



Promethean Interactive User Guide

<http://cede.lboro.ac.uk>



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Engineering and Design Education

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Everything in this guide can be done on the Promethean board with the stylus pen or on your computer screen. (The stylus may be requested from the CEDE office).

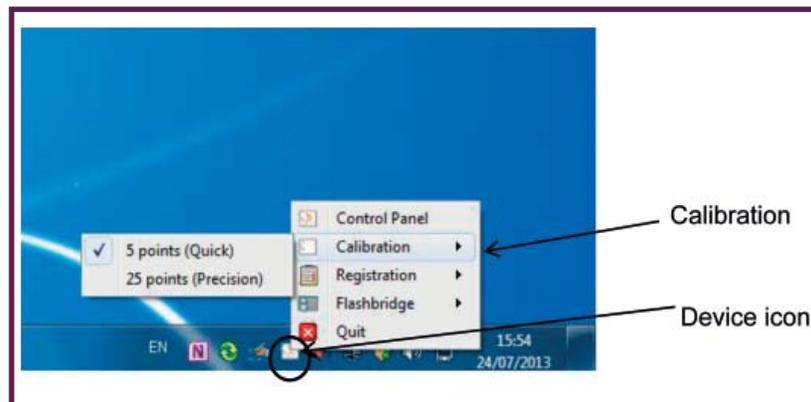
Starting up

Turn on the power of the projector.

Turn on the PC and sign in as normal with your university login details.

After login, if you intend to use the stylus on the board you will need to calibrate the software beforehand.

- Right click on the device icon on the bottom right corner of your desktop screen, click 'calibration'.
- Then use either the 5 point or the 25 point calibrations. The 5 point calibration is advised for the basic uses.
- Using the stylus, tap the board on all the calibration points.



Now, you will need to open the ActivInspire application by double clicking on the shortcut icon located on the desktop. Usually, when launching the application for the first time after installation, a list of options appears. This is unlikely to happen, in the unlikely situation that it does happen; click the 'ActivStudio' option.

3. Sounds – these work in a slightly different manner to the other resources. Although they are added to the flipchart in the same manner, they only work when clicked again. You can still delete them in the same way. They can also be edit but not by changing their size of colour, (although the transparency can be altered).

Here's a link to the Promethean Planet support user guide created as an introduction to ActivInspire-Studio:

<http://www.prometheanplanet.com/documents/uk-us/pdf/support/user-guides-docs/activinspire/activinspire-user-guide.pdf>

Shutting down

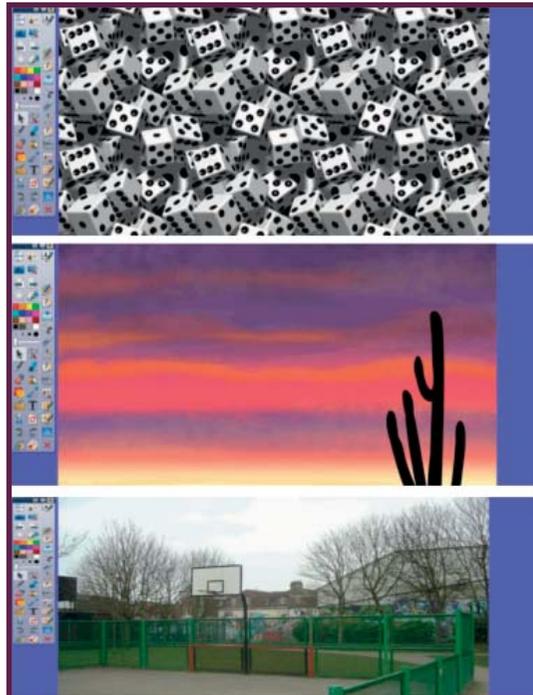
Flipcharts can be saved as files onto your usual documents or drive. Close the application as you would for a normal Windows application.

Log off the PC (or Shutdown if it is the end of your session in the room) as normal.

Turn off the power to the projector.

Remember to return any item to the office such as the stylus or ActivSlate which you may have requested personally.

- 2. Backgrounds** – there are many backgrounds to select from including illustrations, paper, patterns, or textures.



Texture –

Dice, stones, paper, money, brick walls, grass, sky etc.

Illustration –

Cactus/desert sunset, beach, farm, field, house, snowman, picnic, space, wall, etc.

Photograph –

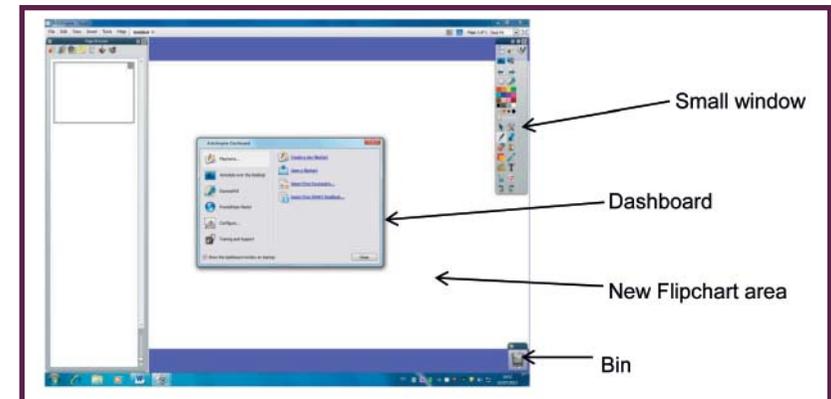
Basketball court, building, city, mall, marine, winter, war, etc.

In general:

- Open the resource library using the resource browser icon in the main toolbox. Remember, if the icon is not in the main toolbox, you may have to add it by customizing your toolbox (pages 4-5).
- Choose the category you want – Shared or My resources. Then select within that category using the dropdown folder expansion.
- Then within each subfolder, select the material you want by dragging and dropping into the flipchart or by double clicking on the item chosen.
- Look at the picture preview before deciding what you want to use on your flipchart page. If you wish to delete what you have selected, simply right click on the item (including backgrounds and themes) and click 'delete'.

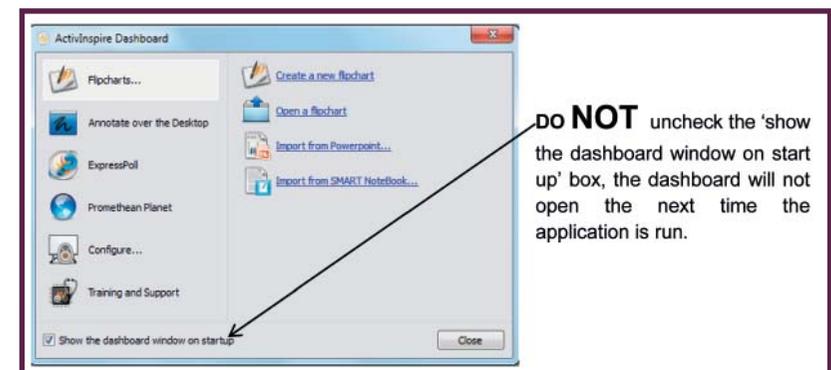
Many programs such as Microsoft Word, PowerPoint and Publisher can be used with this studio but the one we are going to use today is the program built into this software. We'll be making a flipchart.

A new flipchart will be opened on the ActivInspire – studio as well as the dashboard and a small window. Your screen will then look like:



Note: Items can be dragged and dropped into the bin to be deleted at any point.

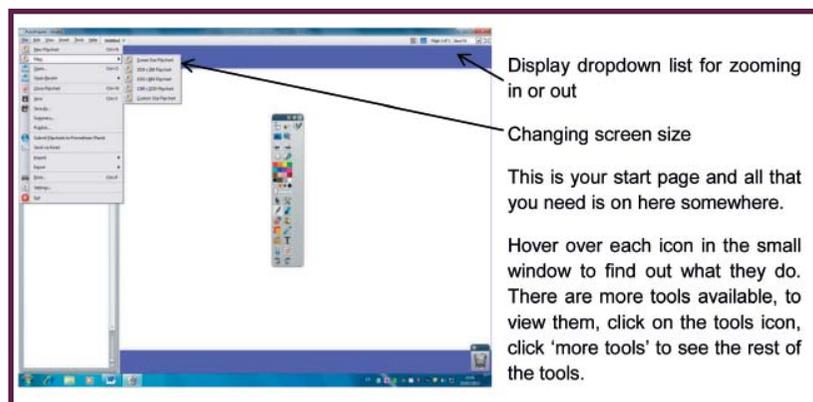
The dashboard has shortcuts to flipcharts and other tools you might find useful. It will remain open until you close it. If you close it then wish to re-open it, click on 'view' on the menu bar, then select 'dashboard'.



The small window is the main toolbox which contains some of the most popularly used tools.

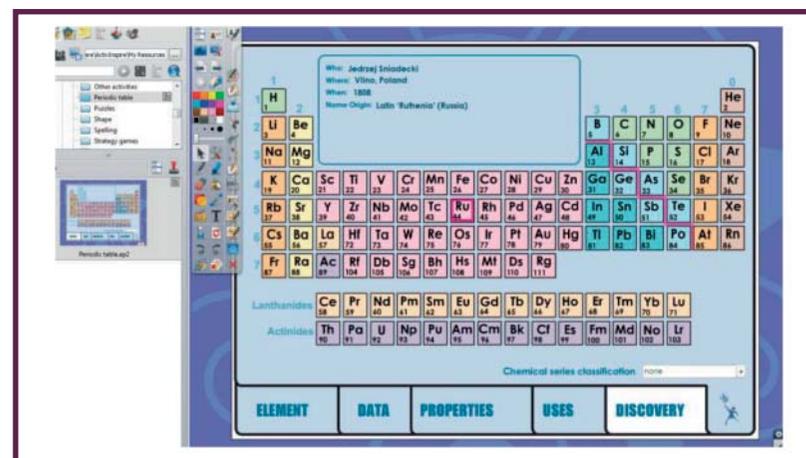
Flipcharts and Features

The size of the flipchart can be changed by clicking on 'File' then 'New' then selecting the desired flipchart size. For this we'll be using the normal 'screen size' flipchart. You can also alter the display of the screen; zoom in and out of the flipchart by clicking on the dropdown list at the top right corner.



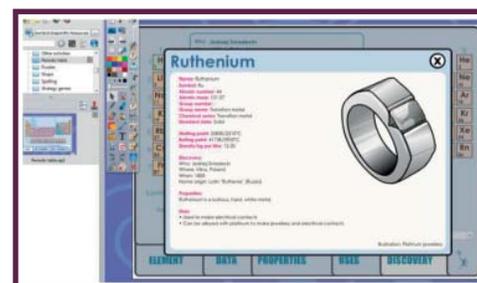
To use any of the tools, simply click on it and it will appear in the right hand column of your small window.

See next page for a bigger view of the toolbox and 'more tools'.



The Periodic table

Select the information you wish to be displayed from the tabs below e.g. element, data, uses, etc. If you hover your mouse over the element, the required information is displayed. In this case, 'Discovery' is selected, so the information for the discovery of Ruthenium is shown.



If you click on the element, all the available information for the element is displayed.

Feel free to explore the different activities available.

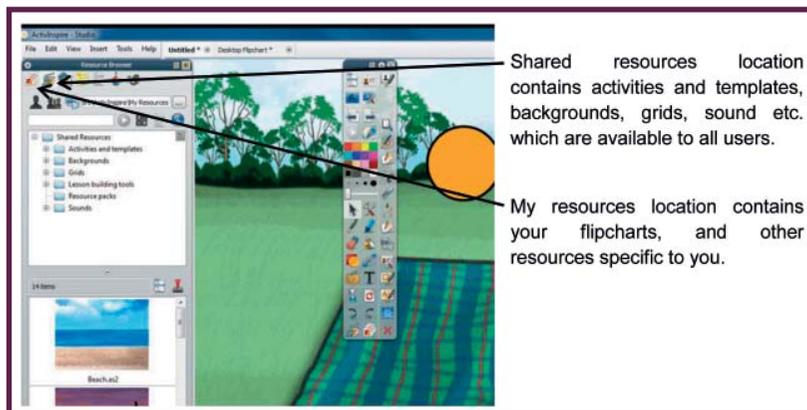
Note: some elements (Rf 104 – Rg 111) have no interactive information available for display on the software.

Also within the Activities and Templates is a subfolder called 'Themes', there are different presentation themes available for use. By selecting a pre-set theme, you can make your whole presentation or document look the same.

Introduction to the resource library

From the toolbox, click the 'resource browser' icon which will open a window from which you can browse the resource library by collection. By expanding each folder, you can see the different resources available to use.

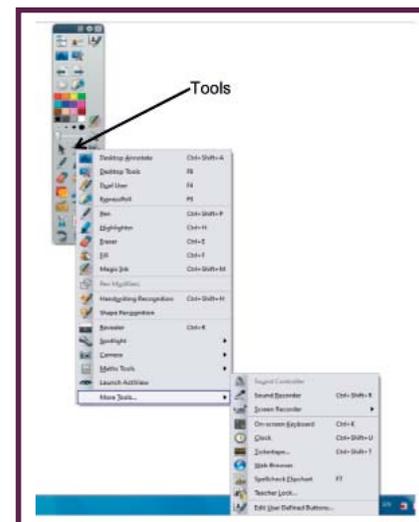
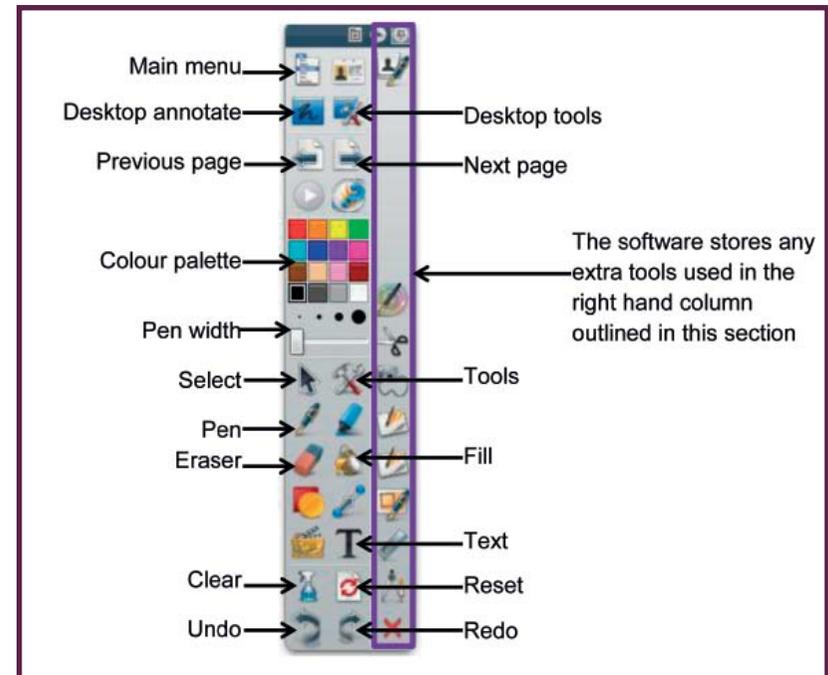
Note: Remember that any icons not available in the main toolbox can be added by using the customize technique described on pages 5 - 6.



What the resource library can do for you

The resource library is filled with different features and you can easily get lost in it, with this guide you really should not get lost at all. You can select from any folder by double clicking on any of the resources.

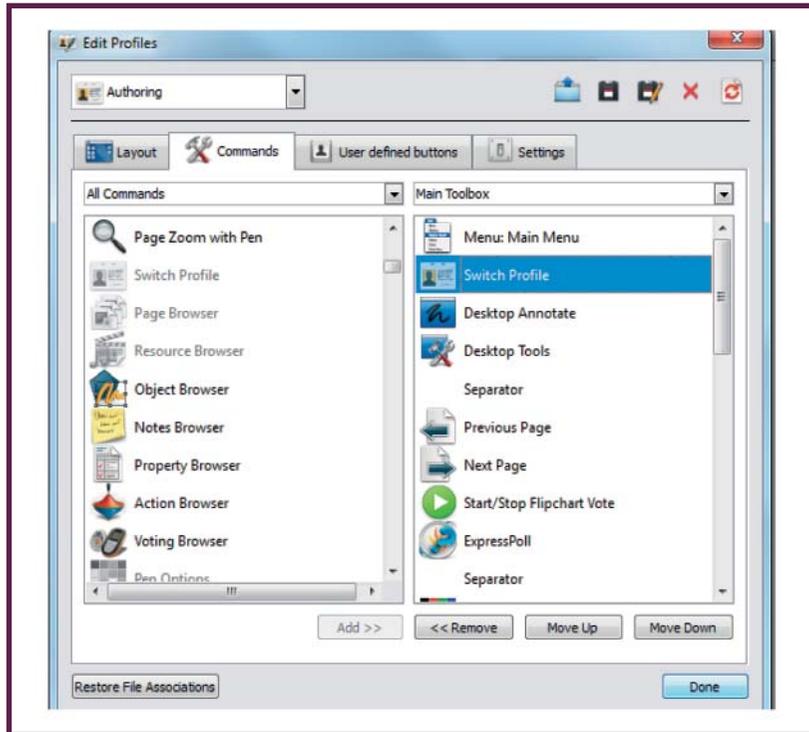
- 1. Activities and Templates** – this includes sub folders of activities such as number grids for games, alphabet activities, calendars, colouring activities, maths activities, periodic tables, symmetry, word building etc. The activities are pre-set interactive sessions which can be used to enhance teaching and presentations. If this doesn't work, then you need to click on the 'design mode' icon. An example is shown below:



Some of the extra tools available are shown. Such as the handwriting recognition, shape recognition, camera, maths tools, spellcheck flipchart, on screen keyboard, etc.

To access them, click on the 'tools' icon, and click 'more tools' to see a full list.

For more icons and commands, click on 'view' on the menu bar, and click 'customize'.



A window like this will come up.

From here, you can add or remove icons from your main toolbox. Remember to use this to add any icons mentioned in the guide which are not available in your main toolbox.

Icons like resource browser, page browser, delete, clear page, magic ink, equation, revealer, save as, etc.

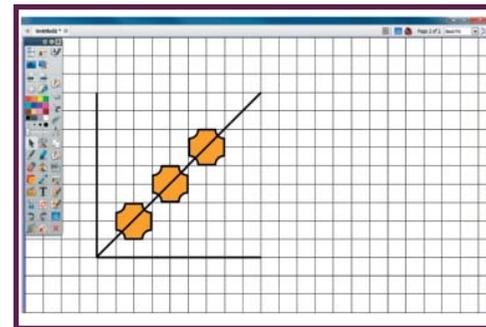
Having a good idea of what you intend to do with the flipchart will allow you customize your main toolbox accordingly.

For those experienced users

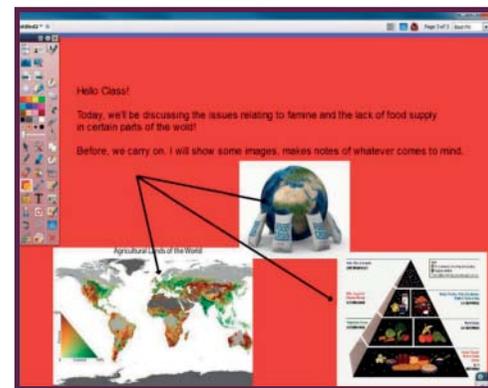
Page manager

To start a new page within the same document, simply click on the 'next page' icon in the main toolbox.

Examples of flipchart pages are shown:



This was made using the grid resource (more on how to do this will be discussed in the next section), and some shapes from the 'shapes' icon. A single shape was duplicated to create the other shapes.



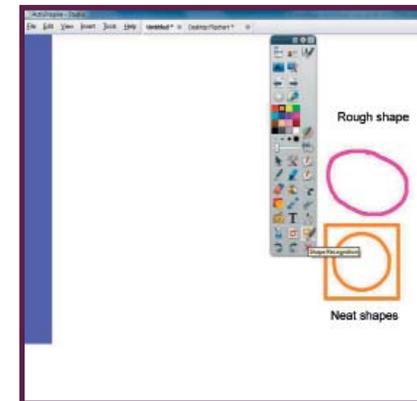
This was made using the 'fill' tool to change the background colour, then the 'text' tool to write the information. Using the 'insert media from file' icon, the pre-saved pictures were added from file and the arrows from shapes.

Annotating the desktop

Click the 'desktop annotate' icon, this creates a desktop flipchart which can be saved for future use and editing. The desktop flipchart is similar to the usual flipchart except that the desktop is created as a canvas which can be edited, written or drawn on. To exit this view, simply click the same icon again. Your desktop flipchart will remain as a separate document visible at the top of the application window with the other flipcharts created.

Basic designs

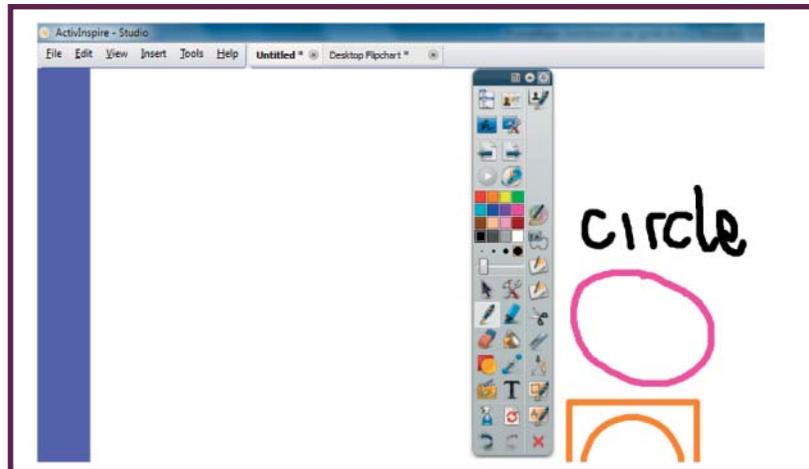
You can easily start drawing your shapes and designs by clicking the 'pen' icon and selecting your desired thickness and colour. Draw out a shape.



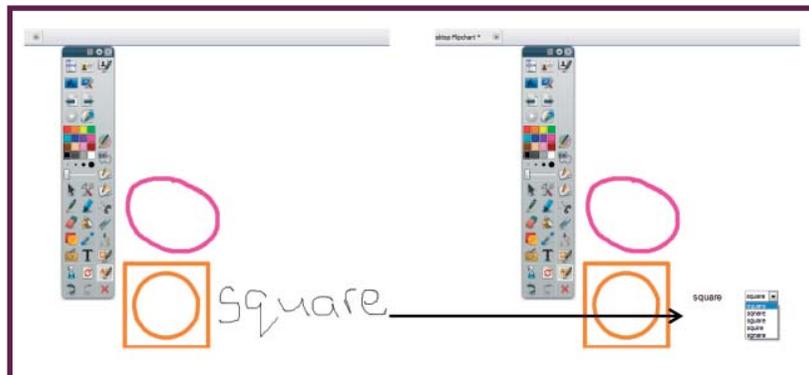
If your shape is not quite as neat as you would like, you can draw one using the 'shape recognition' tool. Simply click on the 'shape recognition' icon (make sure it is on) and then draw your shape as before. The shape should be corrected once you have finished drawing your shape. If this does not work then the programme cannot work out what shape you had originally intended.

Items can be selected by clicking the 'select' icon. Select multiple items by clicking the 'select' icon and 'ctrl' key on your keyboard together. Colours and thicknesses can be changed for multiple items using this method. If you do not wish to keep any of the items, select the item(s) and drag it to the bin in the bottom right corner of your page, or click the 'delete' icon or use the 'delete' key on your keyboard. Alternatively, the 'clear' icons can be used. There are different 'clear' icons which function differently obvious from the names – clear annotations, clear objects, clear grid, clear background, and clear page.

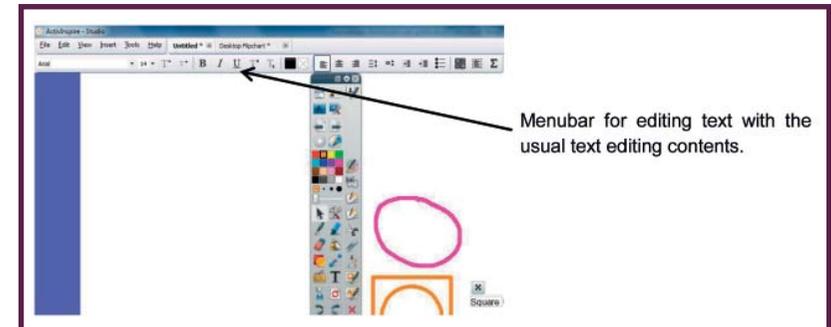
To add text to your drawing, simply write out what you want with your pen but make sure it is in clear writing and not joined up. However, this doesn't look neat. It also doesn't register as one item and can be difficult to edit on the flipchart.



To make the text appear neater, click on the 'handwriting recognition' icon then write the words as before. It will automatically become corrected with a dropdown list of possible options.



You can then change the writing style, font, size and colour; by clicking the 'select' icon then double clicking on the text, a menubar appears at the top of the page with all the relevant icons to make such changes.



Alternatively, use the 'text' icon to insert your text. This can be edited easily, same as above.

Note: By selecting an item first, then right clicking it in the flipchart, a list of actions such as cut, copy, duplicate, paste, delete etc. will appear for making quick edits to the object.

If you need a copy of what you have been drawing or a part of it, use one of the 'camera' icons to select how you want to take a snapshot of your drawings – Area snapshot, Point to Point snapshot, Freehand snapshot, Window snapshot or Fullscreen snapshot. Then select where you want your snapshot to go – current page, new page, clipboard, my resources or shared resources.

