

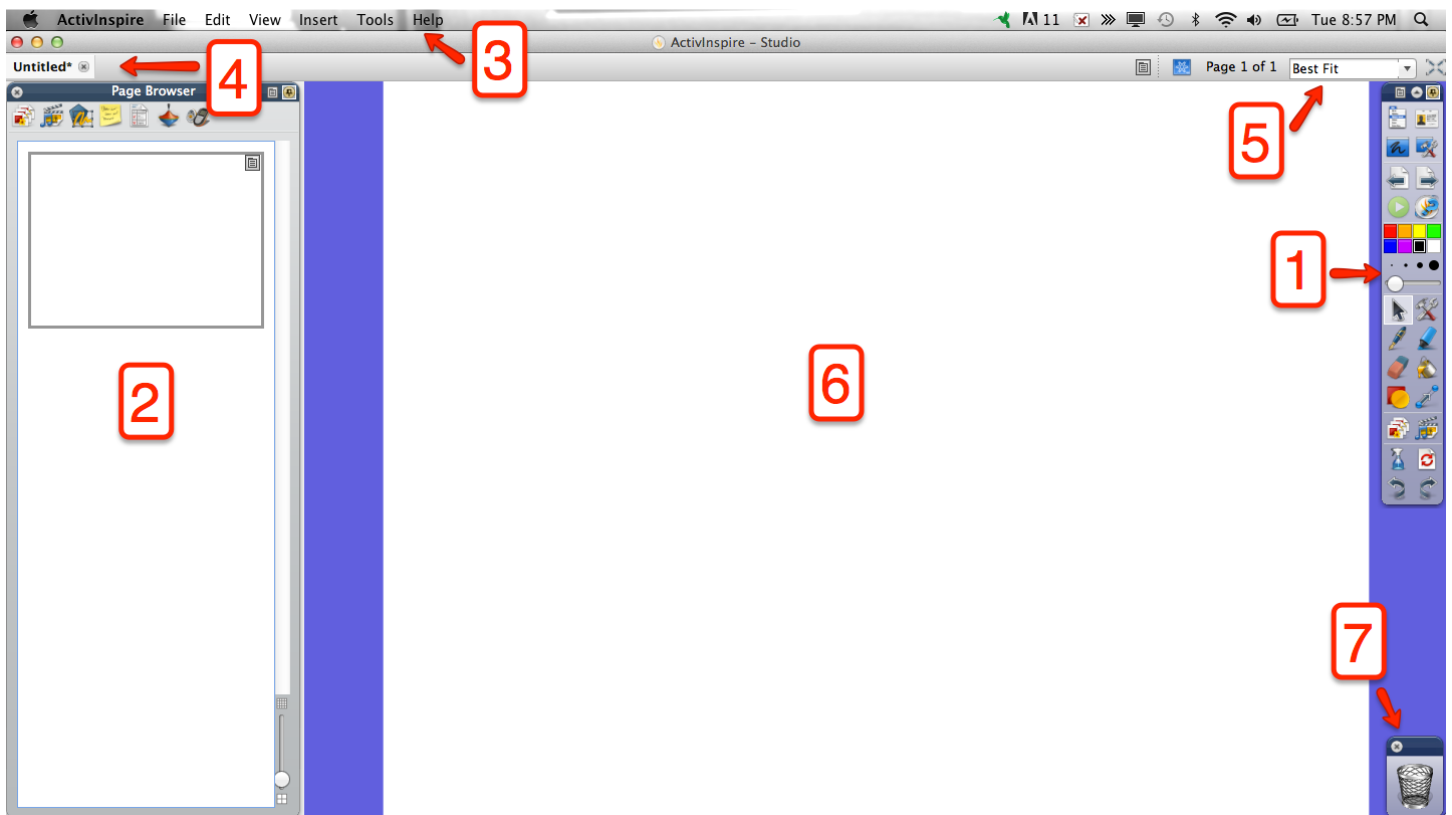
ActivInspire Quick Guide



ActivInspire Window

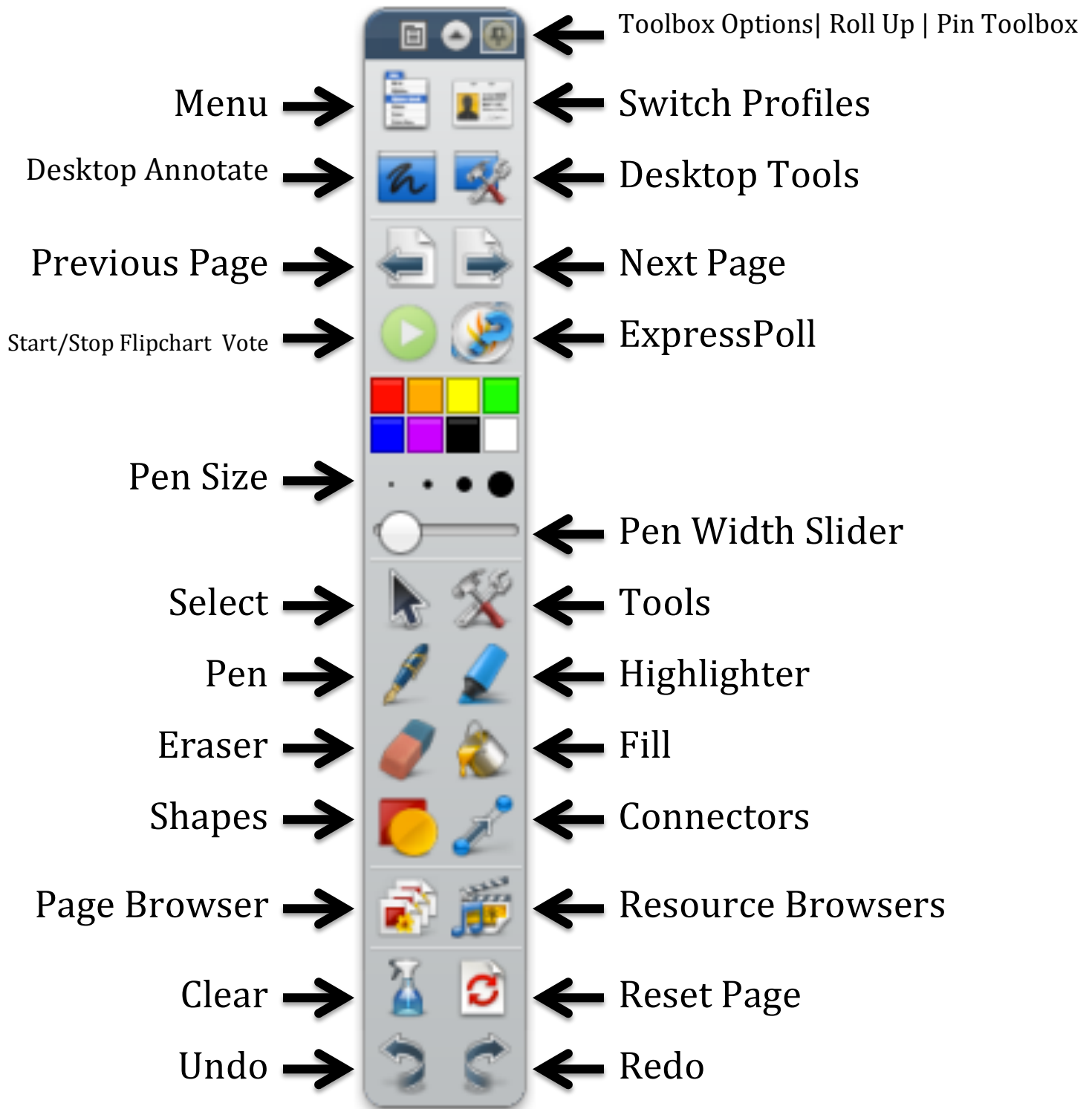
The following picture shows a thumbnail of the ActivInspire window. The list identifies the components on the window.

- 1) Main toolbox
- 2) Browsers
- 3) Menubar
- 4) Document Title
- 5) Sizing Details
- 6) Flipchart Page
- 7) Trash



Main Toolbox

The Main Toolbox opens on your display when you start ActivInspire. The items in the toolbox are just a sample of the available tools. (NOTE: This picture below is the toolbox for the “At the Board” profile)



Frequently Asked Questions

1) How do I calibrate the board?

- Hold the pen to the flame in the top left corner and follow the directions on the board.
- or
- Right-click the ACTIVControl icon in the system tray in the lower right corner, select “Calibrate”, and follow the directions on the board.

2) How do I add tools to my profile toolbox?

- Click the “Tools” icon on the toolbox.
- Select “More Tools”.
- Select “Edit User Defined Buttons”.
- Select “Commands”.
- Select a tool and add or remove it from your profile toolbox.



3) How do I open a new flipchart?

- A new flipchart is automatically opened when you start ActivInspire. Close the dashboard to see the flipchart.

Or


- Go to “File”, then “New Flipchart”.

4) How to do add another flipchart page?

- Click “Next Page” icon.





5) How do I see all of my flipchart pages? Move a page? Delete a page?

- The “Page Browser” tool  allows you to see all of your flipchart pages as thumbnails.
- To move a page, drag the thumbnail to your desired location in the “Page Browser” window.
- To delete a page, select the thumbnail and press “Delete” on your keyboard.

6) How do I delete text, a shape, or an image?

- Select the item you want to delete, and press “Delete” on your keyboard.

7) How do I change the background color?

- Select a color from the “Color Palette” on the toolbox. 
- Select the “Fill” tool  on the toolbox.
- Click on the flipchart page and it will change the color.

8) How do I add text?

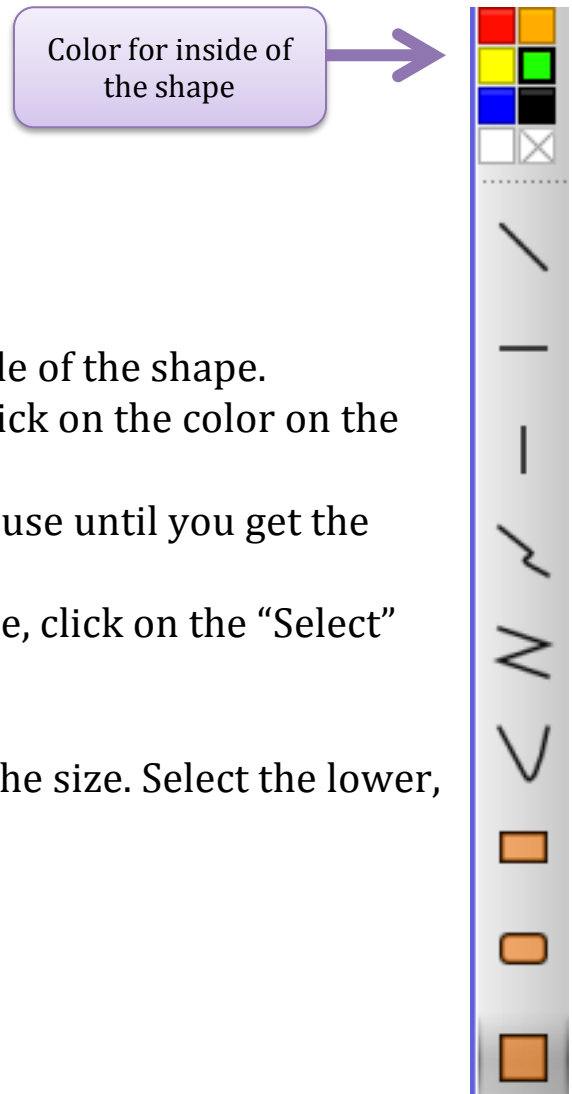
- If you are using the “At the Board” profile, click on the flipchart page and start typing.
- For all other profiles, select the “Text” tool on the toolbox, click on the flipchart page and start typing. When you are finished deselect the “Text” icon.

9) How do I edit text?

- Double-click the text box to select it. The formatting toolbar will appear at the top of the flipchart.
- Highlight the text.
- Choose an action from the formatting toolbar to change the text.

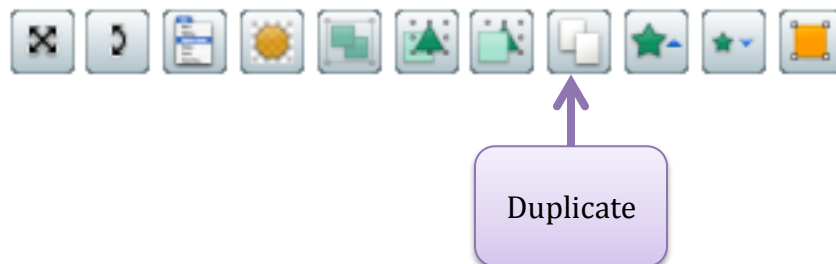
10) How do I add shapes? Change color? Size?

- Click on the “Shape” tool on the toolbox.
- Click on the desired shape.
- Select the color you would like for the inside of the shape.
- To change the outline color of the shape, click on the color on the “Main Toolbox”.
- Click on the flipchart page and drag the mouse until you get the size of the shape that you desire.
- To change the size of the shape and anytime, click on the “Select” tool.
- Select the shape.
- Click on any of the four corners to change the size. Select the lower, right-hand corner to keep the aspect ratio.



11) How do I copy a shape or object?

- Select the shape or object. The objects toolbar will appear at the top of the shape or object.
- Click “Duplicate” on the objects toolbar.



12) How to lock an object?

- Select the object. The objects toolbar will appear at the top of the object.
- Click “Object Edit Menu”
- Click “Locked”.
- NOTE:

13) How do I add a link to my flipchart page?

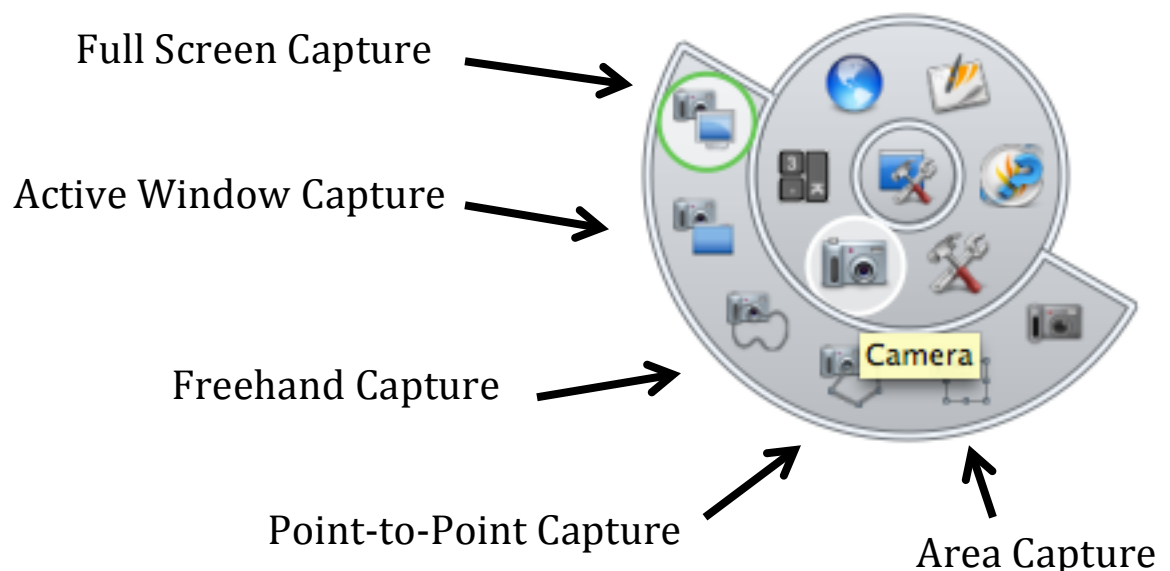
- Go to “Insert”, then “Link”, select “file” if you want to link to a file on your computer or select “website” if you want to link to an Internet site.

14) How do I erase what I’ve written on my flipchart page?

- Select the “Eraser” tool.
- You can erase any mistakes made with the “Pen” or “Highlighter” tools.

15) How do I use the camera tool?

- Select the “Desktop Tools” on the toolbox.
- Go to the application that contains the image you want to capture (i.e. website, flipchart, etc.)
- Select “Camera”, then choose the type of snapshot.



16) How do I save a flipchart as a PDF?

- Go to “File”, then “Print”, select “Export to PDF”.

17) Where can I find more Promethean board resources?

- Go to prometheanplanet.com and create an account to gain access to a variety of resources to use with your Promethean board.