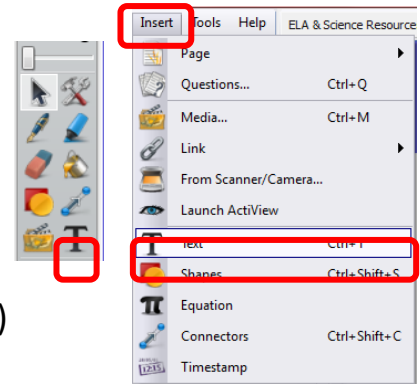


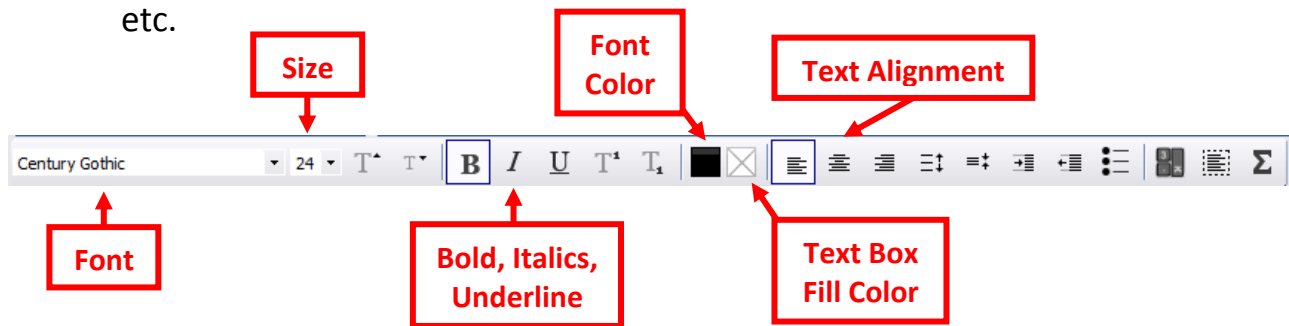
ACTIVINSPIRE TIPS & TRICKS

Using the Text Tool:

1. Open **ActivInspire**
2. From the tool strip, click on the **Text Tool** icon
 - a. If you do not see the **Text Tool** icon on your tool strip, click **Insert** and select **Text**
3. Click on the flipchart page (a text box will appear)
4. Begin typing
5. To prevent the text box from going off of the page, click on the resizing handle that is on the right and adjust it (this will make the text wrap in the box)
6. After you are finished typing, highlight the text by clicking and dragging
7. Use the format bar at the top of the screen to select the font, size, color, etc.



Begin typing your text



8. When you are finished formatting the text, click back on your select tool.

You can then move and resize the text box to meet your needs. If you need to edit the text:

- Click on the text box 1 time
- Click on the abc button
- Edit the text as needed

