

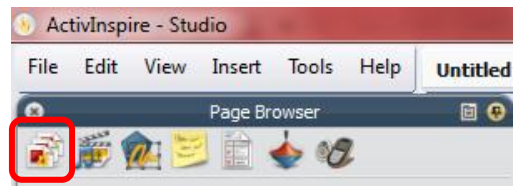
# ACTIVINSPIRE TIPS & TRICKS

## ***Duplicating a Flipchart Page:***

This can be helpful when you create a page – background, word problems, graphic organizer, etc. – that you'd like to use over and over in a flipchart.

Example: A page with math problems. Set up the page. Duplicate. Edit the problem on the duplicated pages instead of starting from scratch each time.

1. Create your page in ActivInspire
2. Open the Browsers (View ->Browsers)



3. Click on the **Page Browser**
4. Click on the Thumbnail of the page you'd like to duplicate
5. Click on the **Menu** on the Thumbnail
6. Select **Duplicate**

**NOTE:** You can also click on the Thumbnail and then press CTRL + D to duplicate.