

# ActivInspire Tips & Tricks

*Try these easy tips and tricks to jazz up your flipcharts!*

**Grouping** - Simply lasso the items to be grouped and select the grouping icon in the edit menu.



**Translucency** - use the slide bar to adjust the translucency of a graphic.

1. Double click on the object
2. The object edit menu will appear.
3. Select the translucency icon.



**Drag a Copy** - allows you to have multiple copies of objects on a flipchart without having to duplicate over and over again. A little hand with a plus sign will appear when an object has been set to drag a copy.

1. Select the object you wish to duplicate by clicking on the object.
2. Select the object edit menu icon.
3. Select drag a copy.



**Extract Text** - formerly known as deconstructing, allows words to be extracted from a piece of text.

1. Select the word you wish to extract by clicking on the word.
2. Select the object edit menu icon.
3. Select extract text.



**Layering** - There are four layers on each flipchart page (background, bottom, middle, & top).

1. Select the object or word.
2. Open the property browser.
3. Layer is located under the “appearance” section of the property browser.
4. Select background, bottom, middle, or top.



## “Magic Hat”

1. Type words/sentences in separate text boxes or drag images onto the flipchart page.
2. Place the words, sentences, or images in the correct location on the page.
3. Place the hat, box, or image on top of the words, sentences, or images. Resize the image if needed.
4. The hat, box, or image may need to be layered to the top layer.
5. Lock the hat, box, or image via the object browser or the object edit menu.

## Inserting Media

1. An easy way to insert media into a flipchart is to click on the “insert media from file” icon.



2. Search for the media file.
3. Select the media file and click “open”.
4. Make sure you are not in design mode so you can play the media file.
5. Lasso the media file to get handles around it so you can easily enlarge to fill the screen.

**Sliding off Page** - this is an easy way to hide text, images, etc. on a flipchart.

1. Create your text or image and simply slide it off the page.
2. Make sure that a little bit of the text or image is showing so you are able to grasp it and slide it onto the page.

### Lesson Building Tools

1. Go to the resource browser.
2. Click shared resources.
3. Then click on the lesson building tools.

### Labels

1. Select the object.
2. Open the Property Browser. 
3. Scroll down to Label.
4. Type the desired label in the Caption space provided.
5. Adjust the Font Name, Size, Color, & Outline Style under the appropriate tabs.
6. Select “tooltip” from the Behavior drop-down menu.

### Sound Recorder

1. Select tools.
2. From the tools menu, select “more tools”.
3. Select the sound recorder. 
4. Select the red button to record your sound.
5. Select the black button to end the recording.
6. A sound icon will then appear on the flipchart page. 
7. You will need to be in presentation mode to play the sound.
8. Check your sound recording settings. Edit>Profiles>Settings>Recordings>Sound Recording>Choose Add to Flipchart, Save to Disk, or Both.

### Flipchart Recorder

1. Select Tools.
2. Select More Tools.
3. Select the Screen Recorder
4. Select the red record button on the Flipchart Recorder menu to begin and the square stop button when you are finished.

## Magic Eraser

1. You can make your own magic eraser by using the magic ink and grouping it with an image, like a magnifying glass or glasses. 
2. Much easier way...go to Promethean Planet and download the Magic Erasers Resource Pack. (variety of ready-to-use magic erasers here)
3. Layer the top item or image to the top layer and the bottom item or image to the middle or bottom layer using the Property Browser.

**Containers** - are objects that can be made to accept or reject another object placed on top of it. This action is referred to as the “bounce back effect”. Containers can contain *nothing*, *anything*, a *specific object*, or *objects that contain specified keywords*.

## To Create a Container to Contain a Single Object

1. Select the objects that are to be contained. Open the Property Browser and Select True for Return if not Contained under Containers. That is the only step for the items that are to be contained. 
2. Select the first container.
3. Open the Property Browser again and Scroll down to Container.
4. Select Specific Object from the Can Contain drop-down menu.
5. Select the ... next to Contain Object.
6. Search for and select the object to be contained and select OK
7. A reward sound can be added.
8. Repeat for any other containers that will contain one specific object.
9. Always ensure that containers are large enough to hold objects to be contained.

## To Create a Container to Contain Multiple Objects Using Keywords

1. Select the first container.
2. Open the Property Browser.
3. Scroll down to Container.
4. Select Keywords from the Can Contain drop-down menu.
5. Type in the identifying keyword in the Contain Words box.
6. Reward Sound - a reward sound can be added.
7. Repeat for any other containers that will contain multiple objects.
8. For the objects that are to be contained, select True for Return if not Contained.
9. There is a second step for the objects to be contained when using Keywords.
10. Scroll to the top of the Property Browser to Identification.
11. Type in the appropriate Keywords.

**Restrictors** - define exactly how you want an object to move.

1. Select the object.
2. Open Property Browser
3. Scroll down to Restrictors.

4. There are many options for restricting the movement of an object.

**Actions** - there are more than 250 actions that objects can perform!

1. Select the object
2. Open the Action Browser
3. Scroll to find the appropriate action
4. Select the action (you may also have to select the target)
5. Select Apply Changes

