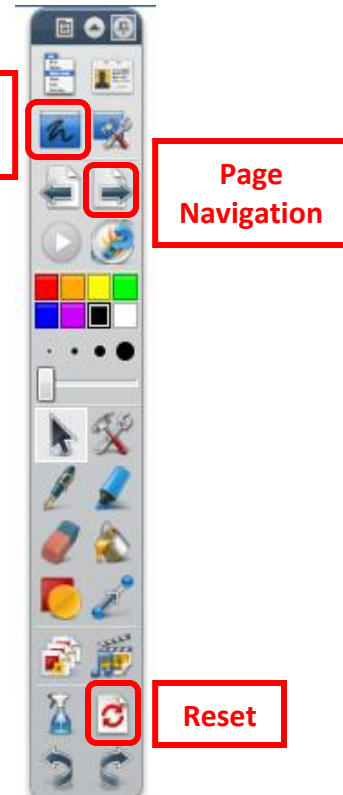


ACTIVINSPIRE TIPS & TRICKS

Desktop Annotate:

Desktop Annotate allows you to “write on” anything that you can pull up on your computer (websites, Word docs, PowerPoints, PDFs, etc.). Keep in mind that Desktop Annotate is similar to having a transparency over the website/file that you have pulled up... So if you scroll down on the website/file, your annotations will NOT move with it.

1. Open ActivInspire
2. Click the **Desktop Annotate** icon from your toolstrip
3. Annotate on the website/file as needed
 - a. All tools available in ActivInspire can be used in Desktop Annotate mode
 - b. If you need to scroll on a webpage/file, be sure you are on the **Select** tool (mouse arrow)
4. To clear your annotations, you have 2 options:
 - a. Reset Page: If you click the **Reset** icon from your toolstrip, your annotations will be cleared
 - b. New Page: If you'd like to save your annotations (or come back to them), click the page navigation arrow on your toolstrip to turn to the next (new) page
5. When you are finished annotating, click the **Desktop Annotate** icon from the toolstrip to return to ActivInspire



The flipchart containing your annotations will appear in the menu bar of ActivInspire. You can save this file for later use, but it will not save the website/file on which you were annotating.

- To save the desktop flipchart:
 - Click on the **Desktop Flipchart** tab on the menu bar
 - Click **File** and select **Save As**
 - Name your file and select a save location
 - Click **Save**
- If you do not want to save the desktop flipchart, click the x on the **Desktop Flipchart** tab on the menu bar

