# **ActivInspire Quick Guide**



#### Dashboard: Defaults to open on software startup

1. <u>Flipcharts</u>: Tab allows you to create a new flipchart, navigate to saved flipcharts, or import from SMART Notebooks.

2. <u>Annotate over the Desktop</u>: Creates a desktop flipchart allowing the user to use ActivInspire tools on top of other programs and documents. User will need to select on Desktop Annotate icon in Toolbox to return to other flipcharts.

- <u>ExpressPoll</u>: To use with LRS (for more information, see LRS Quick Guide)
  <u>Promethean Planet</u>: Links to Promethean Planet's homepage
- <u>Configure</u>: Selecting Configure allows the user to Register Devices, Manage Profiles, and Check for Updates. It also allows users to change between Primary and Studio modes.
   Training and Support: Links to Promethean Planet's Promethean Academy

## Tool Box: The Toolbox defaults to the right side of the flipchart page.



\*Note, hovering over each tool will reveal its name

MENUS: accessible through Toolbox and upper left hand corner



#### \*Important menu items to remember

File: New, Open, Save, Save As, Print options found here

Insert: Link, Text, and Equation

View: Select the check mark next to the following items to view them on the flipchart

Browsers, Menu Bar, Document Tabs, Flipchart Trashcan,

### Dashboard, Page Extender

Tools: Will provide user with list of flipchart tools. These tools are

also available in toolbox

Help: Contents (online user guide)

# Marquee Handles: Marquee Handles Toolbar appears when user selects on an object



Page Browser: Allows user to view flipchart pages as well as reorder pages within a flipchart.



Resource Browser: Allows user access to premade resources within ActivInspire to enrich a flipchart. The Resource Library contains activities and games, backgrounds, graphic organizers, clipart, and more. Select on the plus sign (PC) or arrow (Mac) to expand folders.



**Object Browser**: Helps the user keep track of the number and types of objects on a flipchart page.

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Objects	Hidden	Locked	
Top Layer		~	
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Shape16			
5 Shape15		0	
🗾 🧖 Shape13		0	
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T Text2			
lext1			
Image2			
Image1		0	
Image2		0	
T Text1			
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Bottom Layer			
Background La			

Notes Browser: Allows user to attach notes to a flipchart page. Notes Browser can be used for directions, instructions, answer keys,

essential questions, etc. A Notes Browser icon will appear next to the page number on a flipchart page if the page has notes.



Property Browser: Allows the user to quickly see the properties of a page or object. If the page is selected, user will be viewing page properties. If an object is selected, the user is be viewing the object properties of that specific object.

8 Prope	rty Browser 🛛 🖻 🚇
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± Identification	
Page	
Width	1,020
Height	800
Frames Across	0
Frames Down	0
Background	
Page Turn Effect	None
± Tools	
🖃 Grid	
Visible	False 💌
Thumbnail Scale	1
Default Scale	1
Scale Step	0.5
Allow Snap	False 👻
On Top	False 👻
Grid Designer	

Action Browser: Allows users to quickly associate an action with an object. An object must be selected

Porder to attach actions. 👘 🚇
Current Selection Drag and Drop
Drag and Drop
MI Actions 🔹
A
💯 1024 x 768 Flipchart 🗉
1152 x 864 Flipchart
1280 x 1024 Flipchart
(V) About
📥 Action Browser
📣 Align Angle
Align Bottom
🛓 Align Centre X
🗞 Align Complete
II Align Height
Align Left
📕 Align Right
Align Top
Align Width
Angle
Angle Incrementally
A M
Remove Existing
Apply Changes

Voting Browser: Allows user to register devices, manager and export voting information. See LRS Quick Guide for more information/

