

ACTIVINSPIRE TIPS & TRICKS

Insert Media:

1. Open **ActivInspire**
2. Click on the **Insert** tab and select **Media**
3. Browse to the location of the video and select it
4. Click **Open**
5. Click on the video one time to reveal the size handles
6. Resize as desired
7. Click and drag the video to the desired location
8. Select the video
9. Open the **Properties Browser**
 - a. If you do not see your browsers, click **View** and select **Browsers**
10. Under the **Multimedia** section
11. Select your options:
 - a. **Autoplay** – **TRUE** means the video will automatically begin when you turn to the flipchart page. **FALSE** means the video will begin when you click on it.
 - b. **Loop** – **TRUE** will loop the video until you press stop. **FALSE** means the video will only play through once without stopping.
 - c. **Hide Control** – **TRUE** will hide the video control bar that includes play, stop, pause, and the camera tool

