

Promethean ACTIV Board P5, 0.62

The ACTIV board is a projection screen that displays your computer output and can replace the mouse with a pen. You can also use the pen to annotate on top of the screen.

Check the board is on and turn the computer and projector on

- Check the flame icon at the upper left hand side of the board is white.

(If the icon is unlit the board is off or not receiving power. A red icon means that the connection to the computer is not working. The on-off switch is on the left hand side at the side of the board.)

- Log onto the Computer
- Select **PC** on the display panel on the teaching station to project your desktop onto the screen.

Pen located at the side of the board

The pen may be used similarly to a mouse on the ACTIV board screen. To:

- click - tap once
- double click - tap twice
- click and drag - tap once and move the pen
- bring up more options - tap and hold
- bring up a web link - tap twice

For a:

- right mouse click - hold the button on the pen
- left mouse click - touch the board with the pen

The pen may be used to write on the screen.

Writing on PowerPoint Slides

Open a PowerPoint show. Tools will be faintly visible on the lower left hand side of the screen. The pen can be used with these tools to write on top of PowerPoint slides. The PowerPoint presentation may be saved along with any annotations made at the end of a session.

Writing on Word Documents

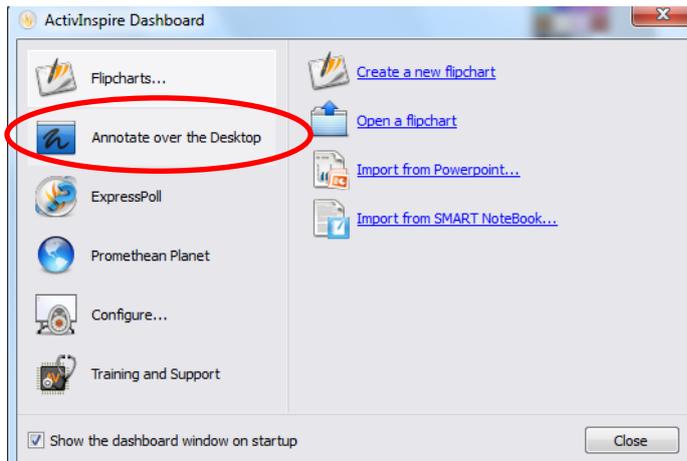
Opening a Word document opens an **Ink Tools** tab on top of the browser bar at the top of the screen. **Ink tools** may be used with the pen to write on Word documents. The Word document may then be saved by selecting **File, Save**.



Writing on websites and the desktop

Open the ACTIV Inspire tools on the desktop

Select **Start, All Programs, Activ Software, Activ Inspire** to open an Activ Inspire Window. Select **Annotate over the Desktop** (Activ Inspire acts as a transparency on top of the desktop).



This places ACTIV Inspire tools on the desktop.



Select  and the tool you wish to use:

Write

Select ,  and choose the colour you wish to use.

Highlight

Select , , and choose a colour from the colour pallet and pull the pen over the area you wish to highlight.

Additional tools

The wrench and hammer icon offers more tool options.

This includes a **revealer tool** that can be used to cover the page and the pen used to click and drag the virtual screen to slowly reveal a page's content. The revealer is closed by using an icon that appears in the lower right hand.

Entering a web site address using the ACTIV pen

Tap on the area you wish to write in and an on screen keyboard will appear. Write in the keyboard, press **Submit** and press **Search**. ACTIV Inspire tools may then be used to write and highlight on top of a website or on the desktop.

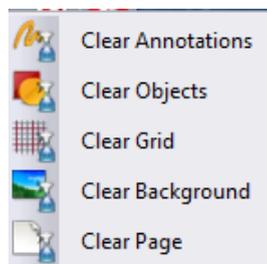
Note: The ink is an overlay that stays in the same place on the screen and may either be saved, or cleared from the screen.

Saving annotations made on top of websites or the desktop

To save any annotations, select **File** , **Tools, Camera**, the option you wish to choose and the area you want to save. Take a photograph and select **Clipboard**. The photograph is saved in the clipboard and can be pasted into a document, or application and saved as usual.

Clearing ink from the screen

Select the spray bottle tool and select **Clear Annotations** to clear any



annotations made on the screen.

Exit and Close ACTIV Inspire

Select **File**  , **Exit**.

Moving from ACTIV Inspire Desktop Tools to ACTIV Inspire tools

To move from ACTIV Inspire Desktop Tools to ACTIV Inspire tools select **Return to Flipcharts**.



Calibration

To ensure that the mouse and ink appear in the right place:

- Hover the Active pen over the flame icon for a couple of seconds, or right click on the ACTIV Manager icon at the bottom of the board.
- This brings up a calibration screen.
- Click on the surface to begin
- Click on each cross as they appear
- Click or drag on the screen with the pen to ensure the cursor matches the contact point of the pen.