

ACTIVINSPIRE TIPS & TRICKS

Saving a Page to the Resource Library:

This is a useful and time-saving trick that you'll be sure to use for pages you'd use frequently – like templates. Ex: Venn Diagrams, Drag-a-Copy Money, etc.

1. Create your page in ActivInspire
2. Open the Browsers (View ->Browsers)
3. Click on the **Resource Browser**
4. Select the **Shared Resources** folder or create your own folder (Click on the Shared Resources folder, the menu on the folder, select **Create New Folder**. If you create a new folder, select the folder before going to step 5.) **NOTE:** If no folder is selected, the page will be added to the shared resources folder.
5. Right click on the page
6. Select **Add to Resource Library**
7. Select **Add Page**
8. The page will then appear in the Resource Browser
9. To rename the page for searching purposes, click on the page in the resource browser
10. Click on the **menu** on the thumbnail of the page
11. Select **Rename Resource File**
12. Rename your file
13. Click **OK**
14. To access the file, you can click on the folder to which you save the file and drag it onto the page!

