

Getting Started with ActivInspire

In this guide, you will learn not only how to get started with ActivInspire, but also the basics of creating and delivering your own cutting-edge ActivInspire flipcharts.

DOWNLOADING ACTIVINSPIRE	2
INSTALLATION	
For Windows	4
For Mac	7
Using ActivInspire for the First Time	9
Resource Pack	10
FLIPCHARTS	12
SAVING FLIPCHARTS	13
IMPORTING EXISTING RESOURCES	
PowerPoints	14
PDFs	16
SMART Notebook Files	17
SHARED RESOURCES	18
INSERTING MULTIMEDIA	19
MATH TOOLS	
Ruler and Protractor	21
Set Square and Compass	23
XY Origin Tool	25
Dice Roller	26
Calculator	27
CLOCK AND TIMER	28
DESKTOP ANNOTATE	29
DRAG A COPY	31
MAGIC INK	32
REVEALER TOOL	34
SPOTLIGHT TOOL	35
HELP AND SUPPORT	36

DOWNLOADING ACTIVINSPIRE

To access your free download of ActivInspire, please visit <https://support.prometheanworld.com/activinspire-download>. Should you require assistance at any point, please [Contact Us](#).

Select your language.

Download ActivInspire

Select Language

English (British)	English (American)	Deutsch	Español	Français
Italiano	Русский	简体中文 繁體中文	العربية	
Bokmål	Català	Český	Dansk	Español de México
Euskera	Galego	עברית	Indonesia (Bahasa)	Irish
日本語	қазақша	한국어	Latviešu	Magyar
Melayu	Nederlands	Polski	Português (Brasil)	Português (Portugal)
Slovenščina	Slovenský	Suomi	Svenska	ภาษาไทย
Türkçe	Tiếng Việt			

Select your operating system.

Download ActivInspire

Select an Operating System

☐ Microsoft Windows

☐ Mac

☐ Linux

[System Requirements & EULA](#)

Enter your full name, occupation, country and email address, and confirm that you have read and accept the terms of the Licensing Agreement to proceed.

Click **Submit**.

Your download should begin automatically. If not, click the link on screen to activate the download.

While the software downloads, take a moment to [generate an Activation Key](#) for ActivInspire Professional Edition, and download your free [ActivInspire Resource Pack](#).

Generate an Activation Key to Upgrade ActivInspire

Enter details

Hardware Serial Number

Product Code

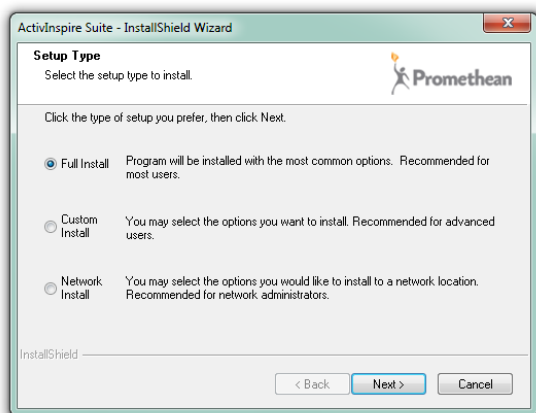
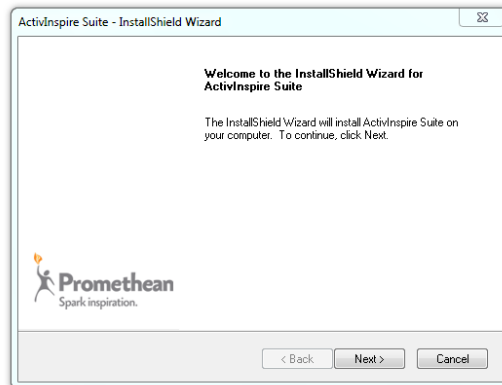
Please enter your **hardware serial number**.

Note: One ActivInspire Activation Key can be generated per hardware serial number.

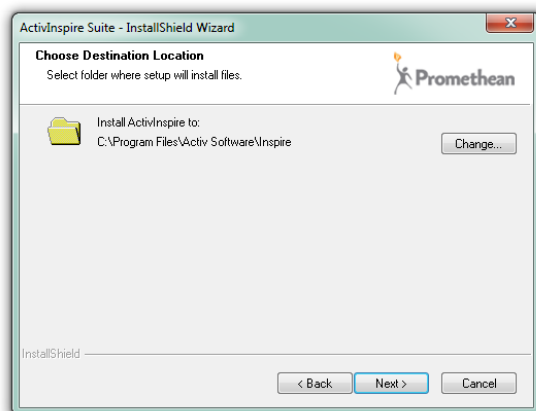
Validate

INSTALLATION For Windows

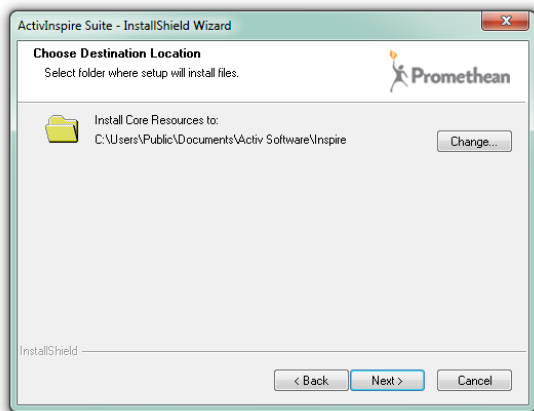
Once the software has downloaded, install it by double clicking the file.



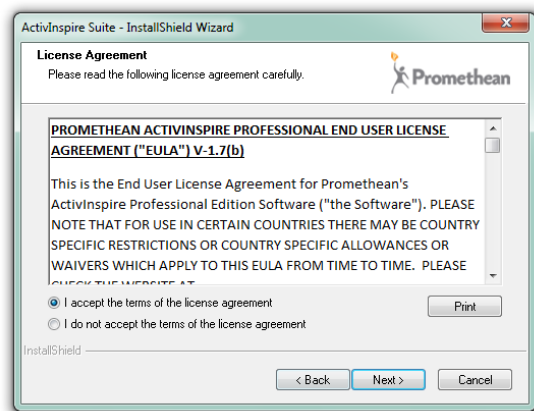
Select the **Setup Type** from the list and click **Next**. We recommend you perform a **Full Install**.



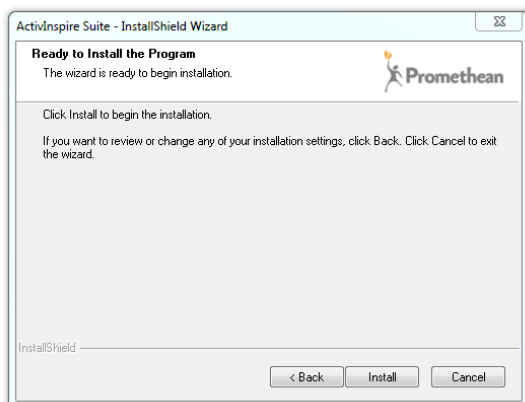
Choose where you would like to install the software and click **Next**.



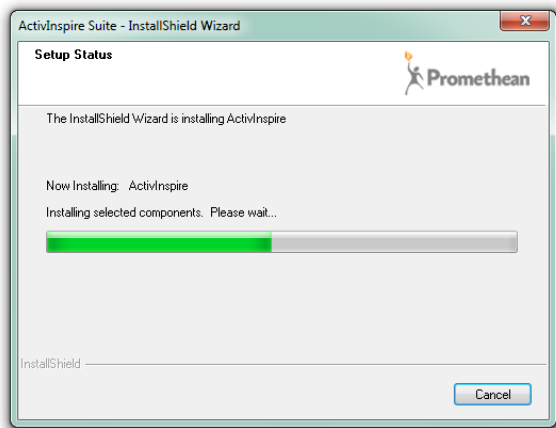
Choose where you would like to install the Core Resources and click **Next**.



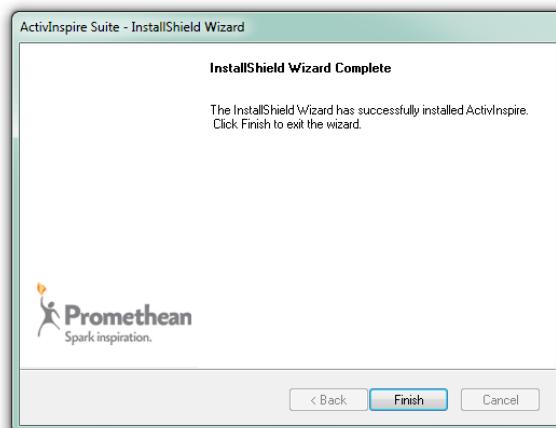
Click the radio button to accept the terms of the license agreement, and then click **Next**.



Click **Install** to begin the installation.



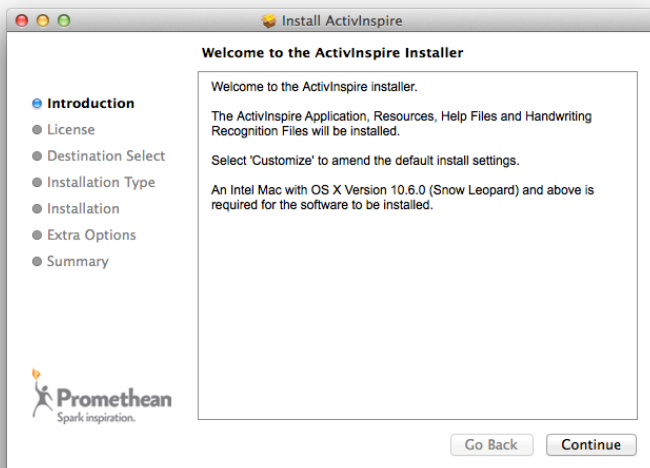
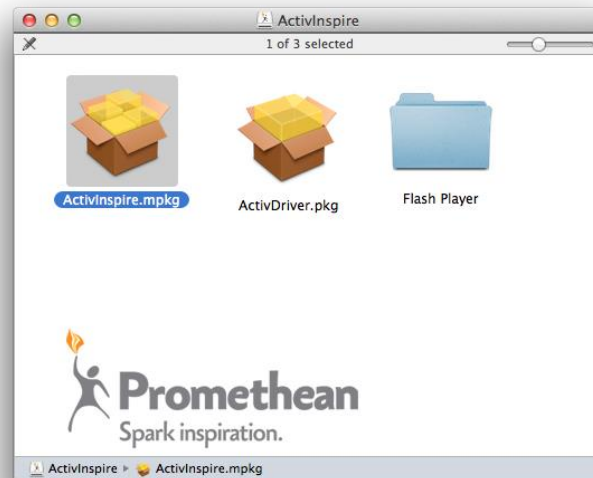
The installation may take several minutes.



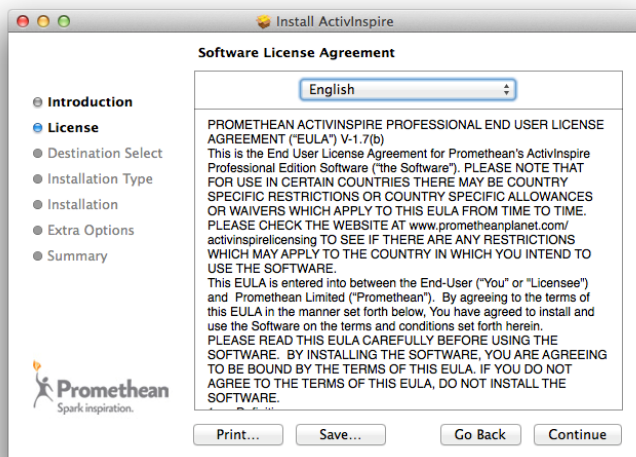
Click **Finish** to close the window.

INSTALLATION For Mac

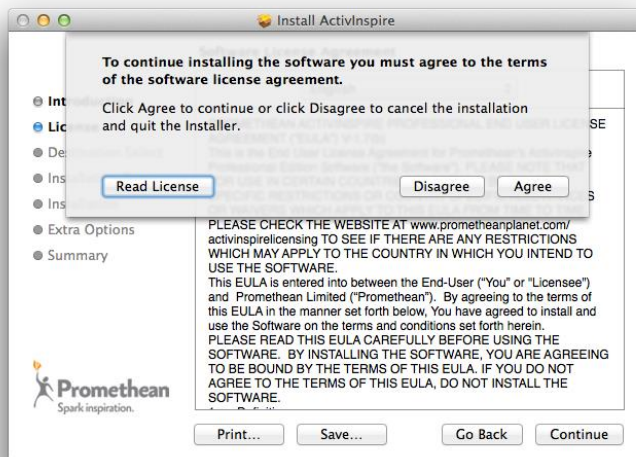
Once the software has downloaded, open the package by double clicking the file. Inside you will find 2 files; ActivInspire and ActivDriver. Double click **ActivInspire** to install.



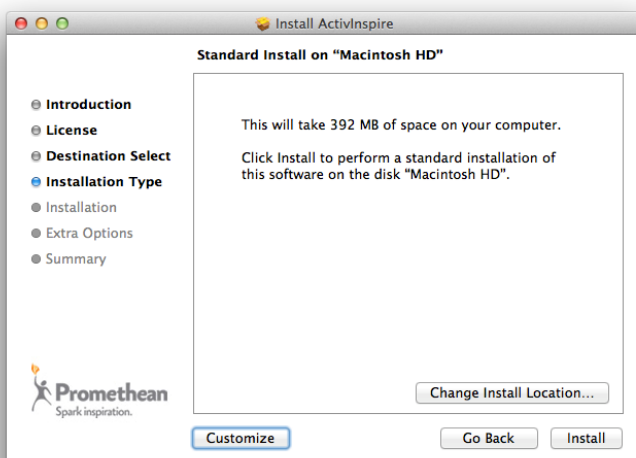
The installer will begin.
Click **Continue**.



Select your language and click **Continue**.



Read and agree to the license terms.



Click **Install**.

Once installed, you can close the window.

INSTALLATION

Using ActivInspire for the First Time

Once ActivInspire is installed, there will be a shortcut on your desktop. Double-click it to launch ActivInspire.

Next you will see the Promethean License Agreement window. Enter a User Name, Organisation and Activation Key. Check the box to accept the terms of the license, then click **OK**.

Promethean License Agreement

Please enter your license information. If you do not have a valid activation key ActivInspire will run in Personal Edition only.

License information

User Name

Organisation

Activation Key

PROMETHEAN ACTIVINSPIRE PROFESSIONAL END USER LICENSE AGREEMENT ("EULA") V-2.0
This is the End User License Agreement for Promethean's ActivInspire Professional Edition Software ("the Software"). PLEASE NOTE THAT FOR USE IN CERTAIN COUNTRIES THERE MAY BE COUNTRY SPECIFIC RESTRICTIONS OR COUNTRY SPECIFIC ALLOWANCES OR WAIVERS WHICH APPLY TO THIS EULA FROM TIME TO TIME. PLEASE CHECK THE WEBSITE AT www.prometheanplanet.com/activinspirelicensing TO SEE IF THERE ARE ANY RESTRICTIONS WHICH MAY APPLY TO THE COUNTRY IN WHICH YOU INTEND TO USE THE SOFTWARE.
This EULA is entered into between the End-User ("You" or "Licensee") and, if the Territory is the United States, Canada or any United States territory or possession, Promethean, Inc., if the Territory is the United Kingdom and in all other Territories, Promethean Limited ("Promethean"). By agreeing to the terms of this EULA, the End-User agrees to the following terms and conditions:

☒ I accept the terms of this license

27 Days Remaining

If you do not have an ActivInspire Activation Key you can leave this field blank. You can try ActivInspire Professional Edition for 60 days by clicking the **Trial** option. If you prefer to use ActivInspire Personal Edition only, or the trial period has expired, click **Run Personal Edition** to proceed.

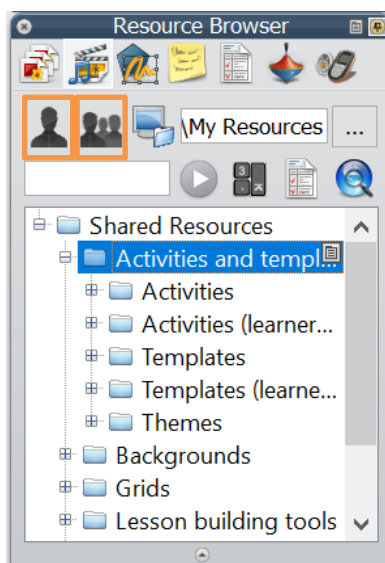
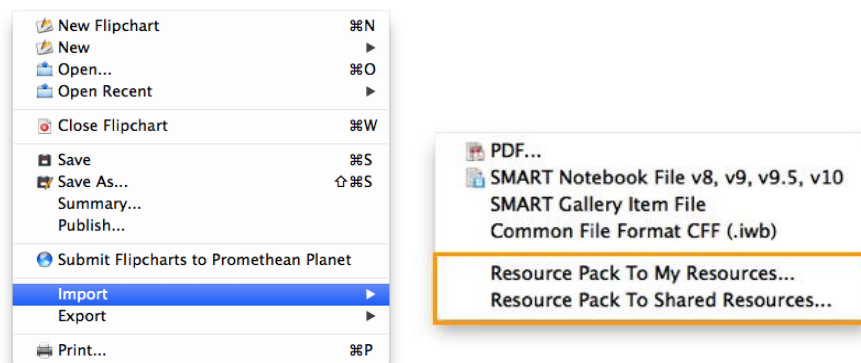
The first time you run the software you will be asked to confirm which program you are most familiar with: ActivStudio, ActivPrimary or Microsoft Office applications (such as PowerPoint).

INSTALLATION

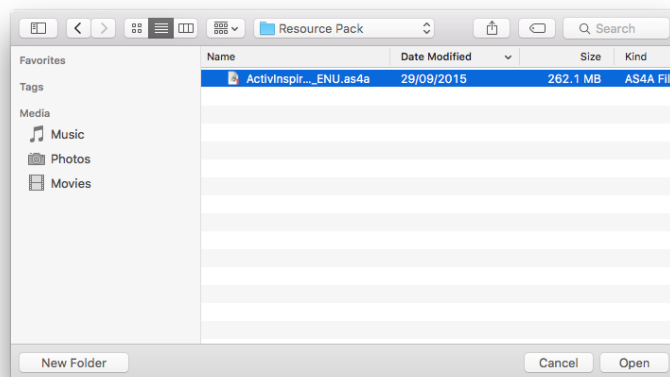
Resource Pack

Once your Resource Pack has downloaded, open ActivInspire's **File** menu and select **Import**. You can choose whether you would like to import this file to **My Resources** or **Shared Resources**.

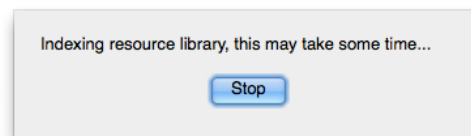
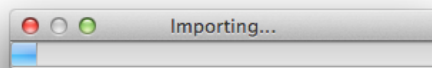
Selecting **Shared Resources** will house these resources with the other Promethean-supplied resources under three-heads icon the Resource Browser. Selecting **My Resources** will place them under the one-head icon in the Resource Browser.



Browse to the Resource Pack, select it and click **Open**.



The resources will be imported and indexed.

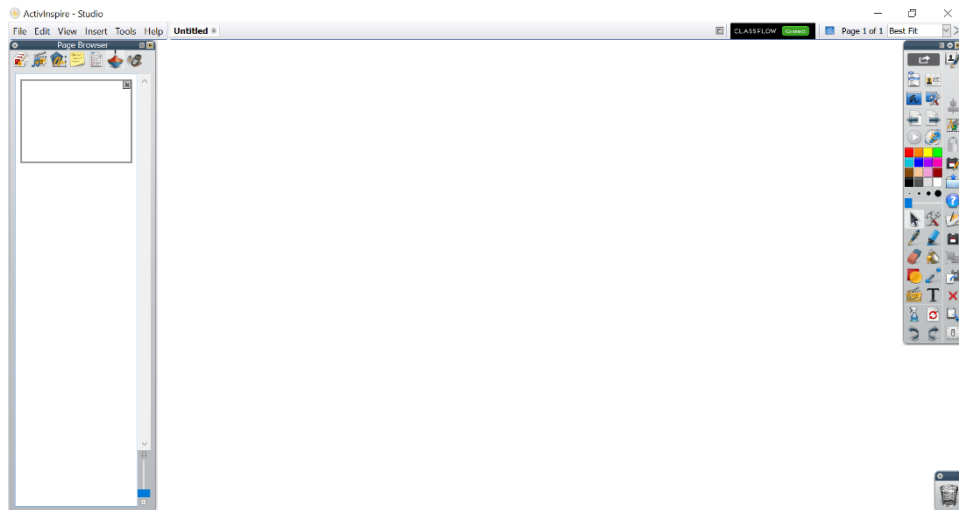


Once complete, the resources can be found in the **Resource Browser**.

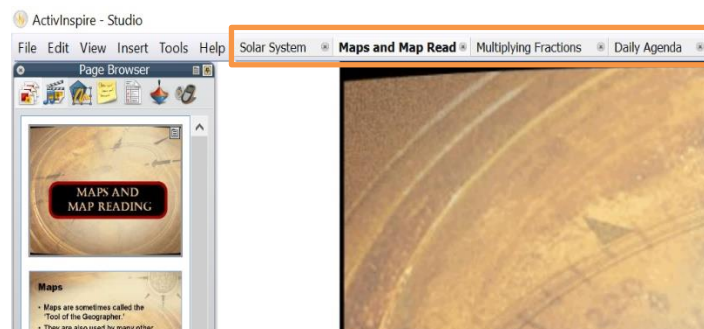
FLIPCHARTS

A flipchart is the large rectangular work space in your ActivInspire window, where you create lessons.

When you launch ActivInspire, a blank flipchart opens, ready for your input.



Flipcharts can include a vast range of objects, shapes and interactive features, including sounds, animations and actions.



You can work with as many flipcharts at the same time as you wish. Each flipchart opens within its own tab in the ActivInspire window. Move back and forth between flipcharts using the document tabs.

A flipchart can contain as many pages as you like.

Flipcharts created with ActivInspire have the file extension .flipchart.

SAVING FLIPCHARTS

To save a flipchart, go to **File**, and select **Save** or **Save As**.

You will be prompted to select a location on your device. Title your flipchart and select **Save**.

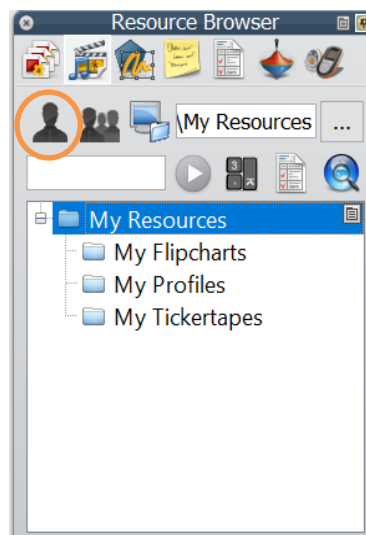
You also may choose to save your flipchart on your device so it appears under **My Resources** in the **Resource Browser** for easy access. To do this, be sure you save under the appropriate file path.

For Windows:

Documents and Settings\username\My Documents\Activ Software\ActivInspire\My Resources

For Mac:

/Users/username/Documents/Activ Software/ActivInspire



To export your flipchart to a PDF, simply go to **File**, **Export**, **All Pages to**, then **PDF**.

You will be prompted to choose a destination on your device to save this PDF. Then select **Save**.

Note: Although you and your students may use tools or make changes to the flipchart during class, you can always use the **Reset Page** button on your main toolbox to restore your flipchart to its most recently saved state.



Reset Page icon

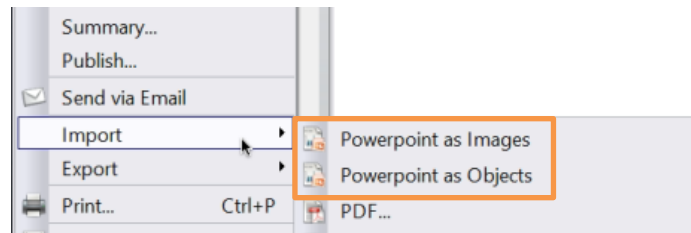
IMPORTING EXISTING RESOURCES

PowerPoints

ActivInspire allows you to import your existing resources, such as PowerPoints, saving you time, and providing you and your students the ability to use features like annotation tools.

Please note: Importing PowerPoints is only available for Windows users. For Mac users, a possible solution is to print your PowerPoint presentation as a PDF, then import it into ActivInspire as a PDF.

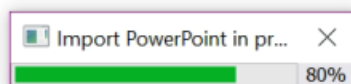
To import a PowerPoint, go to **File**, then **Import**. Choose from two options.



Powerpoint as Images means each slide of your PowerPoint imports as one static image that fills a whole flipchart page.

Powerpoint as Objects means items in your PowerPoint presentation become individual objects on each page of the flipchart, so you may edit and manipulate them.

You will be prompted to find your file. Then select **Open**. Depending on the size of your PowerPoint, it may take a moment to import.



The imported PowerPoint opens in a new flipchart file. To save, go to **File, Save As**.



Please note: ActivInspire does not yet support Microsoft PowerPoint 2013 or later. If this version is installed on your computer, you may encounter an error message when you try to import a PowerPoint file.

As a workaround, try removing any spaces or special characters from the file name and path. You may also find it helpful to save the file on your Desktop in the 97-2003 PowerPoint version.

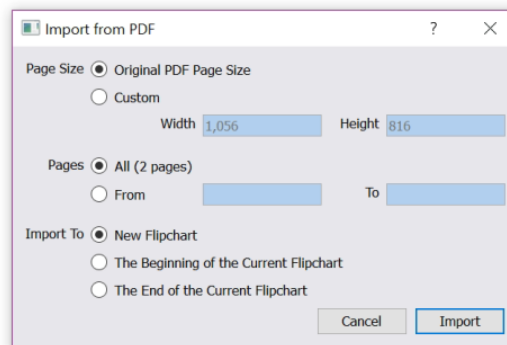
IMPORTING EXISTING RESOURCES PDFs

ActivInspire allows you to import your existing resources, such as PDFs, saving you time, and providing you and your students the ability to use features like annotation tools.

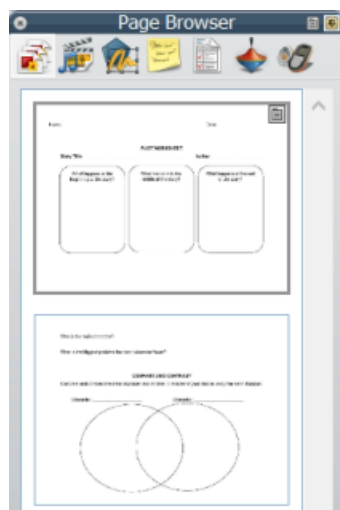
To import a PDF, simply go to **File**, then **Import**. Select **PDF**. You will be prompted to choose the file from your device. Then click **Open**.

Once selected, you have additional options – alter the page size to fit your needs, use all or part of the document, and use the PDF to make a new flipchart or insert it into one you currently have open.

Once you have made your selections, click **Import**.



Each page of the PDF becomes its own page within the flipchart.



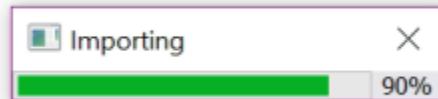
To save, go to **File, Save As**.

IMPORTING EXISTING RESOURCES SMART Notebook Files

ActivInspire allows you to import your existing resources, such as SMART Notebook files, saving you time, and providing you and your students the ability to use features like annotation tools.

To import a SMART Notebook file, go to **File, Import**, then **SMART® Notebook File v8, v9, v9.5, v10**.

You will be prompted to find your file. Then select **Open**. Depending on the size of your SMART Notebook file, it may take a moment to import.



The imported SMART Notebook file opens in a new flipchart file.

Each slide of your SMART Notebook file is now its own page within the flipchart.

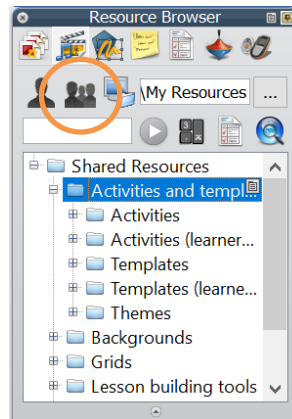


To save, go to **File, Save As**.

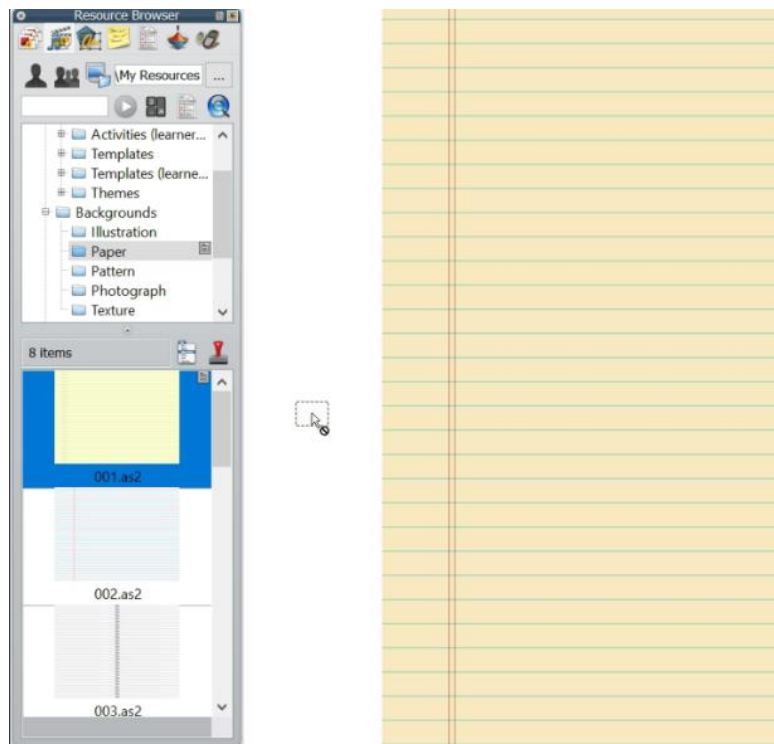
SHARED RESOURCES

ActivInspire software comes complete with a range of resources to help you quickly create dynamic lessons and activities.

To access, go to **View**, then **Resource Browser**, and select **Shared Resources**. This resource library includes templates, backgrounds, grids, icons, sounds, subject-specific materials, and more.



To add a resource to your flipchart, select and drag it onto the page.



For help or more information regarding ActivInspire's Shared Resources, please visit support.prometheanworld.com and search for "resource pack."

INSERTING MULTIMEDIA

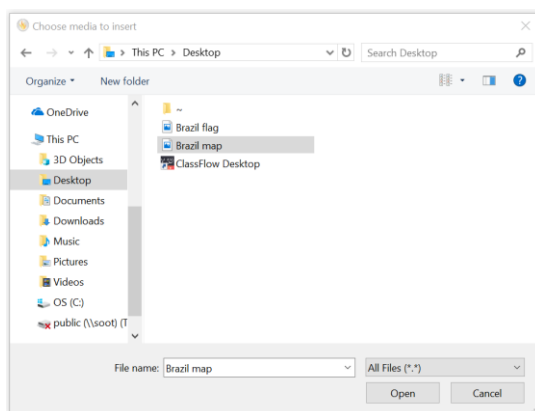
ActivInspire allows you to add images, sound, video files, and website links to your flipcharts with a few simple clicks, adding even more engagement and interaction to your lessons and activities.

Add media using the **Insert Media From File** icon from your toolbox, or go to **Insert** and select **Media**.



Insert Media From File icon

You will be prompted to locate and select the file from your device. Click **Open**.

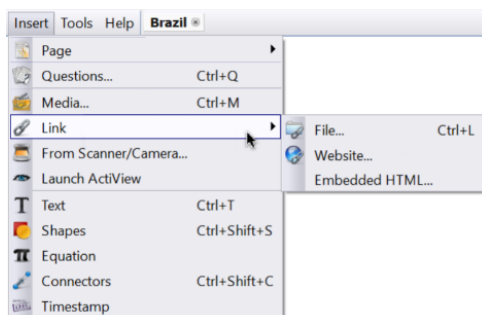


You may then manipulate it like any other object.

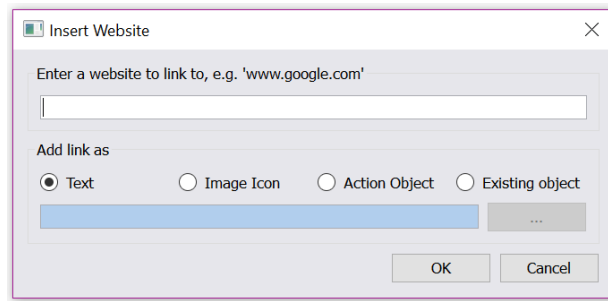
Note: With images, you may also copy and paste from other sources directly onto your flipchart.

To add a website link to your flipchart, go to **Insert** and select **Link**. Choose from File, Website, or Embedded HTML.

Select **Website** to input a URL.



Decide how you would like the link to appear.



If you link the website to an existing object, you will see an icon of a blue circle with an arrow when you hover over the object in Presentation Mode. This indicates the link is live. Clicking the object will take you directly to the website.



MATH TOOLS

Ruler and Protractor

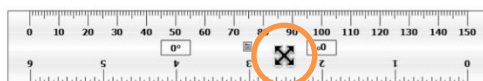
The math tools built into the ActivInspire software allow you to create robust lessons and facilitate authentic math experiences in the classroom.

To access Math Tools, select the **Tools** icon from your toolbox, or go to **Tools**, and select **Maths Tools**. Choose **ruler** or **protractor**.

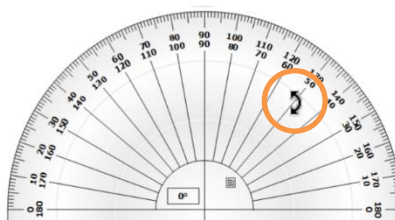


Tools icon

To move the ruler or protractor around the page, drag the X icon.

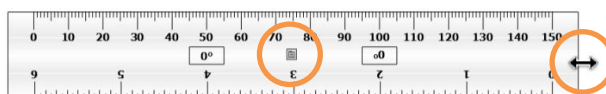


Look for the arc to rotate the tool.

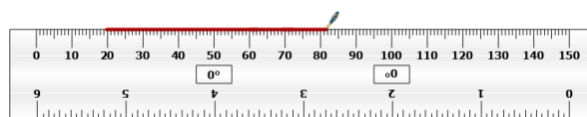


Resize the tool by dragging the sizing handles on either end.

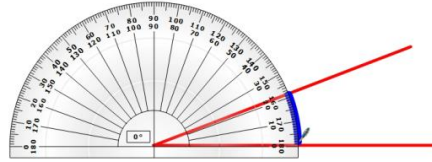
Select the small **menu** icon on the tool for more options.



To draw lines along the ruler or protractor, select your **Pen** tool. Hold down the pen as you move it alongside the tool's edge.



Fill an angle by aligning the protractor with your angle, then drawing the pen along the arc.



Select the tool's **menu**, then **Close** to remove the tool from the page.

MATH TOOLS

Set Square and Compass

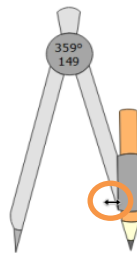
The math tools built into the ActivInspire software allow you to create robust lessons and facilitate authentic math experiences in the classroom.

To access Math Tools, select the **Tools** icon from your toolbox, or go to **Tools**, and select **Maths Tools**. Choose **set square or compass**.

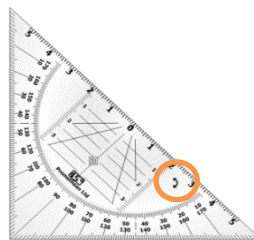


Tools icon

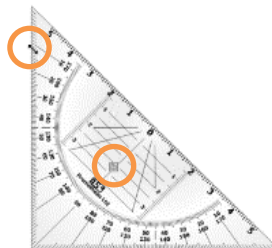
To move the set square or compass around the page, drag the X icon.



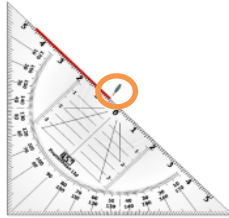
Look for the arc to rotate the tool.



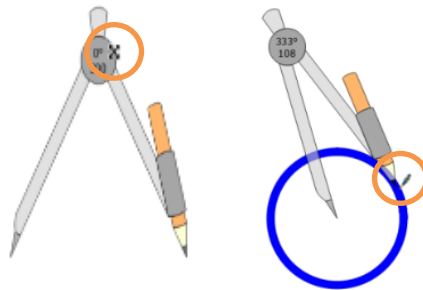
Resize the tool by dragging the sizing handles on either end. Select the small **menu** icon on the tool for more options.



To draw lines along the set square, select your **Pen** tool. Hold down the pen as you move it alongside the tool's edge.



Drag the edge of the compass to adjust its radius. Hold down the tip of the pencil part of the compass and rotate to draw a circle in either direction. You may change your pen color and width.



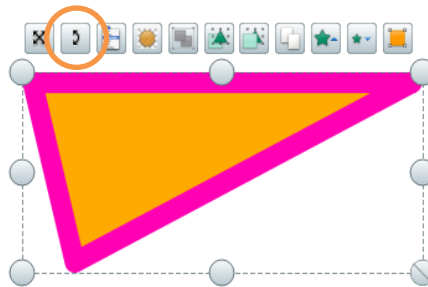
Select the tool's **menu**, then **Close** to remove the tool from the page.

MATH TOOLS

XY Origin Tool

Using the XY origin tool in ActivInspire is a quick and easy way to help rotations come alive in your math lesson, lessons about orbits, and more.

Rotate any object by selecting it and using the **Rotate Object** marquee handle to spin it around its center point.



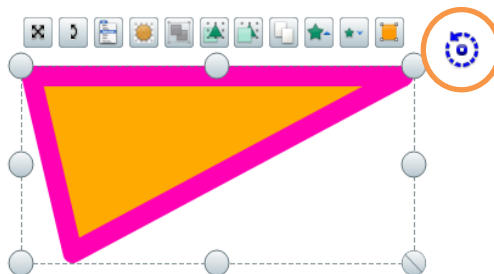
To change the rotation point, use the XY Origin Tool. Access it from the **Tools** icon from your toolbox, or go to **Tools, Maths Tools**, and select **XY Origin**.



Tools icon

Add the origin point anywhere on the page.

The object will rotate around the new origin point when you click and drag the **Rotate Object** marquee handle.



To remove the XY origin tool, follow the same process to deselect it in the Maths Tools menu.

MATH TOOLS

Dice Roller

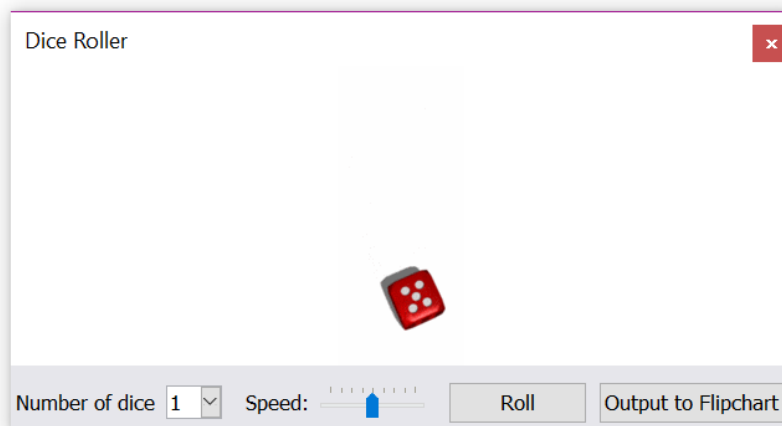
The Dice Roller tool built into the ActivInspire software is the perfect way to randomize countless elements within the classroom.

To access the Dice Roller, either use the **Tools** icon from your toolbox, or go to **Tools**, **Maths Tools**, and select **Dice Roller**.



Tools icon

When the Dice Roller menu appears, you can drag the window to reposition it.



Select how many dice you would like to roll. You can choose up to 5.

Select the speed of the roll using the slider.

Select Roll to roll the dice.

Output to Flipchart will add the dice total to your current flipchart page.

To close the Dice Roller, click the **X**.

MATH TOOLS

Calculator

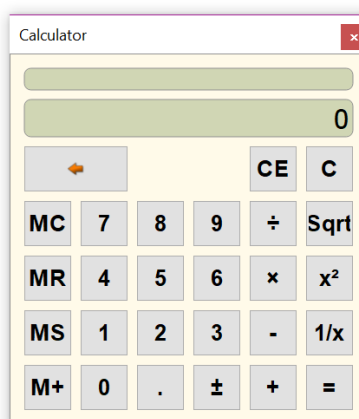
The calculator tool built into the ActivInspire software allows you to create robust lessons and facilitate authentic math experiences in the classroom.

To access the calculator, select the **Tools** icon from your toolbox, or go to **Tools**, and select **Maths Tools**. Choose **calculator**.



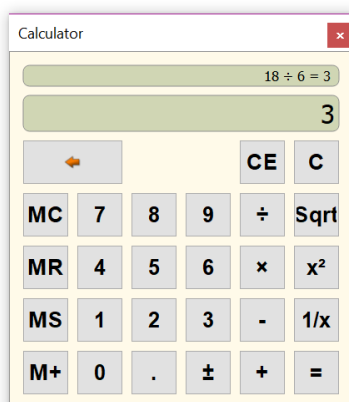
Tools icon

Drag the calculator to reposition it anywhere on the page.



As you enter an operation, it appears in the top window.

Hold and drag the operation onto the flipchart page. You may then manipulate it like any other object.



$$18 \div 6 = 3$$

To close the Calculator, click the **X**.

CLOCK AND TIMER

The clock and timer tools built into ActivInspire help you gauge time for students' activities, assessments, and more.

To use the Clock tool, select the **Tools** icon from your toolbox, then **More Tools**, and **Clock**. Or go to **Tools, More Tools**, and **Clock**.

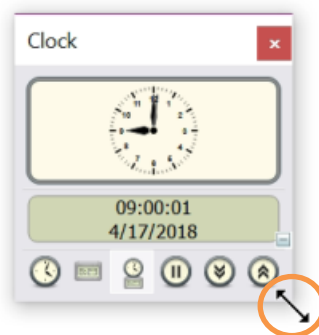


Tools icon

Choose to display analog clock, digital clock, or both.

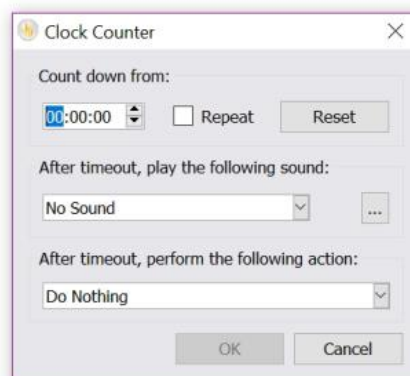
Resize the clock using the sizing handles.

Select the Count Down or Count Up option to access the timer.



You may enter the amount of time, add a sound to play upon timeout, and even add an action. Once you have made your selections, click **OK**.

Use the pause icon on the toolbar to pause the timer and click again to resume.

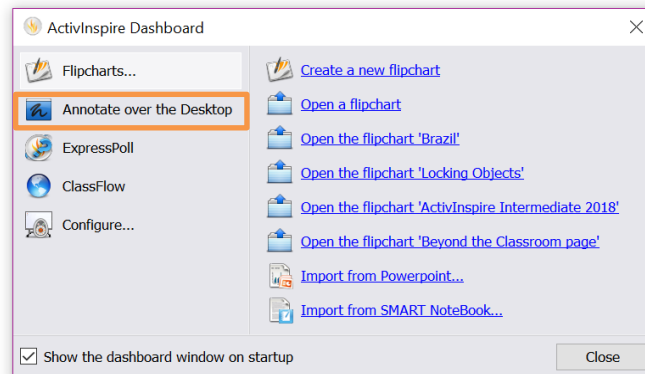


Close at any time by clicking the **X**.

DESKTOP ANNOTATE

The Desktop Annotate tool built into the ActivInspire software provides you seamless interaction with existing resources, websites and more.

The option to access Desktop Annotate may appear on your Dashboard upon opening ActivInspire.



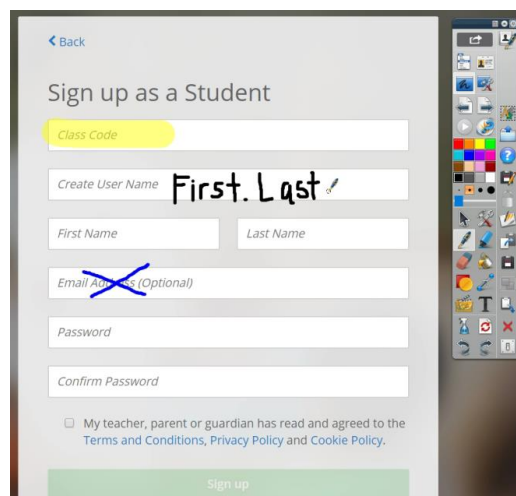
You can also access Desktop Annotate from your main toolbox.



Desktop Annotate icon

Once you launch Desktop Annotate, ActivInspire automatically minimizes, leaving just your Page Browser, main toolbox, and trash can. Feel free to move or close your Page Browser or trash can for more space. Keep your Main Toolbox open to access annotation tools.

Even while annotating, you are still free to interact with the resource. For instance, scroll or click within a website.





Annotations will stay in place, but you may use the Eraser tool or Clear tool to remove them.

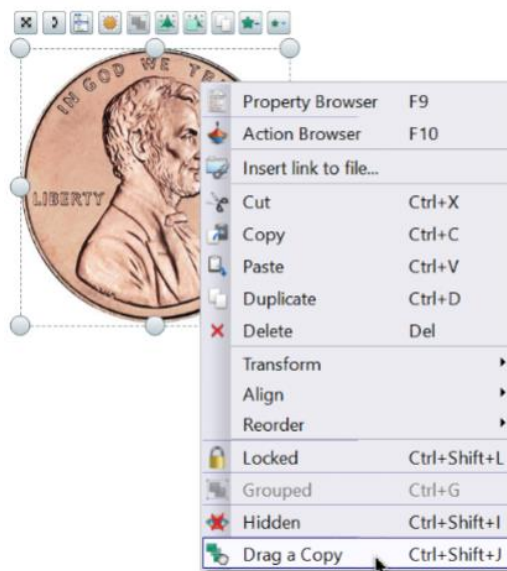
Exit Desktop Annotate mode any time by clicking the icon on your main toolbox.

DRAG A COPY

Drag a Copy replicates any object on your flipchart and is a quick way to make engaging activities for your students.

To apply Drag a Copy, you can be in either Presentation or Design Mode.

Simply right-click on an object and select **Drag a Copy** from the menu.



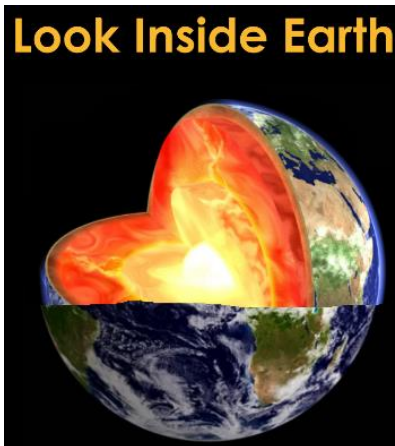
To verify it has been applied, go to Presentation Mode. You will see a tiny hand with a green plus sign. Now as you drag on the object, a new one will appear, and you may move it anywhere on your flipchart.



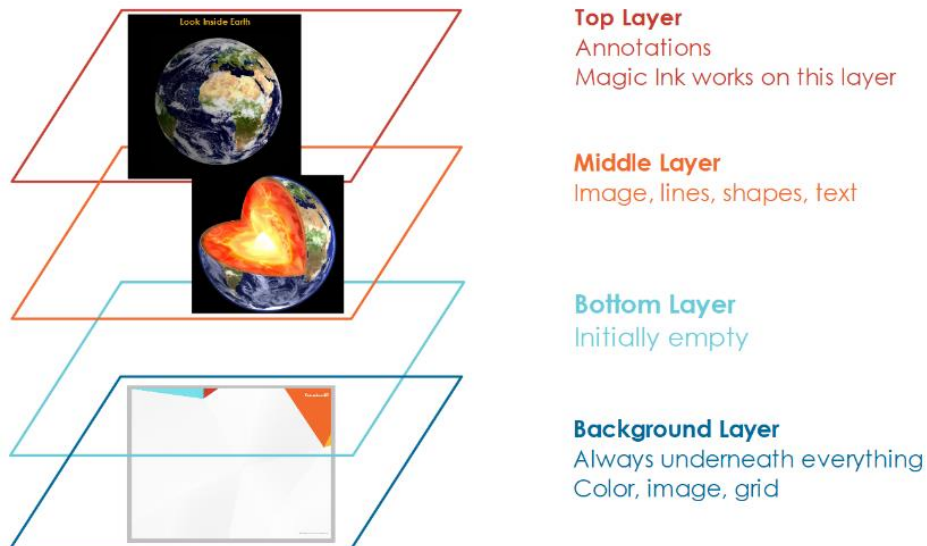
To remove Drag a Copy, right-click the original object again, and deselect.

MAGIC INK

Magic Ink allows you to reveal concealed images and can add an extra level of excitement and engagement to your lesson.

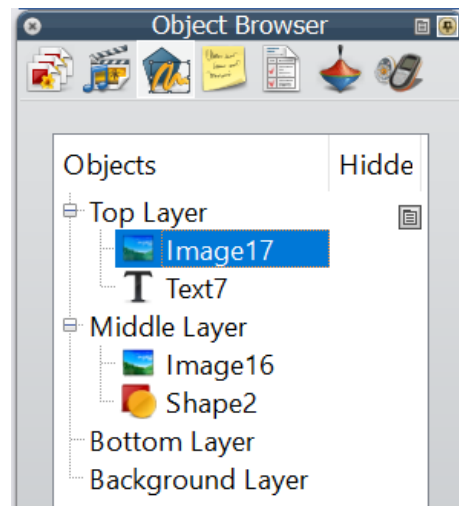


Magic Ink works because ActivInspire flipcharts are created in layers. The Magic Ink tool simply works as an eraser on the very top-most layer, where you typically find annotations.



To create the effect of Magic Ink, go to your **Object Browser**. This allows to see and change the current layers within your flipchart.

Images typically reside in the middle layer. Bring the concealing image or object that you wish to erase to the top layer by dragging and dropping.



Now you may use **Magic Ink**, located under **Tools**.



Magic Ink icon

REVEALER TOOL

The Revealer tool built into the ActivInspire software is a great way to focus students' attention and easily chunk information in your lessons.

To access the Revealer, select the **Tools** icon from your toolbox, or go to **Tools**, then **Revealer**.



Tools icon

Reveal hidden objects by clicking and dragging the blind from the top, bottom, right, or left. Simply look for the cursor.

Select the Revealer menu to either save the revealer's position on your flipchart page or close the tool altogether.



Tornado in a Bottle



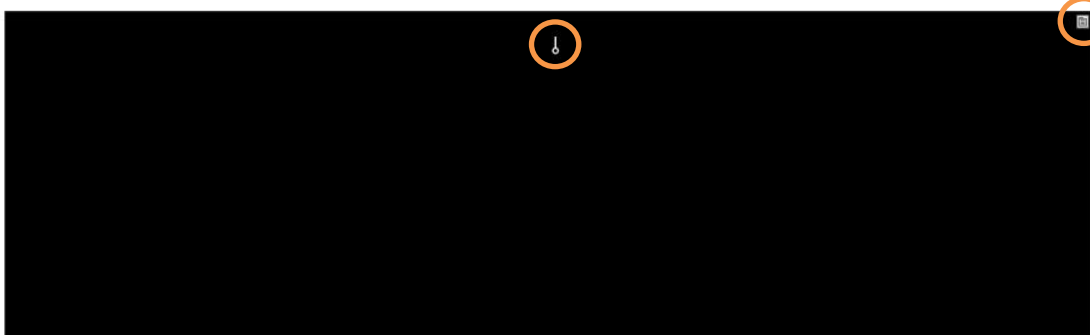
1. Fill your plastic bottle three quarters ($\frac{3}{4}$) full of water.

2.

3.

4.

5.



SPOTLIGHT TOOL

The Spotlight tool built into the ActivInspire software is a great way to focus students' attention and easily chunk information in your lessons.

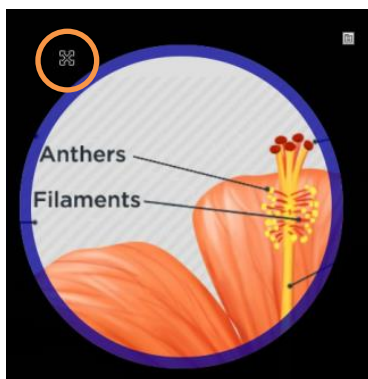
To access the Spotlight, select the **Tools** icon from your toolbox, or go to **Tools**, then **Spotlight**.



Tools icon

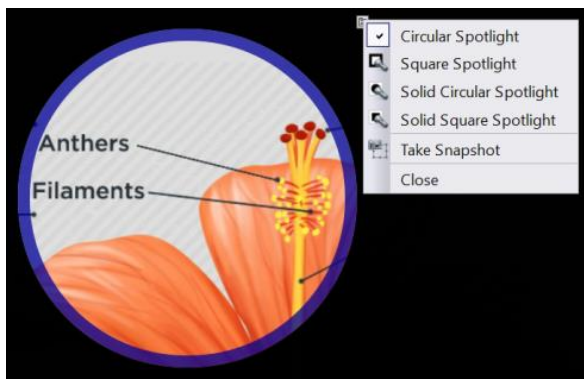
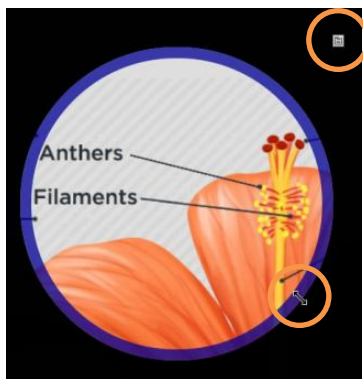
There are several options to choose from.

Look for the X icon to move the Spotlight by dragging anywhere in the masked area.



Use the sizing handles along the Spotlight's edge to resize the area or modify the Spotlight's shape.

Access the Spotlight menu at any time to change the style or take a snapshot of the highlighted area.



Use the menu to close the Spotlight.

HELP AND SUPPORT

Select **Help** from the main toolbar to search for specific ActivInspire topics, access [Promethean's website](#), and check for software updates.

To contact Promethean support, visit support.prometheanworld.com.



To learn more about ActivInspire and other Promethean solutions:

- Follow us on Twitter [@LearnPromethean](#)
- Subscribe to our YouTube channel, [PrometheanVideo](#)
- [Sign up](#) to hear from us
- Visit our website at www.prometheanworld.com