

ACTIVINSPIRE TIPS & TRICKS

Extract Text:

1. Open **ActivInspire**
2. From the tool strip, click on the **Text Tool** icon
 - a. If you do not see the **Text Tool** icon on your tool strip, click **Insert** and select **Text**
3. Click on the flipchart page (a text box will appear)
4. Begin typing
5. To prevent the text box from going off of the page, click on the resizing handle that is on the right and adjust it (this will make the text wrap in the box)
6. After you are finished typing, highlight the text by clicking and dragging
7. Use the format bar at the top of the screen to select the font, size, color, etc.
8. When you are finished formatting the text, click back on your select tool
9. Select your text box by clicking on it one time
10. Open the Action Browser
 - a. If you do not see your browsers, click **View** and select **Browsers**
11. Scroll down to find the **Extract Text** action and select it
12. Click **Apply Changes**

NOTE: If you need to make changes to the text, click on the Design Mode icon (blue) to go to Edit Mode (orange).

