

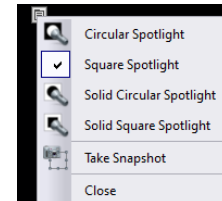
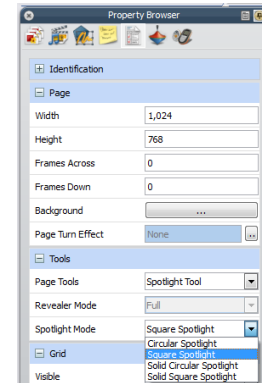
ACTIVINSPIRE TIPS & TRICKS

Spotlight Tool

The spotlight tool lets you focus on specific items on a page. The size of the spotlight can be changed. There are four different types of spotlights: circular, square, solid circle and solid square.

Using the Spotlight Tool

1. Go to **Tools, Spotlight**.
2. Choose the type of spotlight.
3. To move the spotlight around on the page, click and drag outside of the spotlight area.
4. To resize the spotlight, hover on the edges of the spotlight to get the arrows. Click and drag to expand and minimize.
5. To take a snapshot of the area in the spotlight, right click in the spotlight or click on the ***Menu*** icon and select ***Take Snapshot***.
 - a. The snapshot will be placed on the current flipchart page.
6. Select **Close** when you are finished with the spotlight tool.



Using the Spotlight Tool from the Property Browser

Note: To have the spotlight tool open already on the page, set it up in the Property Browser.

1. Go to the ***Property Browser***.
2. Expand the **Tools** category.
3. From the ***Page Tools*** dropdown, select **Spotlight Tool**.
4. From the ***Spotlight Mode*** dropdown, select ***spotlight type***.

Note: The spotlight tool will remain on when you go to the previous or next page unless you go to those pages and use the Property Browser. From the ***Tools*** dropdown, select **Tools Off**.

