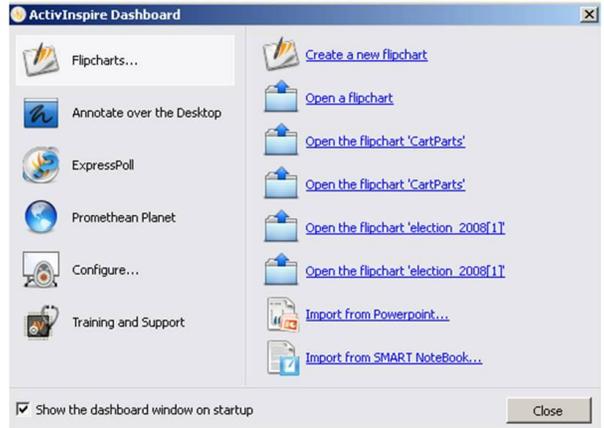


# Exploring ActivInspire Training Agenda

- ❖ The Dashboard
- ❖ The ActivInspire Window – Review each of the parts
- ❖ The Toolbox
  - Tool Menu
  - Preferences
  - Profiles
  - Authoring
  - Commonly Used Tools
  - Choosing Your Tools
- ❖ The Browser
  - Types of Browsers
    - Page Browser
    - Resource Browser
    - Object Browser
    - Notes Browser
    - Properties Browser
    - Action Browser
    - Voting Browser
- ❖ Collaborating at the Board
  - Dual User
- ❖ FlipCharts
  - Single Flipchart
  - Multiple Flipcharts
- ❖ Promethean Planet
  - Registration <http://prometheanplanet.com/en-us/>

# Dashboard

When you run ActivInspire, after choosing your initial preferences, the first thing you see is the Dashboard. The Dashboard contains shortcuts to flipcharts and useful tools to save you time. The Dashboard will remain open until you close it.



# ActivInspire Window

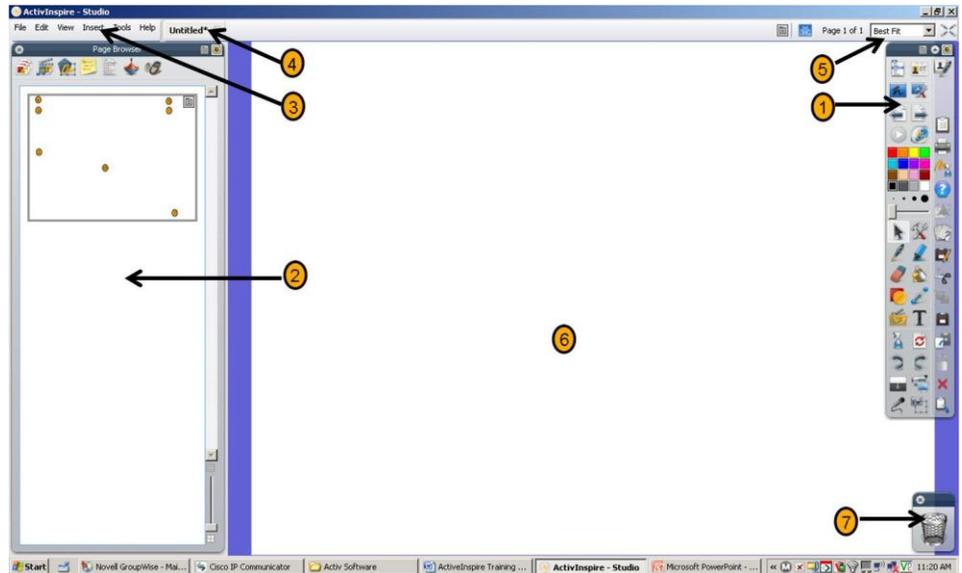
When you run ActivInspire, the ActivInspire window opens behind the Dashboard.

What this window looks like depends on several things:

1. Your preferences at startup.
2. Whether you are using ActivInspire Professional or Personal.
3. Whether you have customized any of its components.

The picture to the right shows a thumbnail of the ActivInspire Professional window. The list on below identifies each numbered component:

- 1 Main Toolbox
- 2 Browser
- 3 Menubar
- 4 Flipchart name
- 5 Sizing details
- 6 Flipchart page
- 7 Trashcan



# Main Toolbox



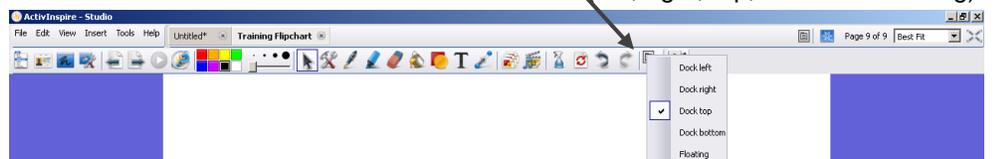
The Main Toolbox opens on your display when you start ActivInspire. When you start ActivInspire for the very first time, the toolbox contains a set of the most popular tools. The items in the Main Toolbox are just a selection of the many tools available. You can access a large range of additional tools from the Tools Menu. Next time you start ActivInspire, it will remember where you left the toolbox last time and which tools it contained.

## Preferences

You can keep the default toolset, remove tools, or replace some or all of them with other tools. You can define your preferences in a profile and save them when you are satisfied. You can create as many profiles as you need and quickly switch between them with the **Switch Profile** icon.

## Toolbar Options

Click the **Toolbar Options** icon to "dock" the toolbox in different locations.



# Authoring at Your Computer

When you are working at your computer, you need easy access to a range of tools for lesson preparation. The quickest way to achieve this is to switch to the 'Authoring' profile provided with ActivInspire:

Click on **Switch Profile** and select the **Authoring** profile from the drop-down list. Alternatively, you could experiment with your favorite combinations of tools and settings, then save them to a profile.

## Commonly Used Tools

While you are working with ActivInspire, the Toolbox Shortcut Bar on the right of the Main Toolbox gradually fills up with icons. ActivInspire automatically places your Most often used tools there, so that they are easily accessible.



Annotate Over Desktop



Screen Recorder



Revealer



Sound Recorder



Page Zoom



Camera

## Choosing Your Tools

ActivInspire lets you add and remove tools to and from the Main Toolbox and customize the Marquee Handles that appear when you select an object.

1. From the File Menu, select **Settings**. The 'Edit Profiles' Dialog Box opens. The current profile is shown at the top-left.
2. From the drop-down menu, select the profile you want to edit, or accept the default.
3. Click on the **Commands** Tab.
4. From the drop-down menu, select tools to add to or remove from the Main Toolbox or to the Marquee Handles.

To add a tool:

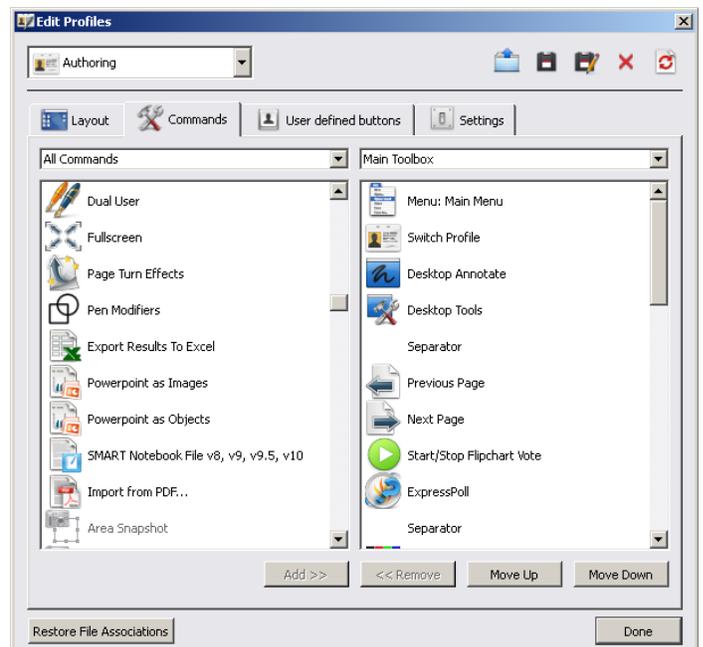
1. Select the tool in the left-hand pane and click on **Add**. The tool appears in the right-hand pane.
2. To change its position in the toolbox, click on **Move Up** or **Move Down**.

To remove a tool:

Select the tool in the right-hand pane and click on **Remove**.

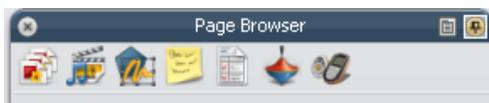
To save the profile and exit, click on **Done**.

To save as a new profile, click on the **Save as** icon.



## ActivInspire's Browsers

### What Browsers are there?



1. Page Browser
2. Resource Browser
3. Object Browser
4. Notes Browser
5. Property Browser
6. Action Browser
7. Voting Browser

### What is a Browser?

A flipchart can have many pages and elements, each with a range of characteristics and properties. ActivInspire makes working with these characteristics and properties simple, by providing a Browser for each major area.

#### The Browsers allow you to see at a glance:

What's already included in your flipchart.

What else you could add or customize.

Use the Browsers to quickly build, refine and enhance your own and other people's flipcharts.

#### Each Browser:

Is structured to give you clear and detailed information about the area you are browsing.

Has its own Popup Menu and/or set of icons to help you work effectively with your flipchart.

In addition, you can make the Browser wider or narrower and adjust the level of detail you can see to suit your needs.

## Viewing a flipchart

### View one page at a time

Two ways to view one page at a time: Click on the **Next Page** and **Previous Page** icons.



From the **View Menu**, select **Next Page** or **Previous Page**.

You automatically insert a new flipchart page when you click on the **Next Page** icon on the last page of a flipchart. To prevent unwanted pages at the end of your flipcharts, always add an indicator to the last page. This could be a shape, a picture, or a simple **"The End"**.

### Preview several pages at a time

You can increase or decrease the size of the thumbnails you see in the Page Browser. The smaller the thumbnails, the more pages you can preview at a time.

Two ways to preview several pages:

Click and drag the edge of the Page Browser, or use the slider at the bottom right-hand side of the Page Browser to change the size of the thumbnails.

Move the slider at the top right-hand edge of the Page Browser pane down or up to scroll past thumbnails of the pages in your flipchart. Then click on the thumbnail of the page you want to see.



## Promethean Planet Professional Development

Free Online Course, Tutorials and Webinars

### Recommended

**Introduction to ActivInspire 1.6** (free online course) <http://www.prometheanplanet.com/en-us/professional-development/promethean-academy/activinspire-training/activinspire-training-courses/introduction-to-activinspire-1-6.aspx>

**Introduction to ActivInspire Course Companion** (free webinar) <http://www.prometheanplanet.com/en-us/professional-development/promethean-academy/webinars/webinar-courses/introduction-to-activinspire-course-companion.aspx>

**Foolproof Your Flipchart** (free webinar) <http://www.prometheanplanet.com/en-us/professional-development/promethean-academy/webinars/webinar-courses/foolproof-your-flipchart.aspx>

**ActivTips** (free online tutorials) <http://www.prometheanplanet.com/en-us/professional-development/activtips/>

**Classroom Management** (free resource pack) <http://www.prometheanplanet.com/en-us/professional-development/best-practice/classroom-management/classroom-management.aspx>