

ACTIVINSPIRE TIPS & TRICKS

Extract Text from an Outside Source:

1. Open ActivInspire
2. Minimize ActivInspire
3. Open the source that you'd like to take text or images from
4. Highlight/select the text or picture
5. Click and drag the text down to the ActivInspire Tab in your Windows Tray/Dashboard (bottom of the screen)
6. When ActivInspire pops open, drag the mouse to the flipchart page
7. The text or image will appear
8. Double click on the text to edit it (if applicable)
9. Use the handles to resize the text or image

NOTE: The text will come into the flipchart in the last font that was used. Edit the font type, size, and color as needed.