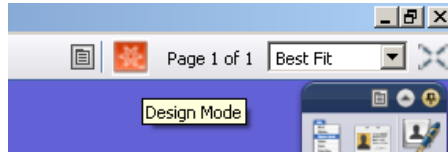


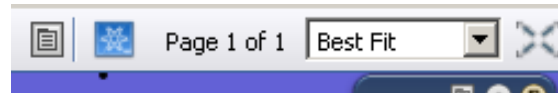
Top 10 Tips to Create Flipcharts

1. **Snowflake** – Design mode or Presentation Mode


- When creating or editing flipchart always use Design Mode. (**Orange**)
Everything in the flipchart can be edited.

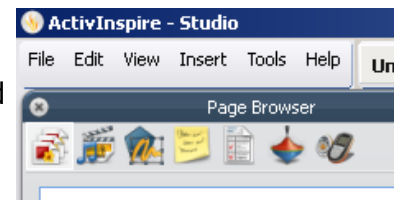


- When students are at the board using the flipchart always use Presentation Mode. (**Blue**)
Items can be locked and the background cannot be changed.

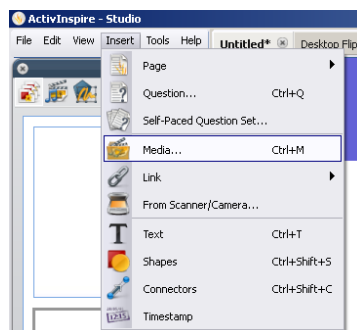


2. **Browsers** – View Browsers

- **Page** – see all the pages of your flipchart
- **Resources** – where backgrounds/pictures can be found
Lots of pictures located in the Subject Folder
To add an entire folder to your resources:
Click the Gray box 
Choose the folder you want to add
- **Object** – lets you see and move objects or text to different layers
- **Notes** – allows you to type or see notes that pertain to the page of your flipchart
- **Property** – gives you detailed information about objects - helpful if using containers
- **Action** – easily add actions to objects
- **Voting** - print reports from voting sessions



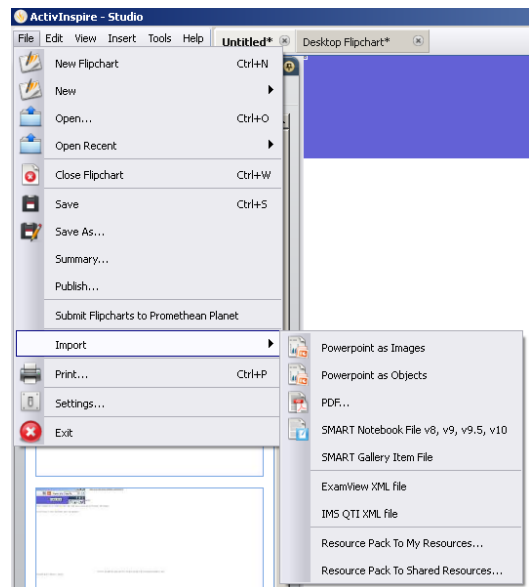
3. **Insert Media** – to insert pictures, sound, or video files already saved on your U drive. Click **Insert**. Click **Media**. Choose the file you want to insert.



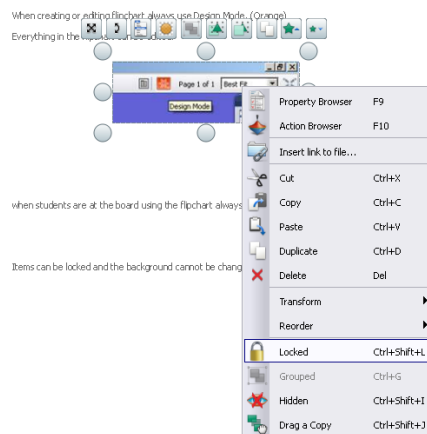
Top 10 Tips to Create Flipcharts

4. **Importing other files** - Click **File**. Click **Import**.

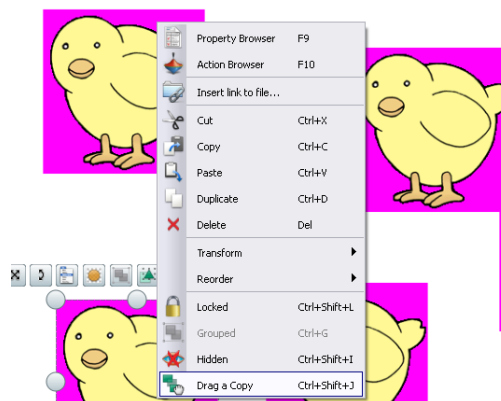
- PowerPoint as Images – only background pictures
- PowerPoint as Objects – you can drag objects around
- Smart files or Smart Gallery items
- ExamView files
- Resource packs



5. **Locking objects** – Right click on the object you want to lock and choose **Locked**. Students cannot move locked objects in Presentation mode. (**Blue** snowflake)



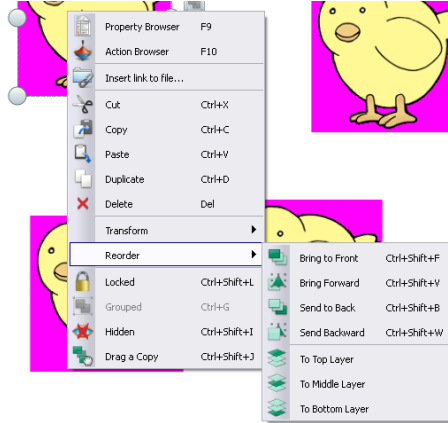
6. **Drag a copy (clone)** – Right click the object you want to clone. Click **Drag a copy**.



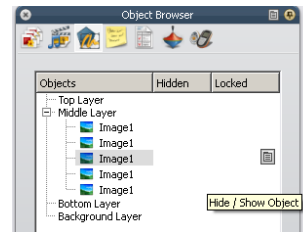
Top 10 Tips to Create Flipcharts

7. **Layers** – Flipcharts are made of 4 layers (Top, Middle, Bottom, Background)

- Right Click the object.
- Click Reorder.
- Click the layer where you want to move object.

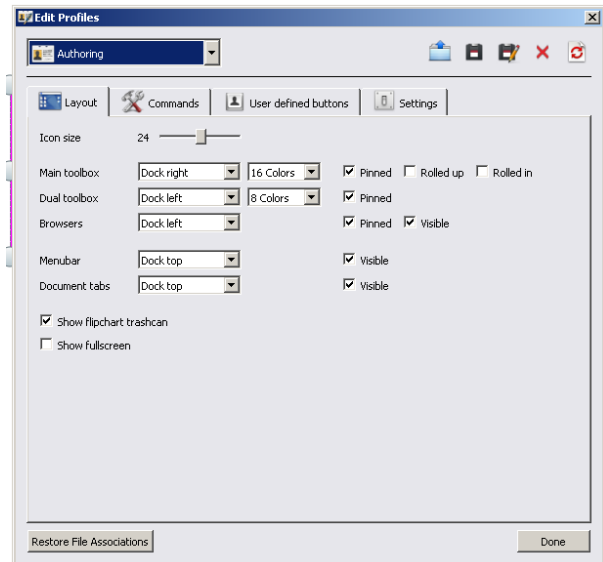
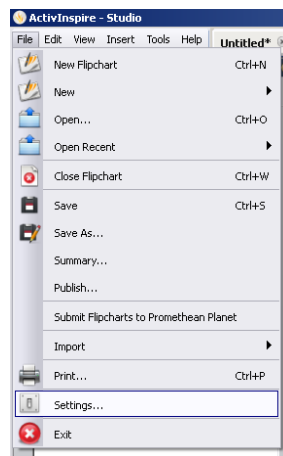


- Use this with Containers, Magic Ink, or Magic Revealers.
- You can also change layers by opening the Object browser.



8. **Settings** – Customize profiles, toolbars, and other settings.

- Click **File**.
- Click **Settings**.



Top 10 Tips to Create Flipcharts

9. **Resource Packs** – Clip art, backgrounds and various resources grouped by topic
- Go to Promethean Planet. <http://www.prometheanplanet.com>
 - Type in the keyword or phrase you are looking for.
 - On the Resource type narrow your search to Resource Pack.
 - Always choose to save your Resource packs in your U drive.
 - Once the resource pack is downloaded, open ActivInspire , Click **File**, Click **Import**, Click **Resource Pack** to either My Resources or Shared Resources.



10. **ActivTips from Promethean Planet** (short video tutorials)

- Click **Professional Development Tab**.
- Click **ActivTips**.
- You may also want to check out the Teaching Tips pdf. (Great tips and ideas)

