

Promethean Board

To start:

- Plug in the USB cable to the Promethean Board.
- Turn on the projector.
- **Mac:** Double-click **Macintosh HD**. Go to **Applications > Promethean > Activsoftware Inspire > Inspire**.
- **Win:** Go to **Start > Search > Inspire**.
- You can also double-click any Promethean flipchart.

Calibrate

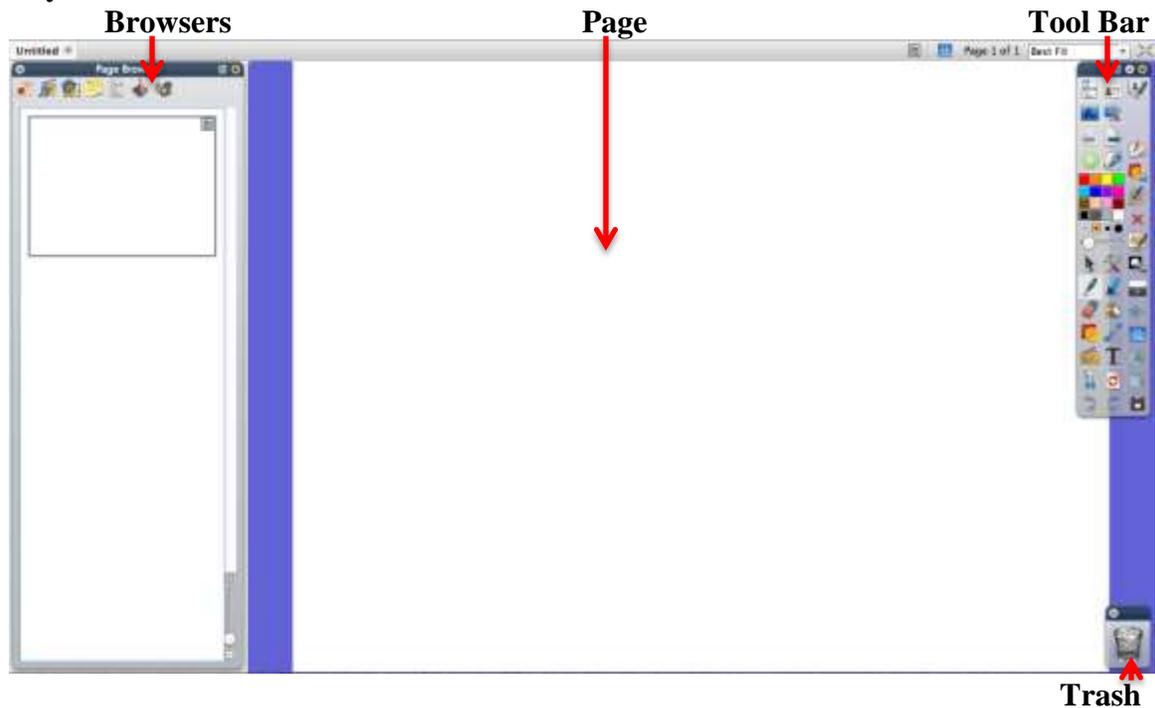
- Hover your Activpen over the flame in the top left corner of the board.
- Follow the directions on the board tapping the board in 5 + symbols.

Activpen

- **Single Click** – Click once on the board with the Activpen.
- **Double Click** – Place your palm on the board and click twice.
- **Right Click** – Hover your Activpen over the icon and click the orange button.



Layout



- **Browsers** – Allows you to access resources.
- **Page** – Current page.
- **Tool Bar** – Contains all of the tools used to create pages.
- **Trash** – Used to delete items.

Tools

- **Main Menu** – Allows you to access all commands like Open, File & Save.
- **Switch Profile** – Allows you to switch between editing (Authoring) and presentation (At the Board) modes.
- **Desktop Annotation** – Displays the desktop and allows you to use the ActivInspire tools with it.
- **Desktop Tools** – Displays the desktop and condenses the Tool Bar.
- **Previous Page / Next Page** – Allows you to advance or go back a page.
- **Start/Stop Flipchart Vote** – Used with Activote System.
- **ExpressPoll** – Used with Activote System.
- **Color** – Change the color of the pen / highlighter / shape.
- **Width** – Change the size of the pen / highlighter.
- **Select** – Allows you to control items like a mouse.
- **Tools** – Allows you to access all of the tools.
- **Eraser** – Allows you to erase marks / shape.
- **Fill** – Fills in an area / shape with a color.
- **Shape** – Allows you to draw a shape.
- **Connector** – Allows you to draw lines / arrows.
- **Insert Media From File** – Allows you to insert pictures / clipart.
- **Text** – Allows you to add text.
- **Clear** – Clears annotations, objects, etc.
- **Reset Page** – Removes all items added to the page.
- **Undo / Redo** – Undoes / redoes the last action.



Browsers

- **Page Browser** – Allows you to quickly switch between pages.
- **Resource Browser** – Allows you to search for media to insert into the page.
- **Object Browser** – Allows you to move and set items above or below each other. Also allows you to lock items so they cannot be edited.
- **Notes Browser** – Allows you to add notes to the page.
- **Property Browser** – Allows you to see and edit properties for the page and objects.
- **Action Browser** – Allows you to add actions to objects as well as add links to tools used on a page.
- **ActiveExpression Devices** – Allows you to see ActiveExpression devices currently in use.

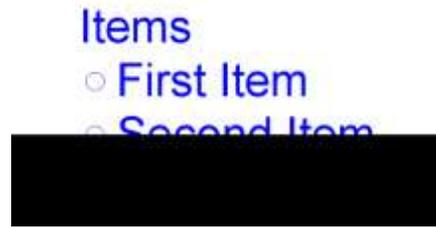
Type Text

- Click the **Text** icon. Click on the page and begin typing. You can use the **X** above the text to reposition it and the **O** to the right to adjust the width.
- Use the toolbar at the top to change the font, size, color and other attributes of the text.

- **TIP:** Once you add text to a page that you no longer want to be edited, select it, chose the **Object Browser**, click the  icon next to the text and lock it (Command + Shift + L) (Control + Shift + L).

Revealer

- The Revealer is used to cover items on the page to be slowly revealed during the lesson.
- Place Text, Shapes, etc. on a slide. Go to **Tools > Revealer**. A black square will cover the entire slide. It can be slid up, down, left or right.
- **Tip:** You can save the **Revealer's** position on a slide for later use. Move the **Revealer** to the desired position, click the  icon in the top right and choose **Save Revealer Position**. This will also lock which way the **Revealer** must be used.
- **NOTE:** Once you turn on the **Revealer** on one page, it will remain on the following pages unless you turn it off in the **Property Browser**. Click the **Tools** tab and choose **Tools Off**.



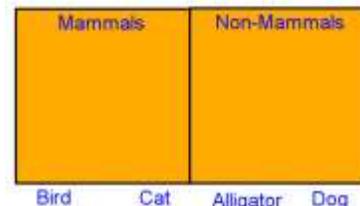
Spotlight

- This is used to reveal only small portions of the page at once.
- Place Text, Shapes, etc. on a slide. Go to **Tools > Spotlight**. The page will go black except for one circular or square area. It can be moved up, down, left or right.
- **TIP:** You can also choose a reverse reveal tool that leaves the page visible except for one area.
- **NOTE:** Once you turn on the **Spotlight** on one page, it will remain on the following pages unless you turn it off in the **Property Browser**. Click the **Tools** tab and choose **Tools Off**.



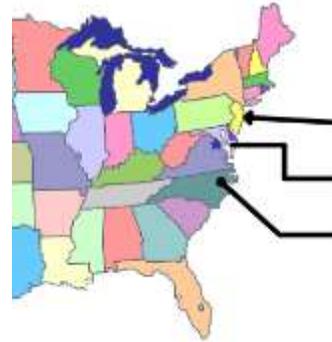
Move Items

- You can place items on a page to be moved by you or the students. Place an item or items (to include Text, Shapes, etc.) on a page.
- Use the **Select** tool to move them to a desired space.
- **TIP:** You can use this to have students place labels on objects, words in categories, shapes together, etc.
- **NOTE:** Items stack on top of each other first oldest to newest. You can rearrange the order of an item by clicking it and choosing either **Bring Forward** or **Send Backward** or choosing the **Object Browser** and rearranging them.



Label Graphics

- You can use the **Connector** tool to draw lines on diagrams and graphics for students to label.
- Add a diagram or graphic to the page. Choose the **Connector** tool and draw lines to items that need to be labeled.
- **TIP:** Once you add a label to a graphic, if you move the graphic the **Connectors** will move with it. To edit a **Connector**, click it and choose **Edit Shape Points**.



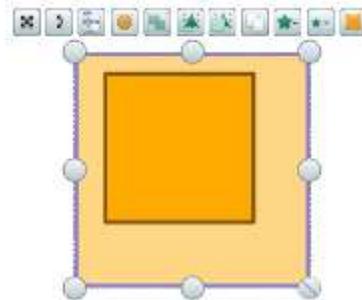
Handwriting Recognition

- This allows you or the students to write on the board and have it changed into typed text.
- Click **Tools > Handwriting Recognition**. Use the Activpen to write either cursive or print letters.
- **TIP:** Use the drop-down menu next to the letters to choose the correct letter if it is wrong.

Translucency

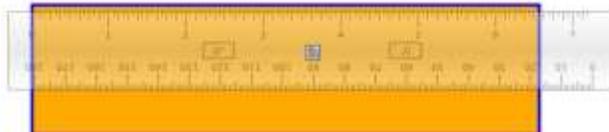
- This allows you to reveal objects behind another.
- Add an object to the page. Now add a larger object over the first.
- Click the **Select** tool and choose the larger object.

Select the **Translucency Slider**  and slide the bar to the left.



Ruler / Protractor / Compass

- These are onscreen tools that can be used to gather data.
- Add a shape to the page. Go to **Tools > Math Tools > Ruler**. Go to **Tools > Math Tools > Protractor**. Go to **Tools > Math Tools > Compass**.
- **TIP:** Place the cursor and use the **X** to move it. Place the cursor at the edge and use the **Curved Arrows** to turn it. Place the cursor at the edge and use the **Arrows** to expand or shrink it.
- **NOTE:** Once you turn on one of the tools, it will remain on the following pages unless you turn it off. Click the  icon and choose **Close**.



Magic Ink

- This allows you or the students to slowly “scrub” shapes away and reveal items below.



- Add **Text** or something else that you would like to have hidden to the page.
- Add a **Shape** large enough to cover the item.
- Go to the **Object Browser** and move the **Shape** to the **Top Layer**.
- Go to **Tools > Magic Ink**. Use the cursor to scrub the **Shape** away.
- **NOTE:** Only items placed in the **Top Layer** can be removed with the **Magic Ink**.

Dice

- Go to **Tools > Math Tools > Dice Roller**.
- You can choose how many dice, speed and output it to the page.



Actions

- You can add **Actions** to objects turning them into buttons that do something on the screen.
- Add **Text** or something you would like to appear on the page.
- Add a **Shape** to the page; this will act as our button.
- Select the **Shape** and choose the **Action Browser**. Choose **Hidden**.
- Under **Action Properties** click the **...** button. Choose the **Text**.
- Use the **Select** tool and hover over the **Shape**. Notice it now has a **Play Arrow** over it. Click the **Shape** and the **Text** will disappear. Click it again and it will reappear.

Drag & Drop Actions

- These are commonly used action buttons.
- Choose the **Action Browser > Drag and Drop**.
- Click and drag the **Ruler** icon to the page. You can now turn on a **Ruler** by clicking the icon.
- **TIP:** Use these action buttons to easily access tools needed for the page.



Promethean Planet

- Promethean Planet is the home site for Promethean products. You can download lessons, pages and training documents from it. Go to <http://www.prometheanplanet.com/en-us/>
- You must have a username and password so if you have not already registered please do so.

Import PowerPoint

- You can import PowerPoint Presentations and use them in ActivInspire.
- Go to **File > Import > PowerPoint as Objects**.
- This will import the slides and objects from a PowerPoint presentation and allow you to edit them in **Inspire**.
- **NOTE:** This can only be done in the Windows version of **Inspire**. If you are a Mac OS X user, switch to the Windows side, import the PowerPoints, save them to a USB drive or other device then access them on the Mac OS X side.

Desktop Annotation

- This allows you to draw on your desktop screen as well as web browsers and other programs.
- Click the **Desktop Annotate** . Use the **Tools** to to mark on the screen.
- Click **Desktop Tools** . This will condense the **Tools** and make it easier to see the entire screen.
- **TIP:** You can move the **Tools** by clicking and dragging it around the screen.
- **TIP:** Using the **Select** tool, you can interact with other programs such as web browsers.
- To get back to the flipchart, click either the **Desktop Annotate** button again or **Return to Flipchart** on the **Desktop Tools** circle.



Cleaning

- You can use a dry erase marker on the Promethean board, but it is not recommended.
- To clean the board, use water, alcohol, dry erase board cleaner, a Mr. Clean Magic Eraser or baby wipes. Do not use harsh chemicals like Soft Scrub.
- **TIP:** If you get permanent marker on the board, cover the marks with a dry eraser and then clean the board as normal.