



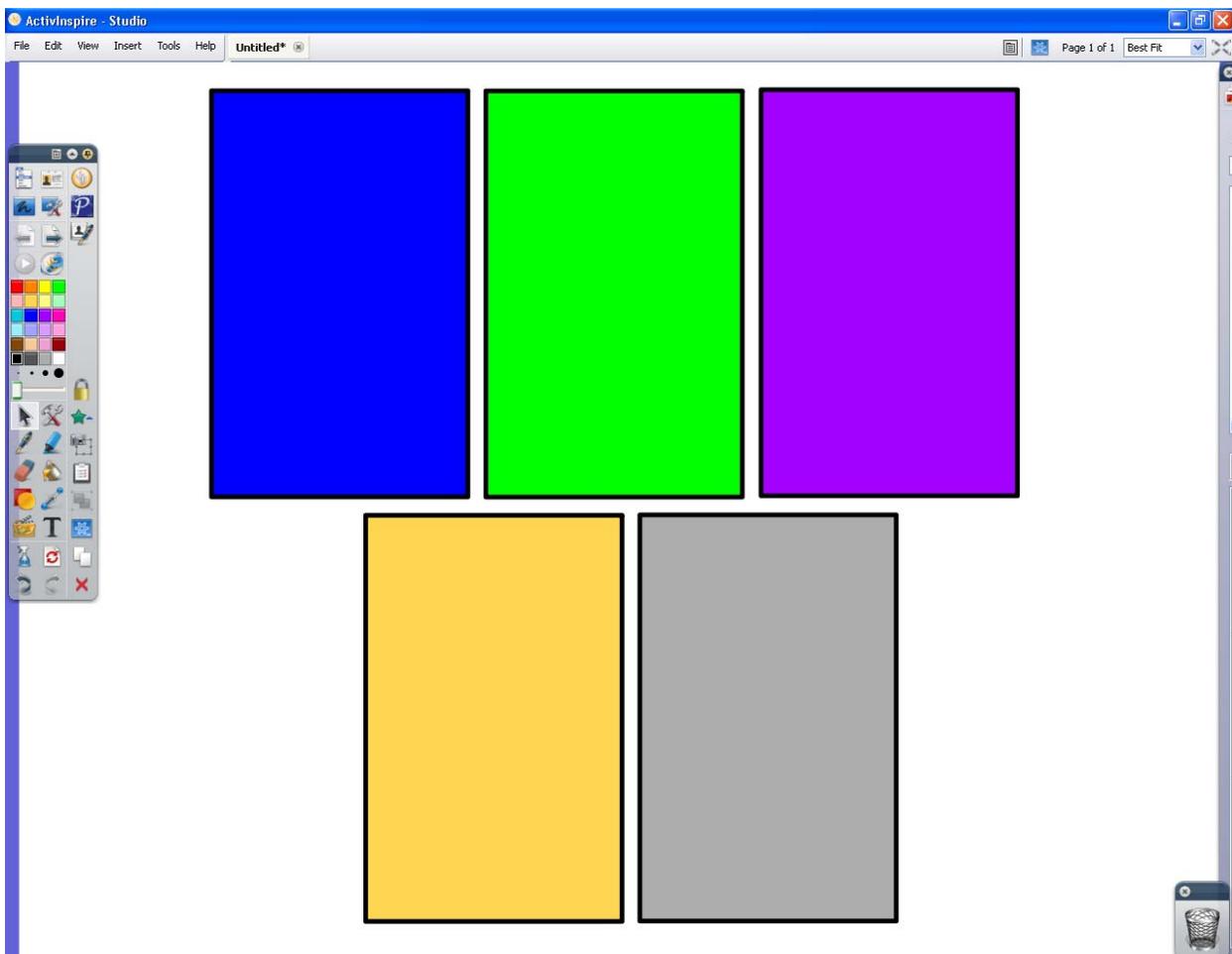
The Keyword Container

The keyword container is the most complicated container to create, but this information sheet is intended to make things a little less complicated. Keyword containers will contain multiple objects as long as they have the matching keyword. This is great for concept sorts, word sorts and categorizing/classifying activities. Your imagination is the limit when creating these activities for your classroom.

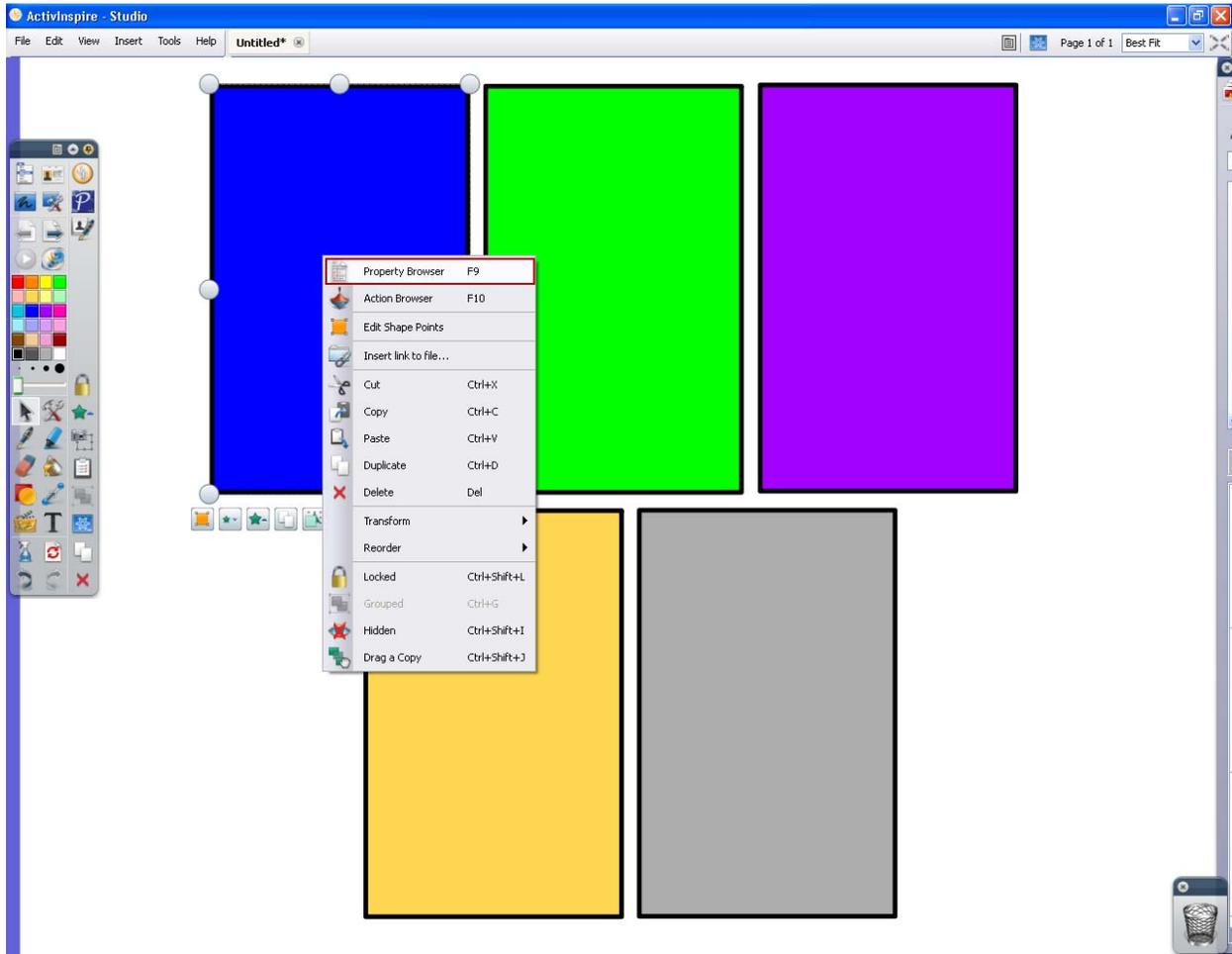
In order to facilitate this process, a resource pack of containers has been created for you to download. Press the control key and [click here](#) to access the resource pack "My Containers" on the WCS D Activboard website. You no longer need to know how to create a keyword container, just apply it to your content. If you would like to create your own it is described below. If you have imported the "My Containers" resource pack, and you just want information on applying the can skip to the **Using Keyword Containers** section on page 9. If you need help saving and importing a resource pack, press the control key and [click here](#) to view a brief podcast on the topic.

Creating Keyword Containers

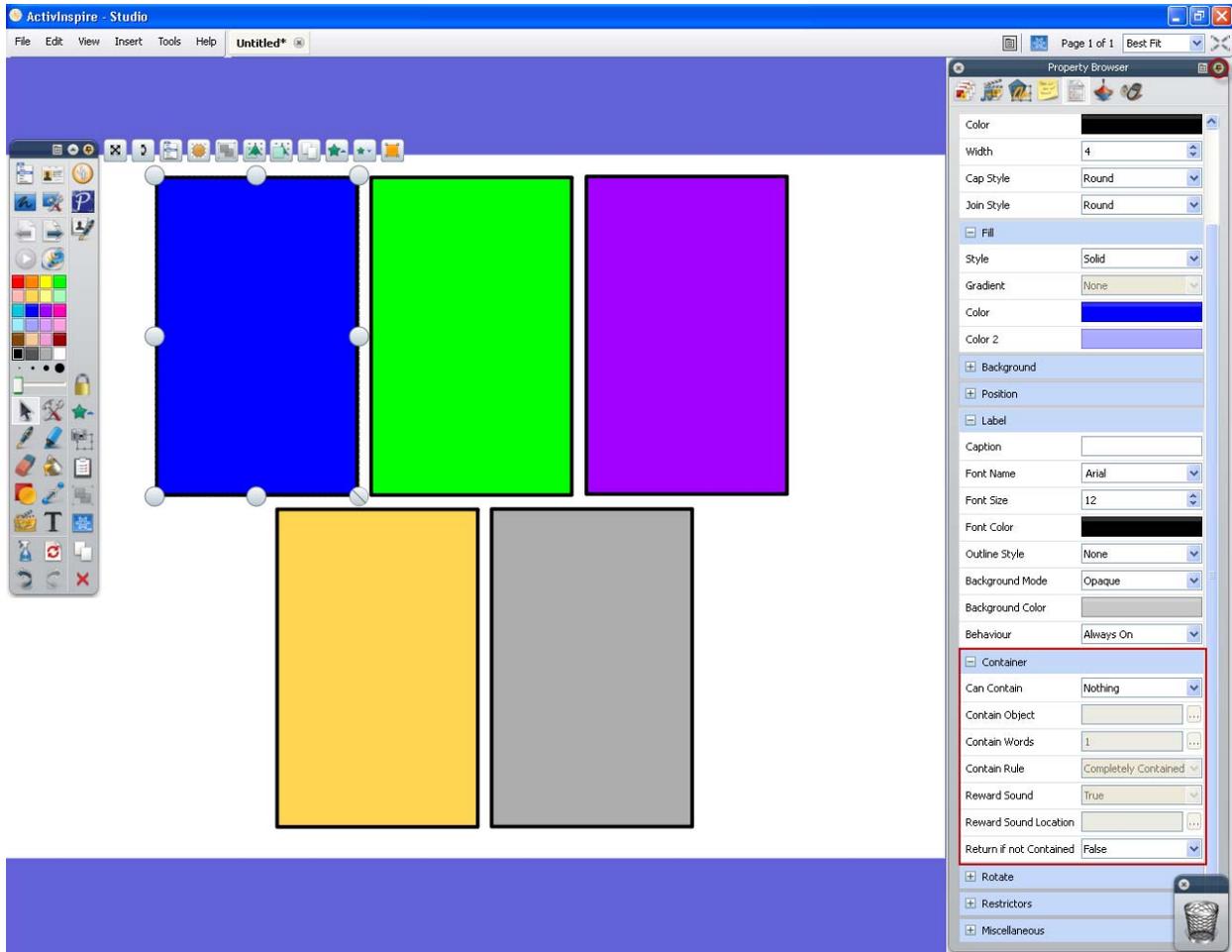
1. Place the content on the screen. In this example, I drew a box using the shapes tool (see the information sheet "The Main Toolbox" for more information on drawing shapes) and duplicated it with the select (arrow) tool. I created five shapes on my page. Using the fill tool (paint bucket), I changed their colors. The image below shows the finished product.



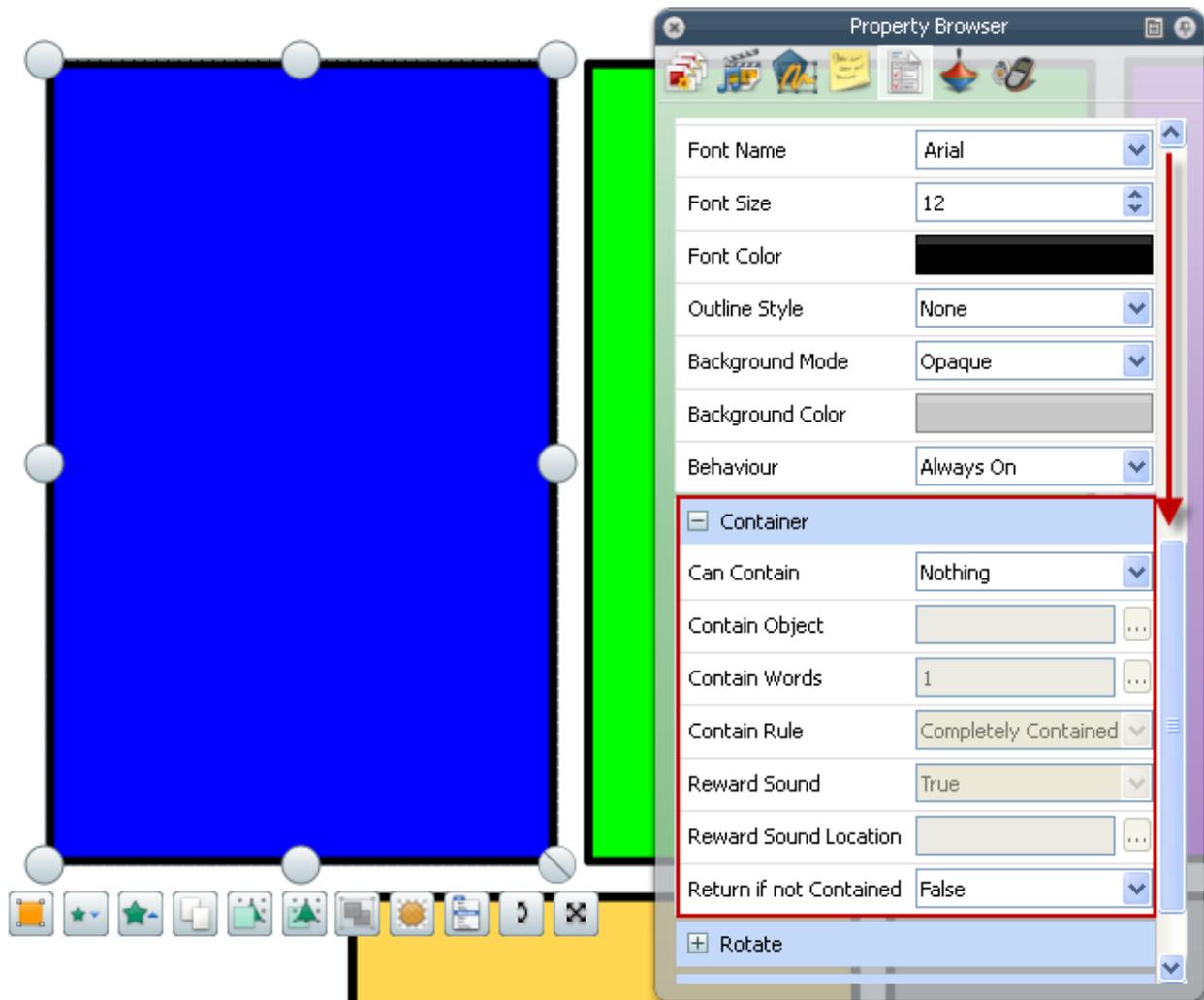
2. Right-click the first shape and select Property Browser. This will pop open the property browser so that you can format the box into a keyword container.



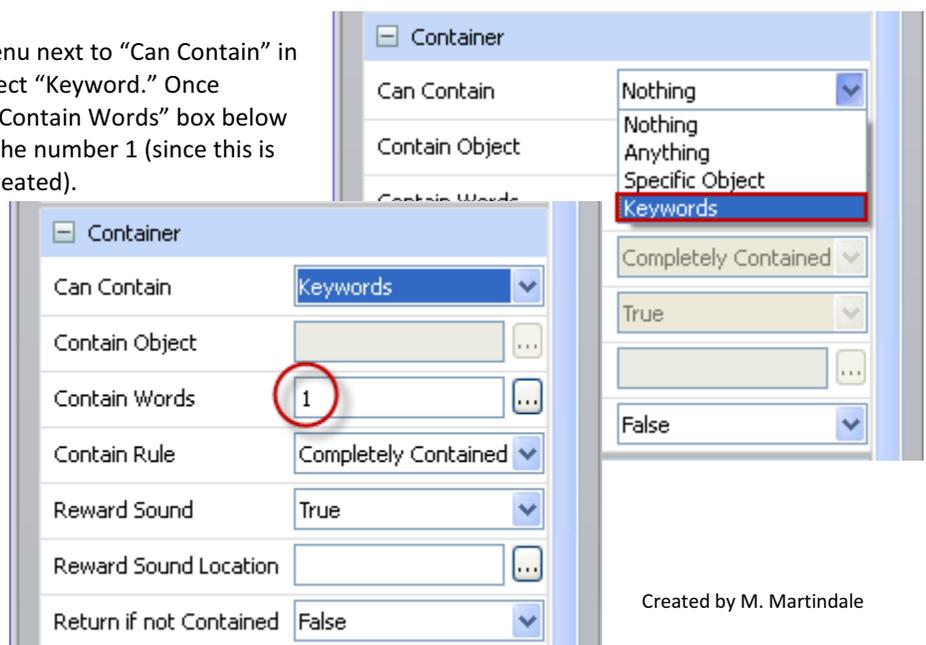
3. Pin (in the upper right-hand corner of the browser) the property browser so that it does not keep hiding as you work with the container. **NOTE:** If your property browser does not look the like the one below, make sure you have the shape/object selected. You may have to click on it with the select tool. You will notice that the property browser will change as different objects are selected.



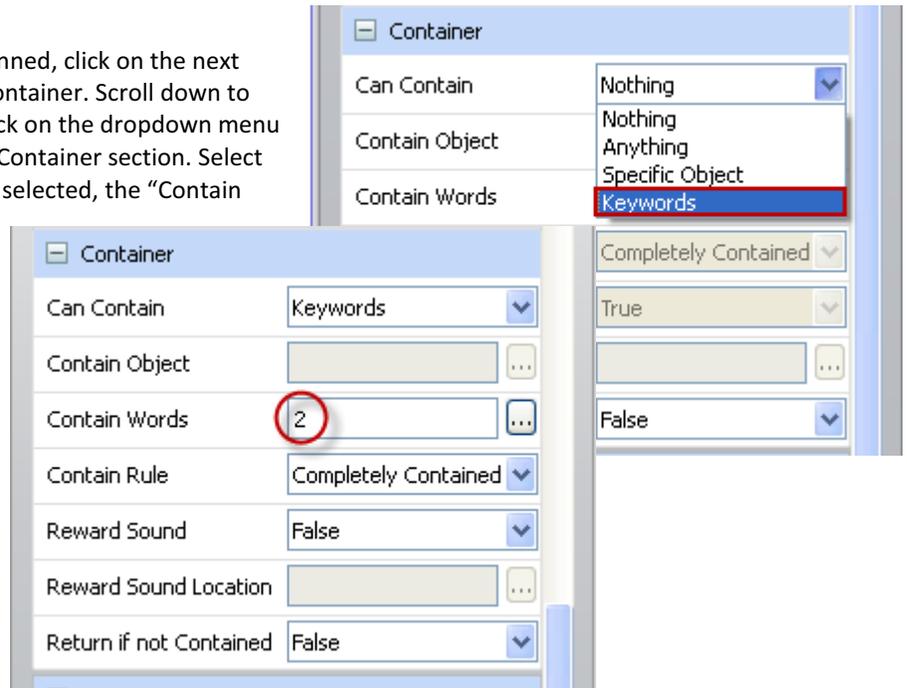
4. Scroll down until you see the "Container" section of the property browser. Click on the +/- sign to expand/collapse the section (e.g. if you see a + you need to expand to see the section choices).



5. Click on the dropdown menu next to "Can Contain" in the Container section. Select "Keyword." Once Keyword is selected, the "Contain Words" box below will be activated. Type in the number 1 (since this is the first container to be created).



- Keep the browser window pinned, click on the next object you want to make a container. Scroll down to the Container section and click on the dropdown menu next to “Can Contain” in the Container section. Select “Keyword.” Once Keyword is selected, the “Contain Words” box below will be activated. Type in the number 2 (since this is the second container to be created). Repeat these steps for the remaining boxes.



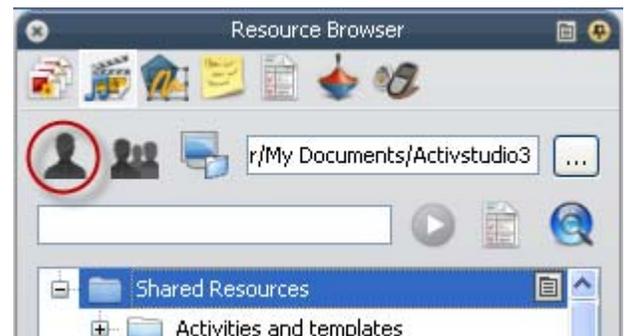
Saving the Keyword Containers

You can save the work that you just did for future use. This section will briefly show you how to create folders and save objects on your screen (in this case the keyword containers) in the resource browser.

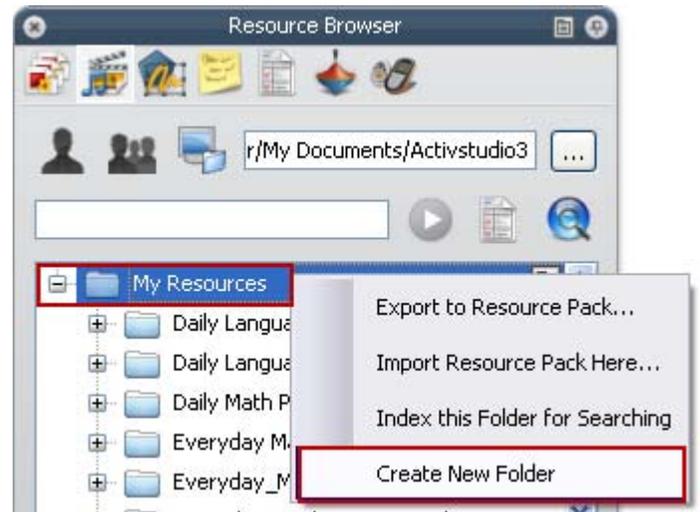
- Since the property browser is open, click on the “Resources” icon at the top of the browser to open the resource browser (make sure that the browser is still pinned). If the browser is not open, you can open it by clicking on View > Browsers or by pressing Ctrl + B.



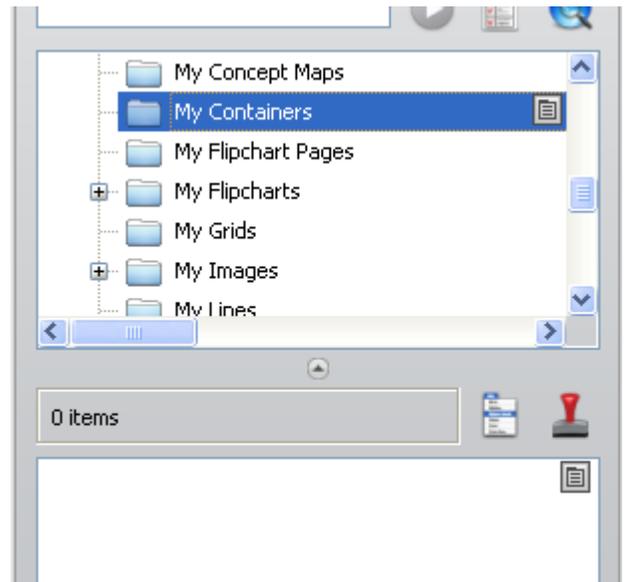
- Anytime you create a new resource or import one from a resource pack, it is recommended that you put in the “My Resources” section of the resource browser. Click on the single silhouette to select “My Resources.”



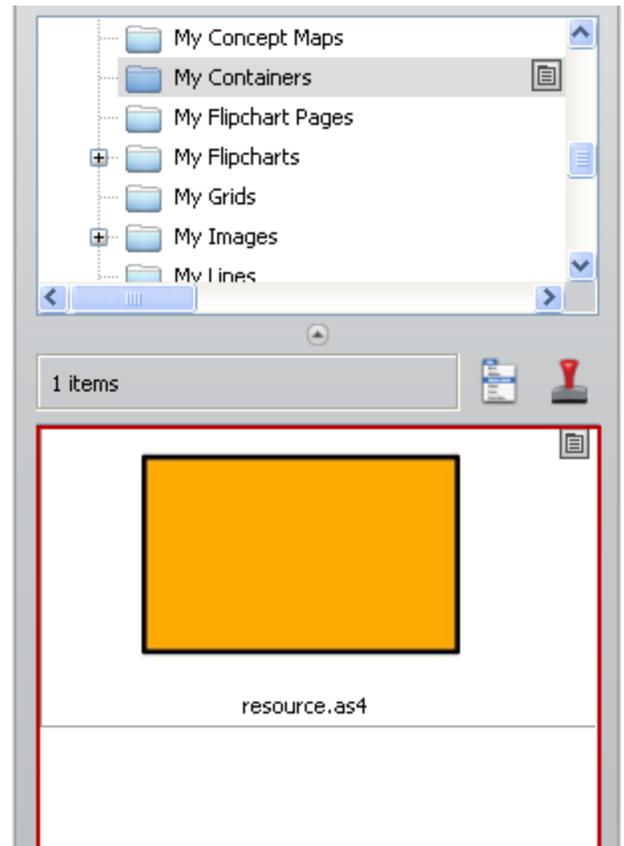
3. In the folder section of the browser, you will see the My Resources folder. Right-click the folder and select "Create New Folder." For this example name it "My Containers" and click OK.



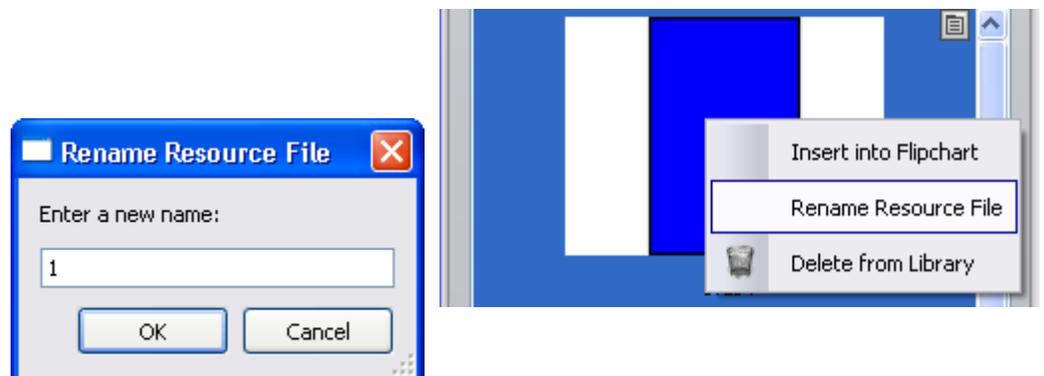
4. You should now see a folder named My Containers. Click on it to select the folder. When you save an object on your screen to the resource browser, ensure that it goes in the correct location by clicking on the intended destination folder. You know the folder is selected if it is blue (or grey).



- Once the destination folder is selected, click (hold) and drag the object (the keyword container No. 1) into the thumbnail section of the resource browser.

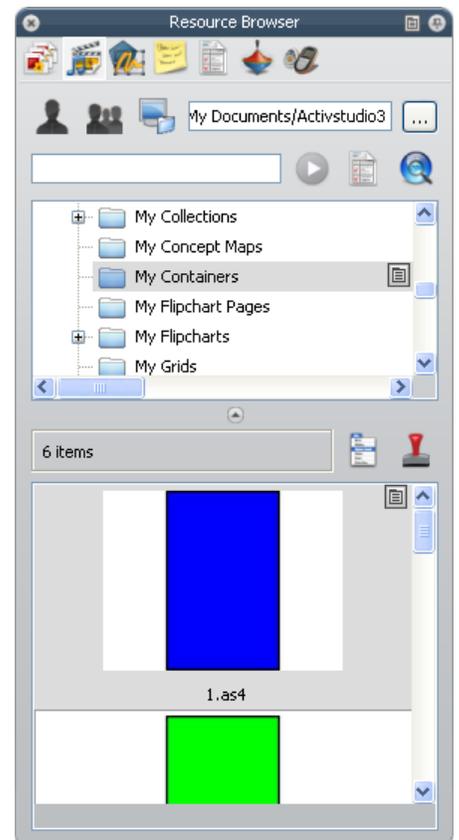


- Right-click the No. 1 keyword container that you added to the resource browser and select "Rename Resource File." Name it "1" since it is the first container and click OK. This will make it easier to identify in the future. You are now ready to repeat this with the remaining containers that we created.



7. Your containers are set! Drag these (multiple times, too) from the resource browser onto any flipchart page. It will retain the keyword container formatting.

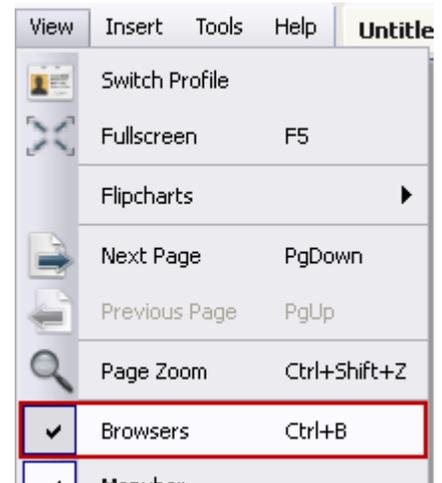
NOTE: if you want to change the color to match the content of the current flipchart, use the fill tool. Select the fill color from the color pallet and click on the center of the shape. Change the color and click on the border.



Using Keyword Containers

Now that you have created (or imported) keyword containers, we can apply them to a specific lesson. The content may be different, but the process is the same. Do you want to categorize solids, liquids and gases, spelling features or events in an era? You just have to think numerically. The keyword containers are created with numeric keywords to make this an efficient process. Keyword container “1” has a keyword of 1. Keyword container “2” has a keyword of 2 and so on. The hardest part is remembering which one is which! The following steps will help you quickly create an interactive activity for your class.

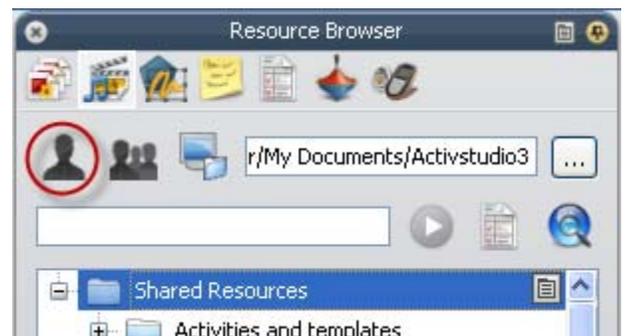
1. Open your browsers by clicking on **View > Browsers** or, press **Ctrl + B** on your computer keyboard. Pin the property browser so that it does not keep hiding as you work with the container.



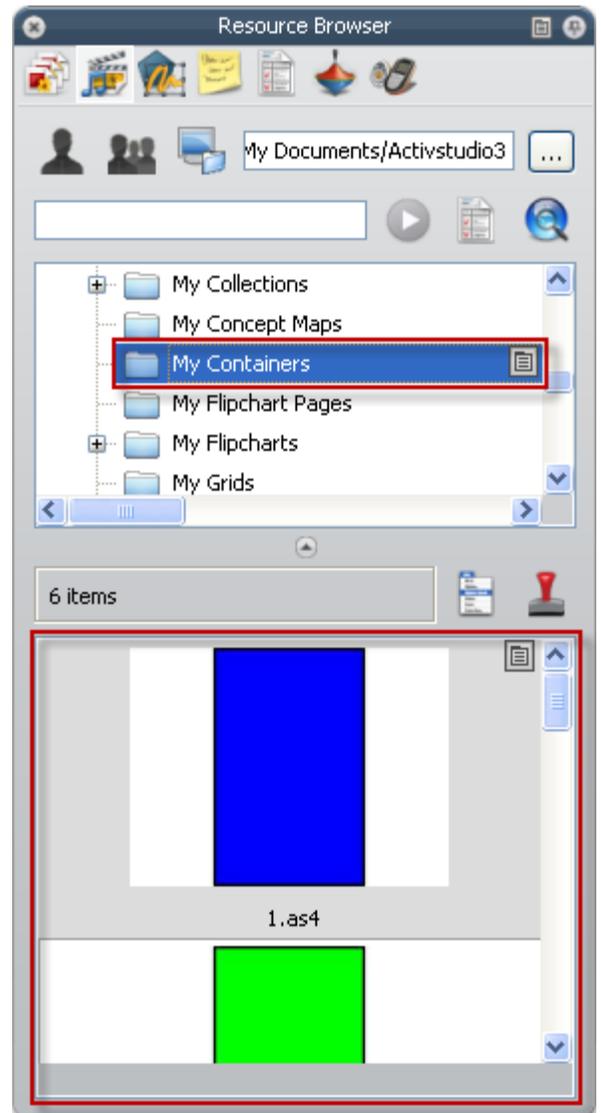
2. Click on the “resources” icon at the top of the browser to open the resource browser.



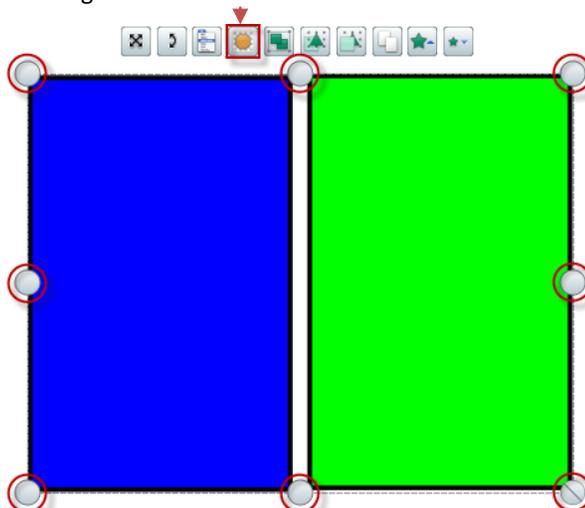
3. Click on the “My Resources” section of the resource browser (the single silhouette).



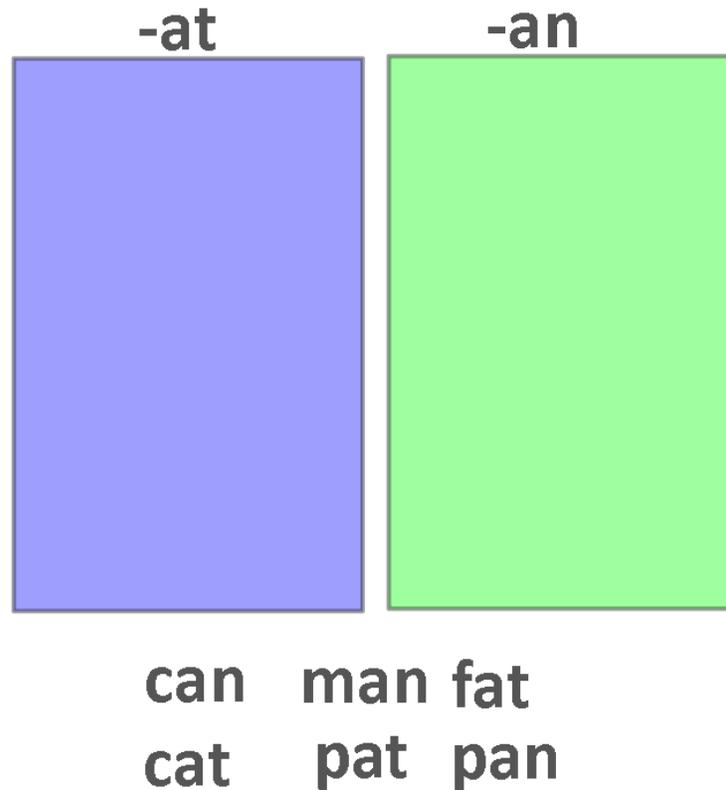
- Find the folder named "My Containers" and select it. Drag out the number of containers that you need for this lesson. If you have two categories, drag and drop container "1" and "2" on your flipchart page. If you need three, drag and drop container "1," "2" and "3" and so on . . .



- Once the containers are on your screen, you can resize them quickly by selecting them both. To select them both, create a marquee box with the select tool. Click (and hold) on a blank section of the screen and drag a box. Everything this box touches will be selected. Once they are selected, you can resize them simultaneously by clicking and dragging one of the circles.
- Another feature that is worth mentioning is making the boxes semi-translucent. Click and slide the translucency slider (while they are all still selected) to make the boxes fade into the background a bit.



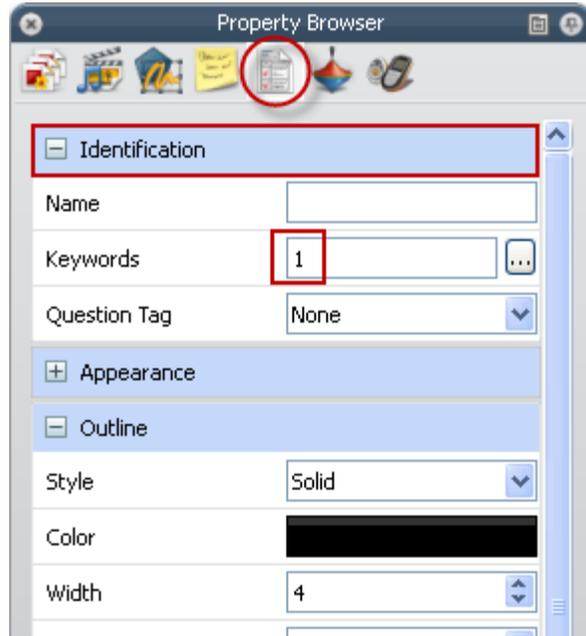
7. Next, type the category labels above the boxes and the objects to be categorized somewhere else on the page. In this example, they are the words that follow the “-at” and “-an” spelling pattern. It is important that these are separate text boxes so they can be manipulated independently. To do that follow a click-and-type pattern. Select the Text tool, click on an area of your screen and type one word (or phrase). Then click on another area of the screen and type another word (or phrase). By clicking around to different spots, you are guaranteed to have separate text boxes for each object. So far this lesson looks like this:



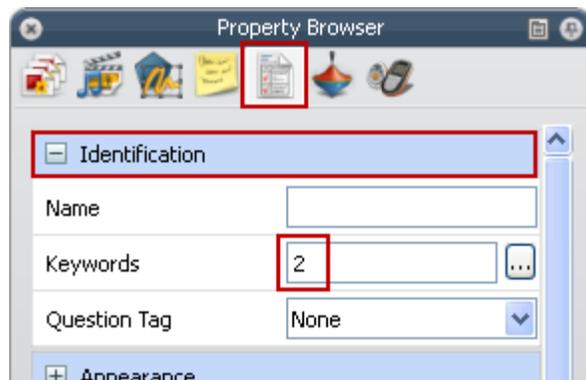
8. Now, we need to identify which words fit into category 1 and 2 (3, 4 or 5 if your lesson is more complex). We will want to select all of the 1s together to identify them at the same time. With the select tool and while holding down the control key on your keyboard, click on all of the words that fit in the first category box. It may look like you have selected more or all of the objects, but trust that you selected only the ones that you clicked on. If you want to test that you have the all the appropriate words selected, click (and hold) on one of the words and jiggle them. This will show you which have been selected.



9. With these words selected (and your browsers still open and pinned), click on the properties section of the browsers. Expand the Identification section and type the appropriate keyword into the Keyword section. This is what it should look like:



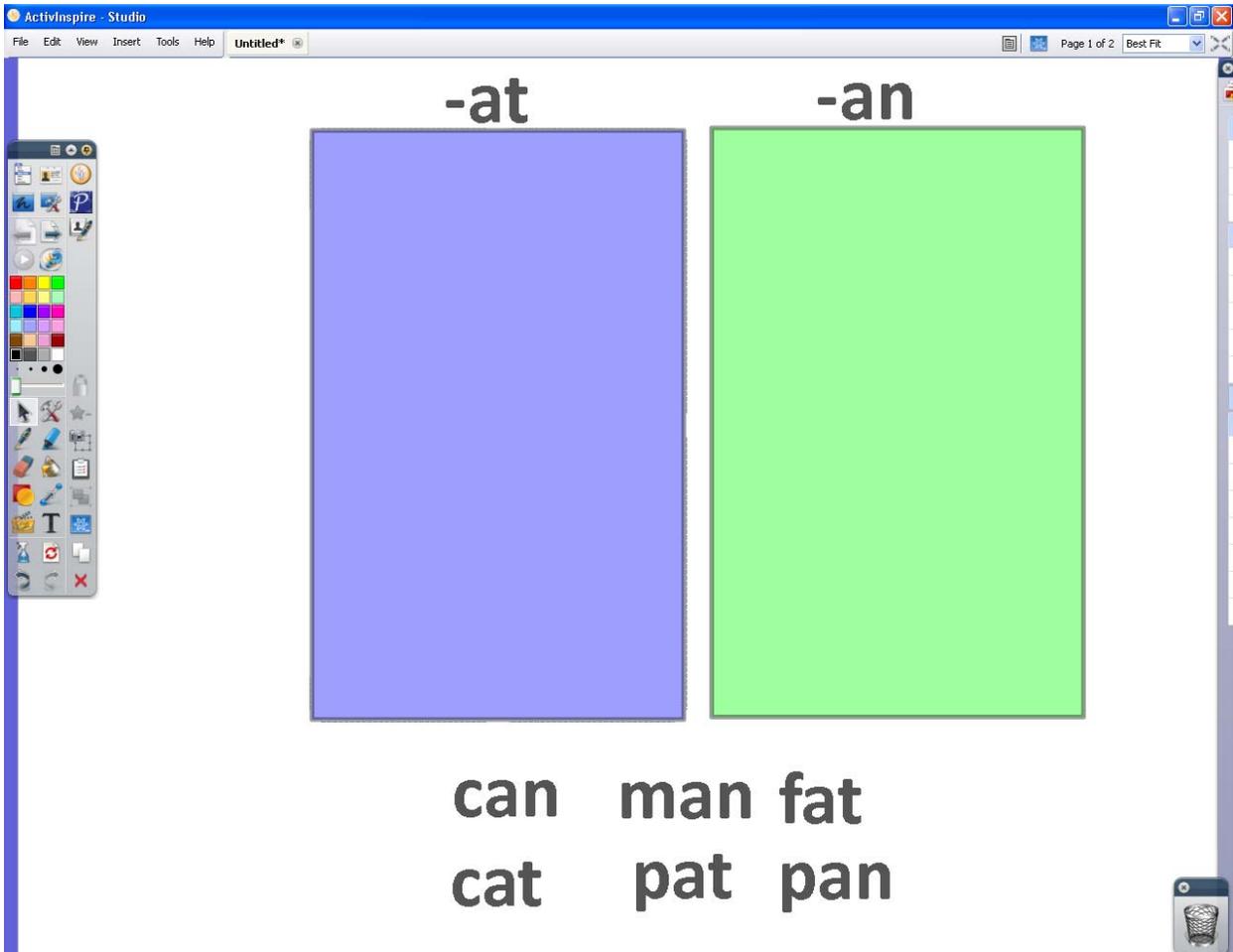
10. Next, select (using the control-click procedure outlined in step 8) those objects that fit into category 2. Find the Identification section in the property browser and type the keyword 2. Continue this for all appropriate categories and objects.



11. Your containers and objects are now formatted. Before you are done, there is one more important step. Using the same marquee box, select all of the objects that fit in the categories (not the containers or labels at the top). Scroll down to the Container section (and expand it by clicking on the +/- sign) of the property browser. Change False next to "Return if not contained" to True.



12. Your activity is now formatted and ready to use. Before you test your work, please save the file. **NOTE:** When testing, test the wrong answers first, then the right ones. Press  page reset to rest the objects to their originally saved position.



The screenshot shows the ActivInspire Studio interface. At the top, the menu bar includes File, Edit, View, Insert, Tools, and Help. The title bar reads "Untitled*" and the status bar shows "Page 1 of 2" and "Best Fit".

In the center of the workspace, there are two large colored boxes: a purple box on the left and a green box on the right. Above the purple box is the text "-at" and above the green box is the text "-an".

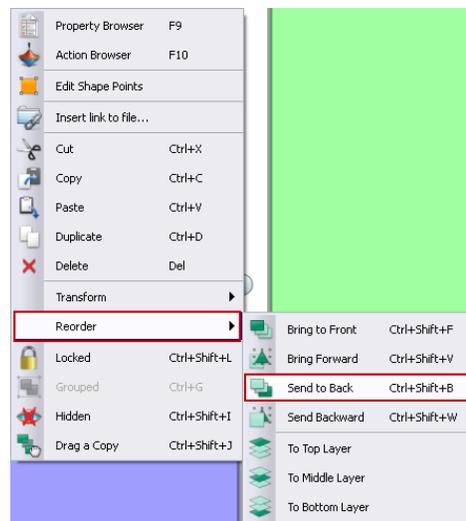
Below these boxes, the words "can", "man", "fat", "cat", "pat", and "pan" are arranged in two rows. The first row contains "can", "man", and "fat". The second row contains "cat", "pat", and "pan".

On the left side of the workspace, there is a vertical toolbar with various icons for drawing, erasing, and text manipulation. A small trash can icon is located in the bottom right corner of the workspace.

A Few Notes on Troubleshooting Containers

Once you have followed these steps to format your lesson, the containers sometimes appear to not work. Here are some frequently encountered topics that will help you make sure everything is formatted correctly:

1. **Containers are on top** (objects are going behind the boxes)
— Right-click the box and select Reorder and Send to Back.

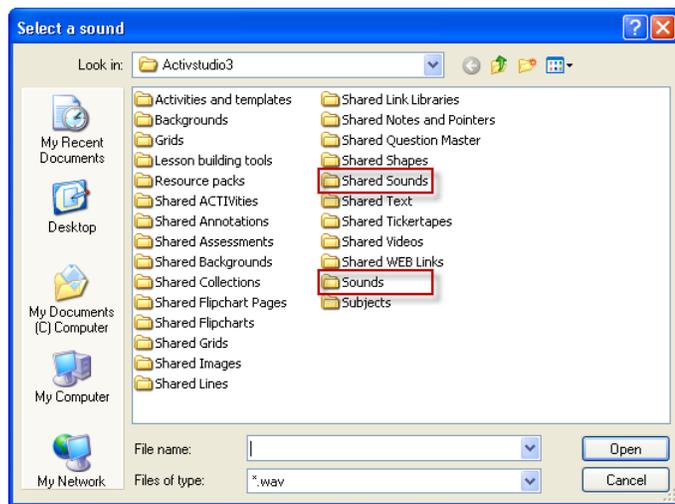
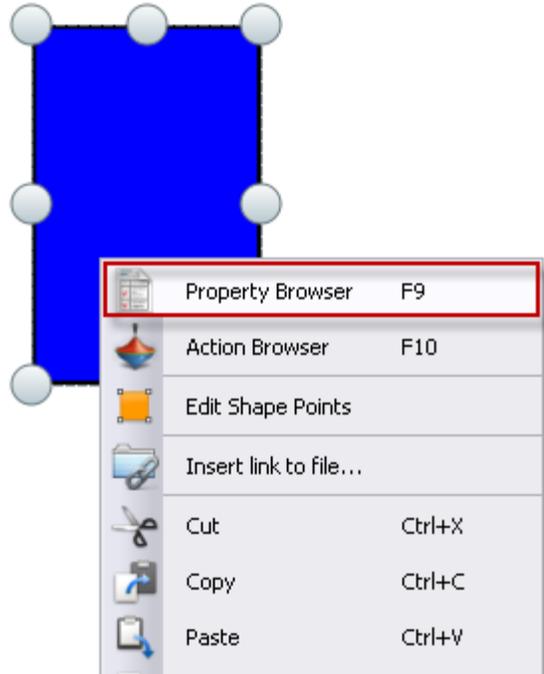


2. **Containers are too small** — Make sure the boxes are big enough to contain all of the objects (see step 6 in Applying Keyword Containers).
3. **Objects are too big**—This usually occurs if the text boxes (which are invisible) are bigger than the containers. Click on the text box and resize it so that it does not extend beyond the word or phrase.
4. **Still does not work** — If all of this fails, click on the containers and objects one-by-one and make sure they have the formatting as mentioned above in the property browser. Most of the time, the first three topics solve the problem, but there are some instances that you may have to redo some of the settings to make your activity work.

Additional Notes on Containers

Once the containers are on the page and objects are formatted to fit in the containers, you can set a reward sound to make your lesson more fun (this might not be a good idea if you are using this as a center or alternate student activity). Here are the steps:

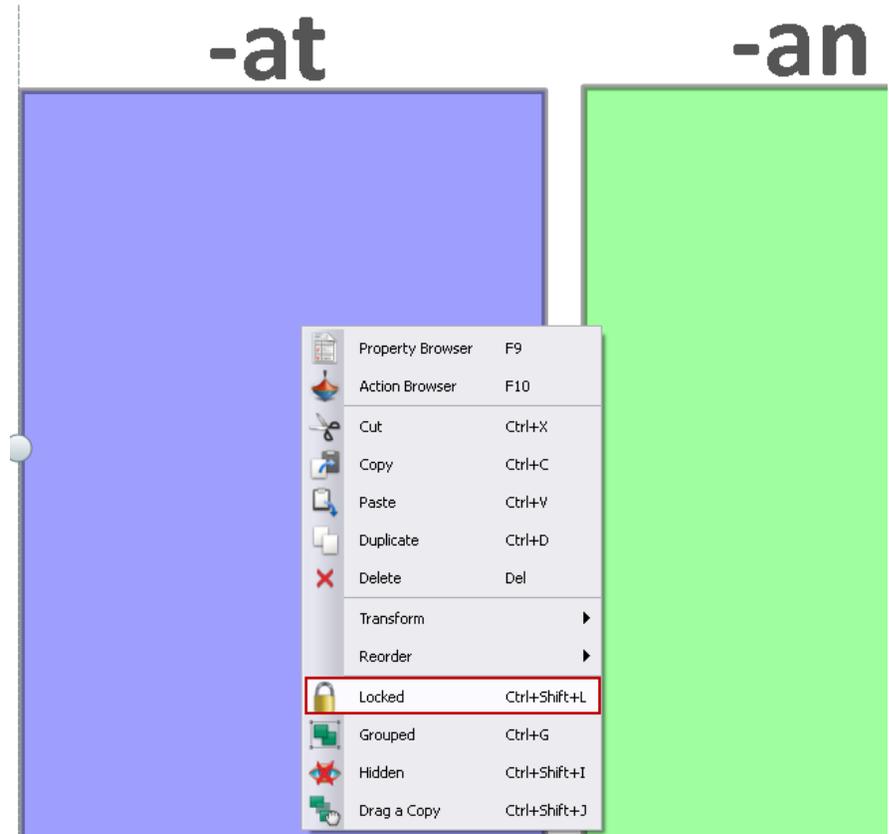
1. Right-click the container and select Property Browser.
2. Scroll down in the Property Browser until you see the Container section. Next to Reward Sound, it should be set to "True." Once this is set, the window below is activated. Click on the [...]. Navigate to the Sounds (or Shared Sounds) folder and select your sound.



3. Repeat this process for all of the containers on the page. Test the sound by placing an object that fits in this category in the box (you should hear the sound, if not, check the computer volume).

As with any lesson that is interactive, you may wish to lock some objects on the page so that the kids can't move them. For instance in this activity, the kids should move the words and not the boxes. To eliminate the possibility of the kids inadvertently moving objects, lock them. Here are the steps:

1. Select all of the objects you want to lock. Click (and hold) on a blank section of the screen and drag a marquee box. Remember anything this box touches will be selected. Do not accidentally select something that should be interactive!
2. Right-click one of the objects that has been selected and choose "Locked."



Note: To adjust, select, unlock or delete locked objects, click on the "blue snowflake" at the top of the screen to turn design mode on (the snowflake will turn orange ). Now you can click/drag, resize or delete the object. Right-click it again and uncheck "Locked" to unlock it. Click back on the snowflake to turn Design Mode off when you are done.



If you need more information and resources for Activboards and ActivInspire software, visit the WCSD Interactive Whiteboard Program Web Site:
<http://www.washoe.k12.nv.us/district/departments/educational-technology/activboards>
Visit the WCSD podcasting server for Activboard and ActivInspire podcasts:
<http://wiki.washoe.k12.nv.us/groups/activboards/>

Interactive Whiteboard Program Coordinator
Mike Martindale – mmartindale@washoe.k12.nv.us