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ACTIVINSPIRE MANUAL
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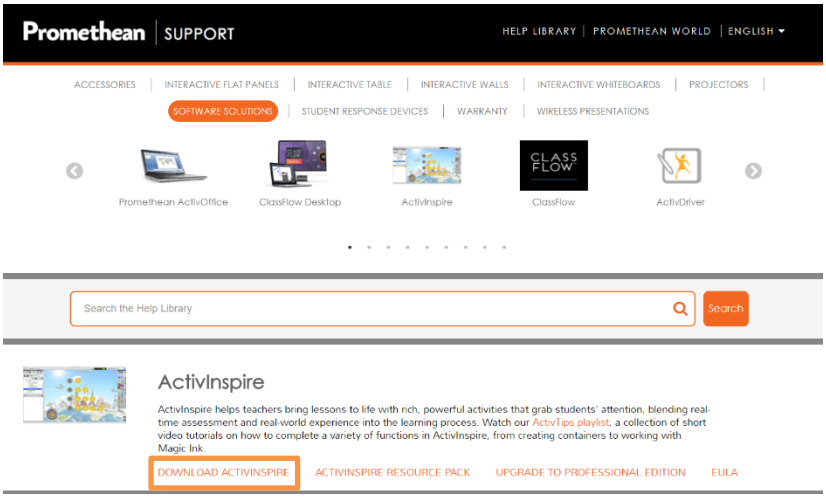
Downloading ActivInspire

To access your free download of ActivInspire, please visit https://support.promethhttps://support.prometheanworld.com/product/activinspireeanworld.com/product/activinspire. Should you require assistance at any point, please Contact Us.

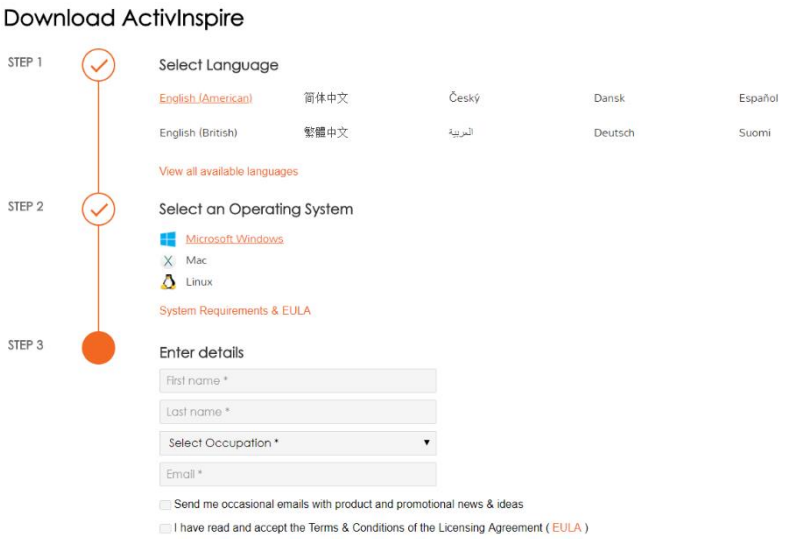


Select your language and operating system.

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

Click **Download ActivInspire**.

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



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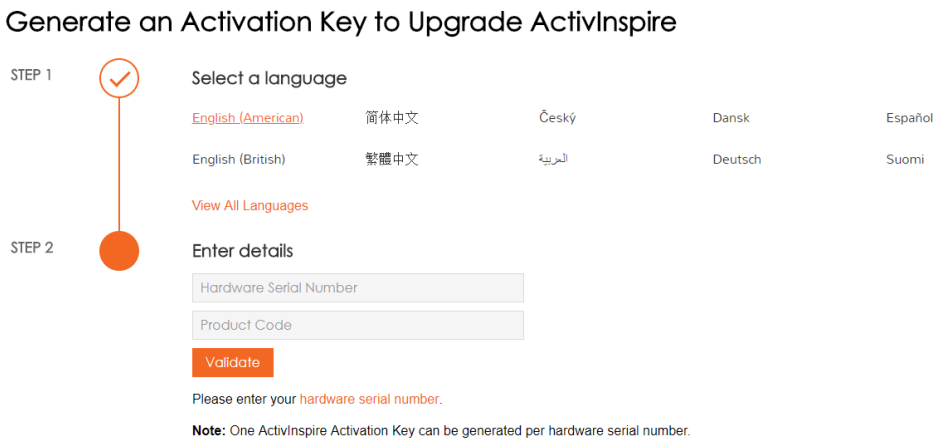
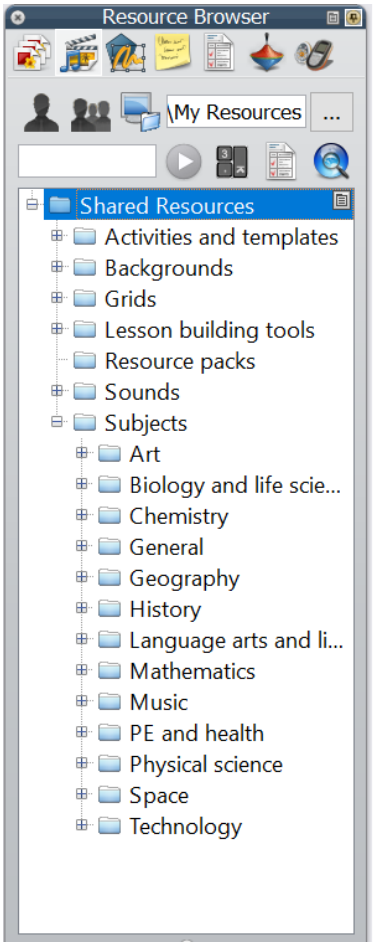
While the software downloads, take a moment to generate an Activation Key for ActivInspire Professional Edition, and download your free ActivInspire Resource Pack.



The ActivInspire Resource Pack provides you with a multitude of subject-specific lesson-building resources to quickly and easily add to any flipchart.



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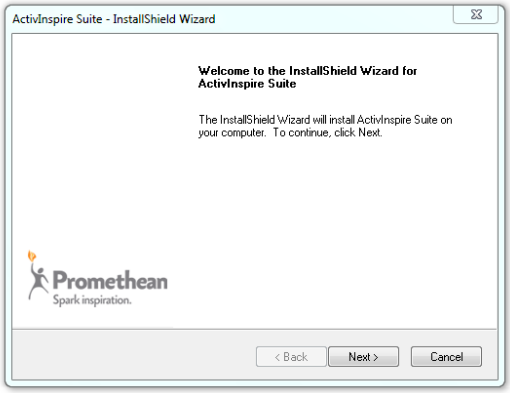
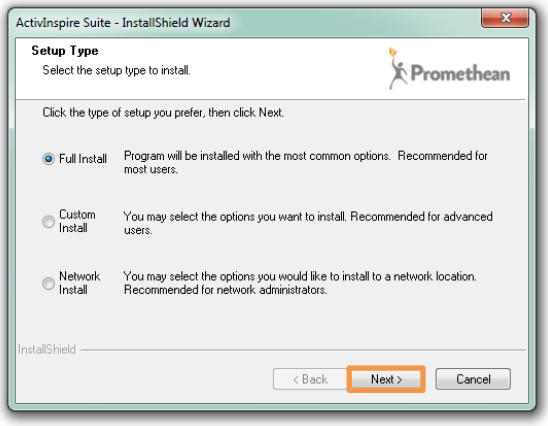
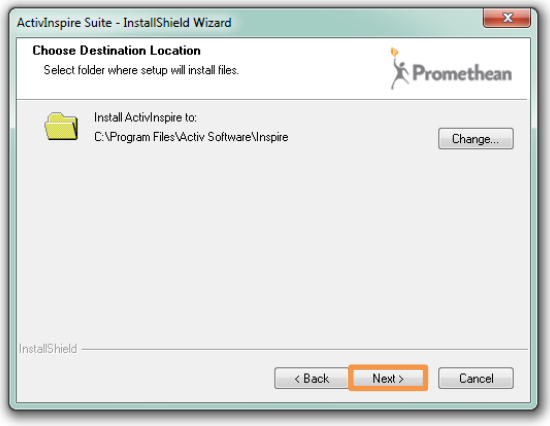
Installation for Windows

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

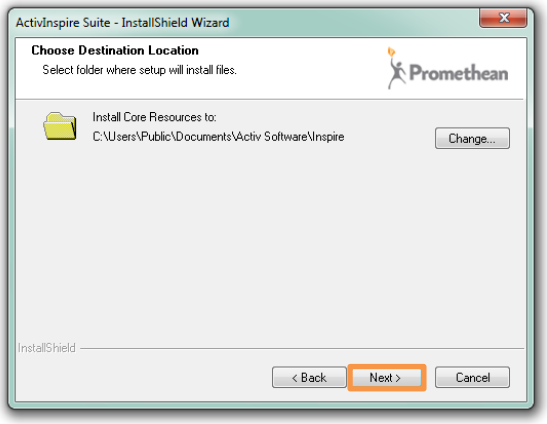




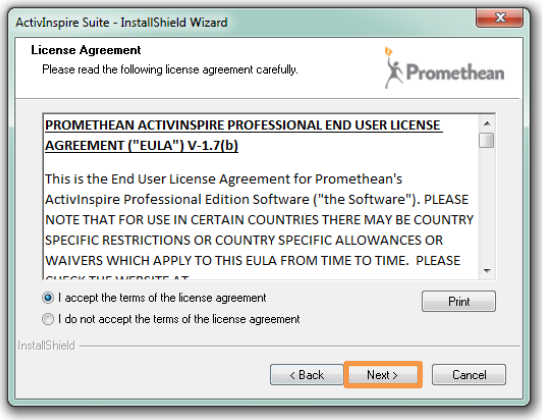
Select the **Setup Type** from the list and click **Next**. We recommend you perform a **Full Install**.



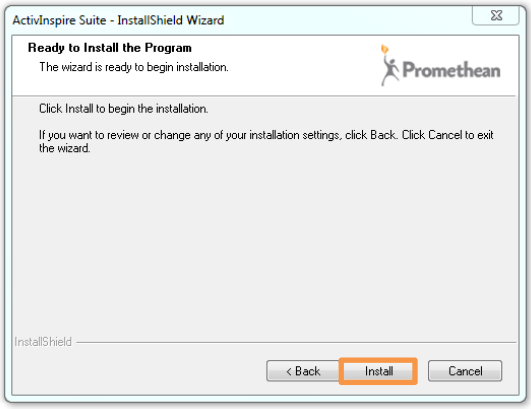
Choose where you would like to install the software and click **Next**.



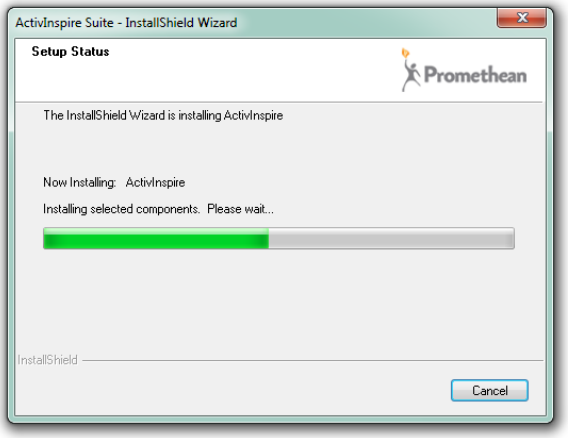
Choose where you would like to install the Core Resources and click **Next**.



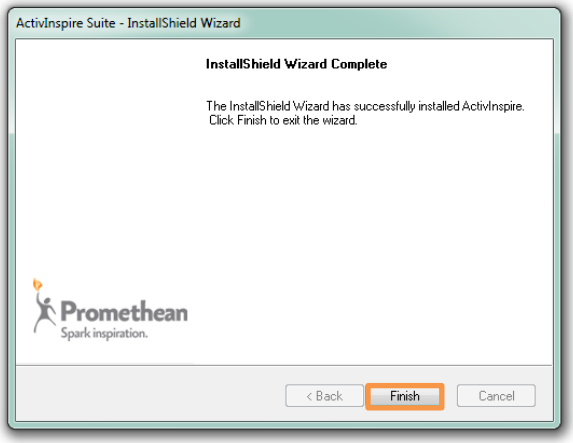
Click the radio button to accept the terms of the license agreement, and then click **Next**.



Click **Install** to begin the installation.



The installation may take several minutes.



Click **Finish** to close the window.

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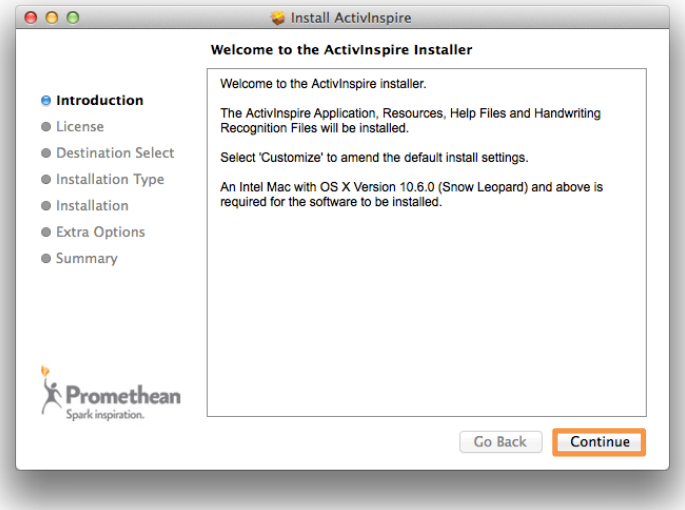
Installation for Mac

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**.

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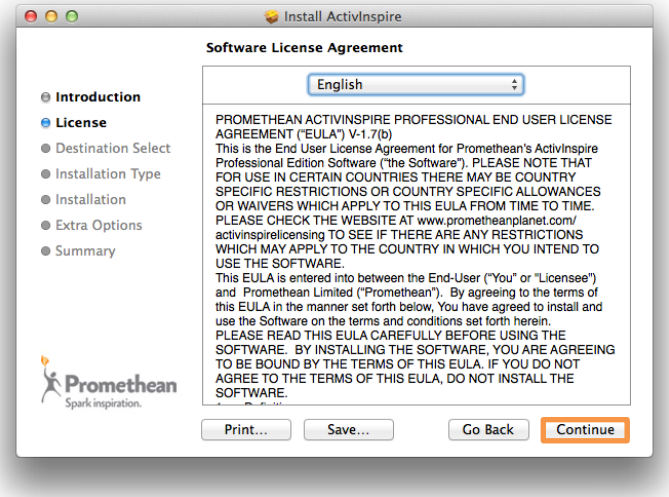
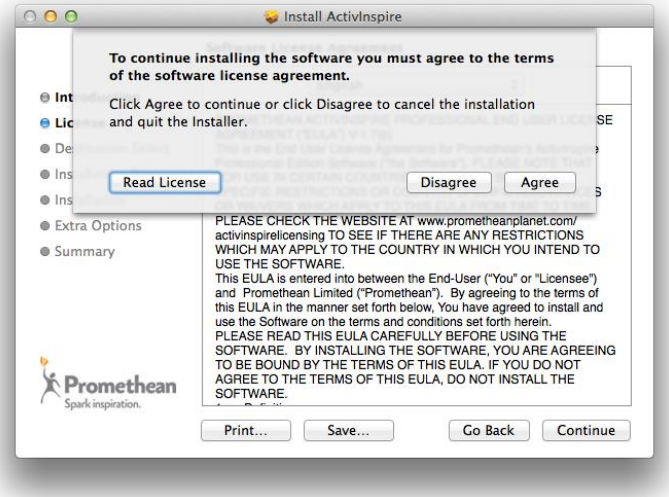
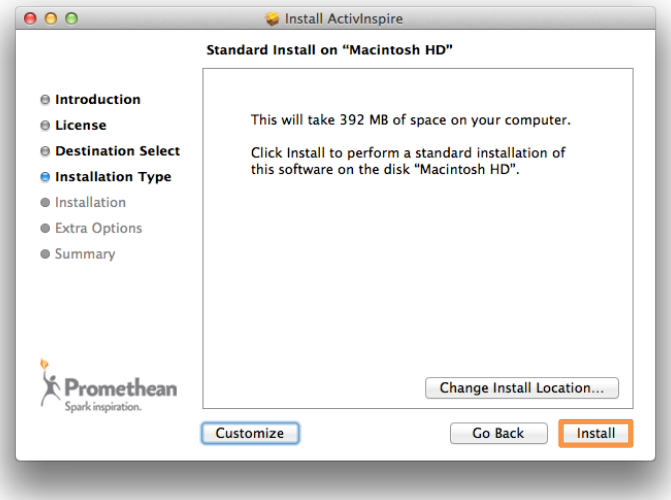


Select your language and click **Continue**.



Read and agree to the license terms.



Click **Install**. Once installed, you can close the window.

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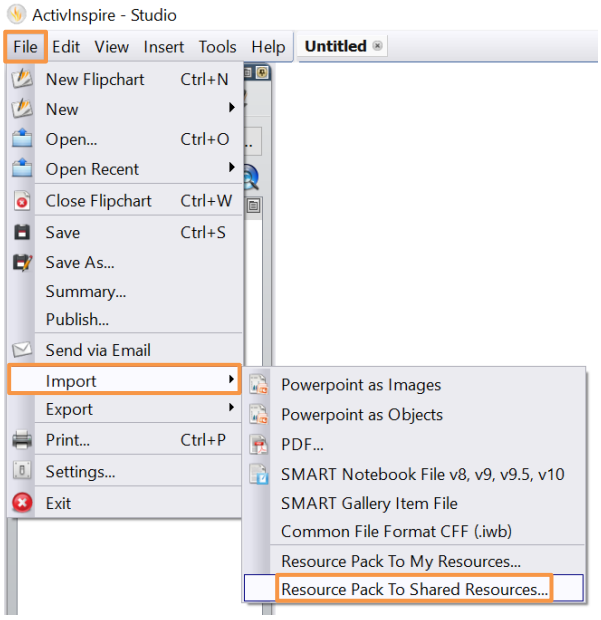
Installing the Resource Pack

If you have ActivInspire software, you will also want the Shared Resources that accompany it. These include valuable lesson building resources for a variety of subject areas. To download and install the Resource Pack, begin by visiting support.prometheanworld.com. Search for "ActivInspire Resource Pack," or even just the number "1052," which will bring you to the corresponding support article. **Select** the article.

Scroll down to the link titled "download your free ActivInspire Resource Pack." **Click** the link to begin the download.

Once your Resource Pack has downloaded, open ActivInspire's **File** menu and select **Import**. Select **Resource Pack to Shared Resources**.



Browse to the newly downloaded Resource Pack file, **select** it, and click **Open**. The resources will be imported and indexed.

Once complete, the resources can be found in the **Resource Browser**, under **Shared Resources**, then **Subjects**. If your Browsers are not visible, go to **View**, then **Browsers**.

If you need technical support, please contact us.

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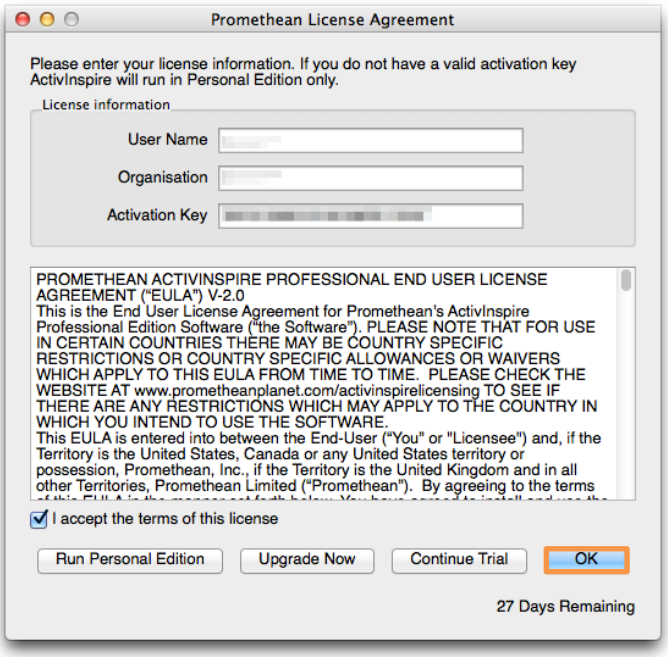
Using ActivInspire for the First Time

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**.



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).

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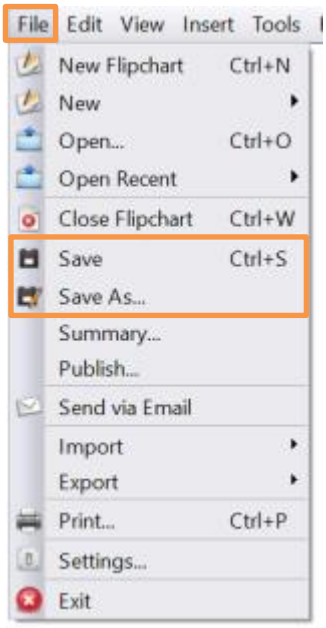
Saving a Flipchart

Saving an ActivInspire flipchart is easy. Go to **File**, then **Save** or **Save As**.



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

Note: Although you and your students may make changes to the flipchart during class, such as annotations, you can always use **Reset Page** to restore your flipchart to its most recently saved version. This allows you to save your original file for later use.

Reset Page icon

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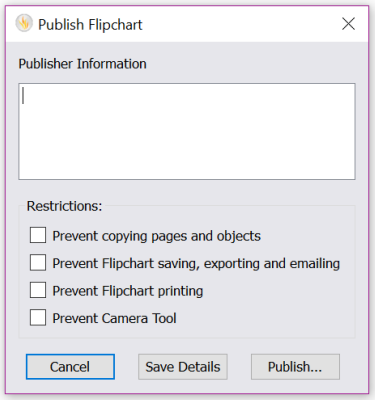
Publish

The Flipchart Publisher in ActivInspire allows you to create a protected version of your flipchart, preventing others from being able to copy or print its contents.

Be sure to save a copy of your flipchart in a safe place before you publish it. Once published, any restrictions you have set for other users will also apply to you.

To access the Flipchart Publisher, go to **File**, and select **Publish**.

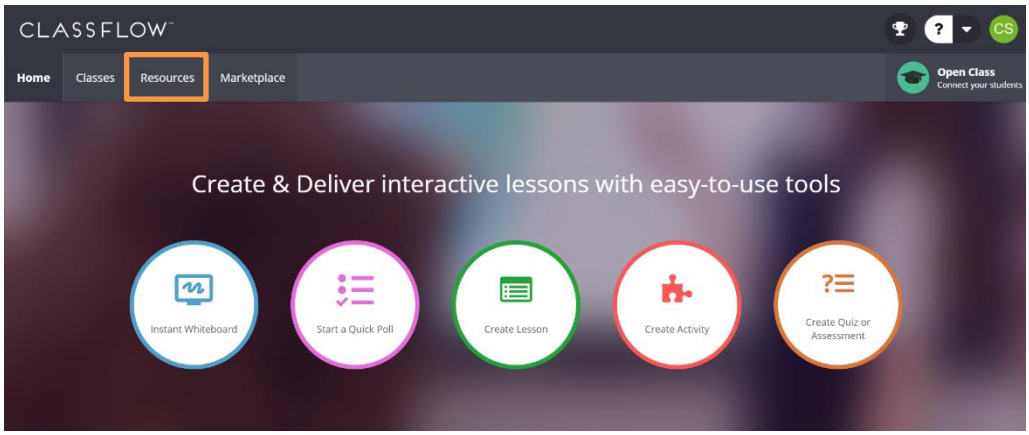


A menu will appear, allowing you to enter publisher information. This information is for your own use and will not be visible to others.

Select restrictions. Clicking **Cancel** will close the dialogue box without saving. Once you have finished, click **Save Details** to save your choices without publishing. Finally, click **Publish** to apply your choices and save the flipchart to a new location.

Another way to publish and share your flipcharts – regardless of whether you have used Flipchart Publisher in ActivInspire – is through the ClassFlow Marketplace. ClassFlow is another Promethean software and is free to use. Visit www.classflow.com to create your own free account.

Once logged in, go to **Resources** to upload and publish original materials.



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Print

ActivInspire makes it easy to print your flipcharts to use as handouts, incorporate in substitute notes, and more.

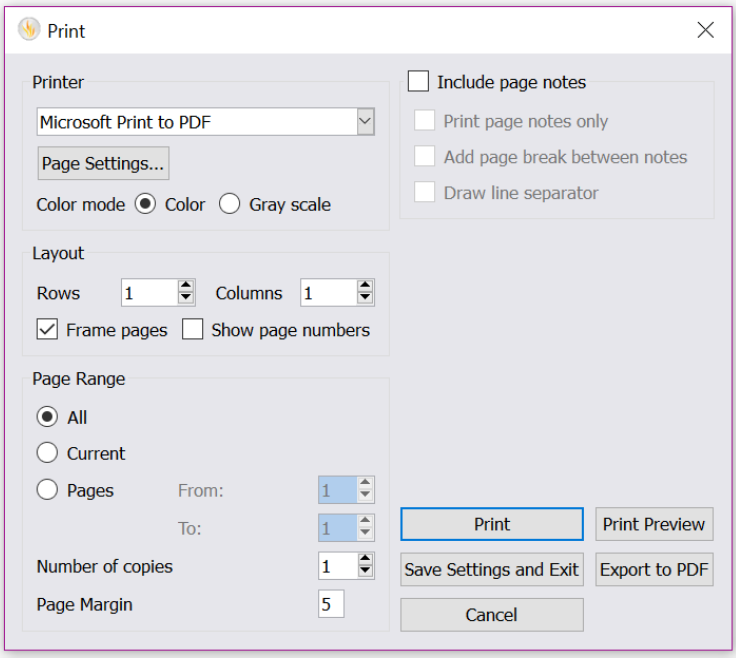
To print, go to **File**, then **Print**.

The Print dialogue box opens. You can select from a range of options.

If you have added Page Notes to your flipchart, you may print those as well.

You also may **Export to PDF**.

After you have made your selections, click **Print**.



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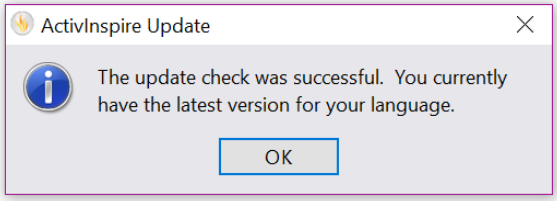
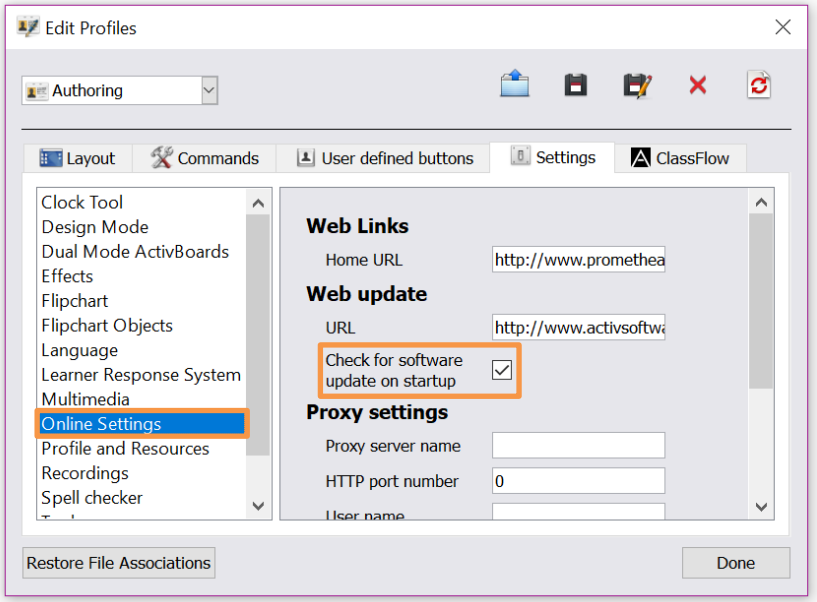
Check for Updates

ActivInspire checks for software updates each time you start the program. For this to be effective, you need a strong internet connection. If a newer version is available for automatic download, a message will display. This will prompt you to choose whether you wish to install the new version. Click **OK** to download and install the new version or **Cancel** to ignore the new version and continue opening ActivInspire.

You may prefer to use the manual option of updating by using Check for Updates. To access this feature, go to **Help**, then **Check for Updates**. If your version is up to date, simply click **OK**.



Change your automatic update check options by going to **File**, **Settings**, then **Online Settings**. Uncheck the box for **Check for software update on startup** if you wish. Click **Done** once you have made your changes.



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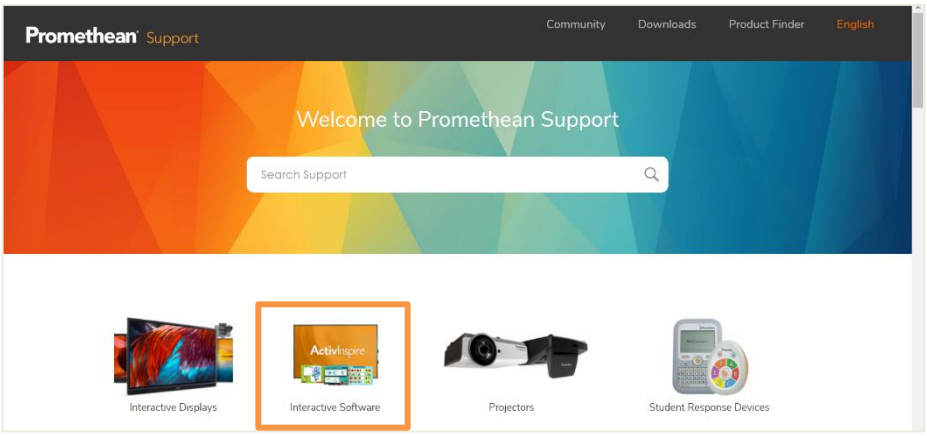
Help and Support

We want you to feel supported with your ActivInspire experience. One way to get help is to begin in the ActivInspire software. Go to **Help**, then **Contents**. This will open a new tab or window within your default web browser. View suggested topics or search by keyword.

You may also visit support.prometheanworld.com. Select **Interactive Software**, then **ActivInspire**. View Documents, Articles, and more. You may also scroll to the bottom of the page to access a live chat (hours vary), contact Promethean Support, or the Support Community.



Visit blog.prometheanworld.com/learn-promethean/ for even more ActivInspire-related resources.

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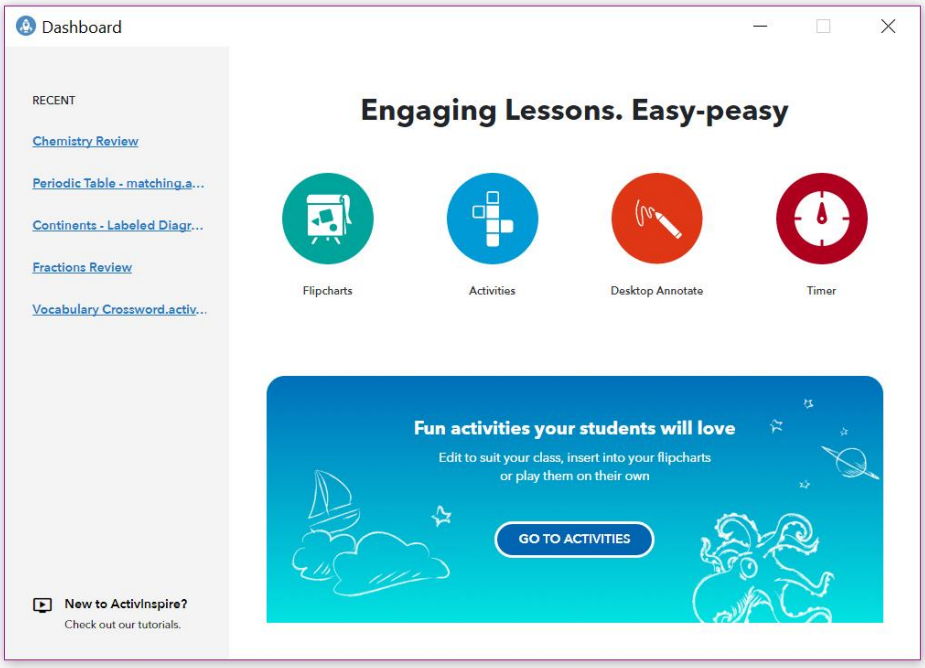
Dashboard

The ActivInspire Dashboard appears on opening the software, allowing you to quickly and easily create new resources, access existing resources, and more. To access the Dashboard at any time, click the **Spaceship button** along the top of the window.



Select **Flipcharts** to create and access flipcharts. Click **Back** to return to the Dashboard.

Select **Activities** to access 10 different activity types – truly something for every content area and grade level.

Select **Desktop Annotate** to initiate one of ActivInspire users' favorite tools.

Select the **Timer** to utilize a combination of timers, stopwatches, or clocks.

The **Recent** area within the Dashboard displays your recent Flipcharts and Activities.

Select **New to ActivInspire** to visit our Learn Promethean site with over one hundred short tutorial videos and printable PDF guides.

Look for what's new and what's coming within ActivInspire in the showcase area in the bottom right of the Dashboard.

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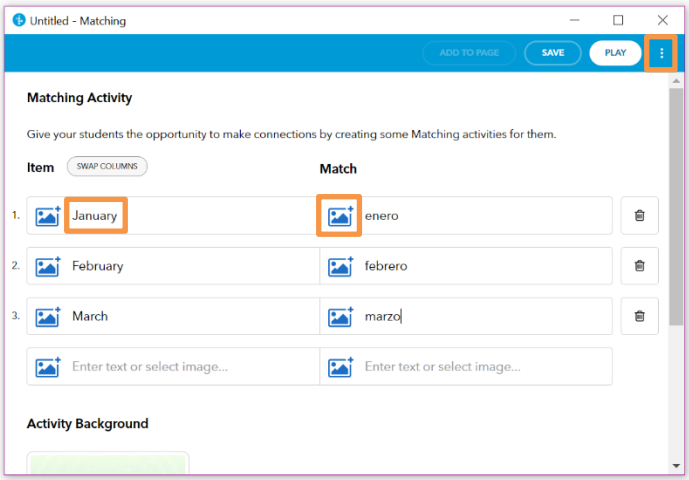
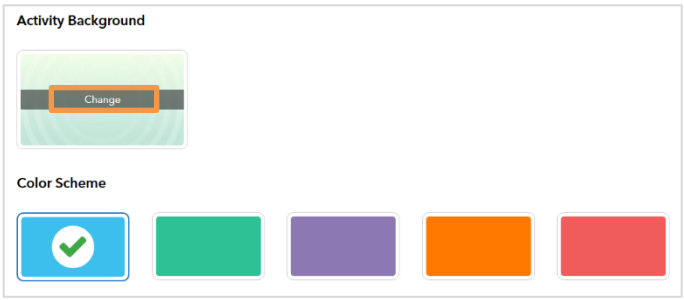
Creating Activities

Activities are a quick, easy way to add additional engagement to your instruction. With ten different activity types to choose from, they're an ideal way to help students practice skills and concepts, no matter your grade level or content area. Activities are accessible from the **Dashboard**. To access the Dashboard at any time, click the **Spaceship button** along the top of the window. Select **Activities** from the Dashboard.



Select the **activity type** you wish to create and begin adding your content. For most activities, you can add text and images.

Within the Activity Builder, select the **three vertical dots** in the top right corner for more options.



You may use the default activity background or select **Change** to use an image from your computer. You may also choose a color scheme.

It is important to save your activity. Select **Save** to choose a location to save the file and give your activity a title. It is a good idea to include the activity type in the title for easy retrieval later. Click **Save** when complete. Once you have saved the activity, you will have the option to **Add to Page**. This adds the activity to your current flipchart. Activities also may be accessed and played from the **Dashboard**.

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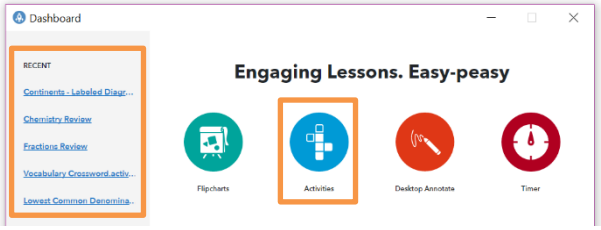
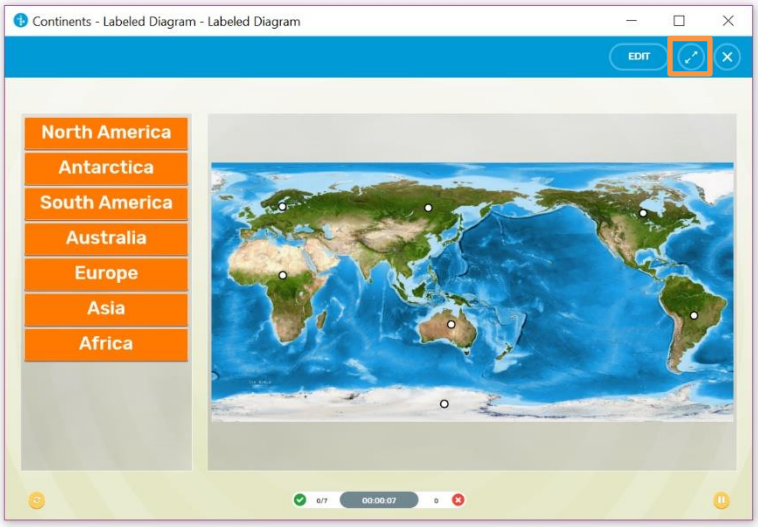
Playing Activities

Activities may be played as stand-alone tasks or added to your flipchart. Activities are accessible from the **Dashboard**. To access the Dashboard at any time, click the **Spaceship button** along the top of the window.



Within the Dashboard, you may access activities displaying in the **Recent** area, or select **Activities** to create new or open existing activities.



When you open an existing activity from the Dashboard, it will automatically launch the activity. When building an activity, select **Play** to play the Activity. In both scenarios, the **arrows button** will take you to a fullscreen view.

For existing activities, select **Edit** to make changes, and add the activity to your current flipchart by selecting **Add to Page**. When building an activity, you will have the option to **Add to Page** once you save the activity.

Once an activity has been added to a flipchart, hover over the activity in Presentation Mode. Notice how your cursor changes to a play icon. Click once to play the activity. In Design Mode, you may manipulate the activity as you would other flipchart objects.

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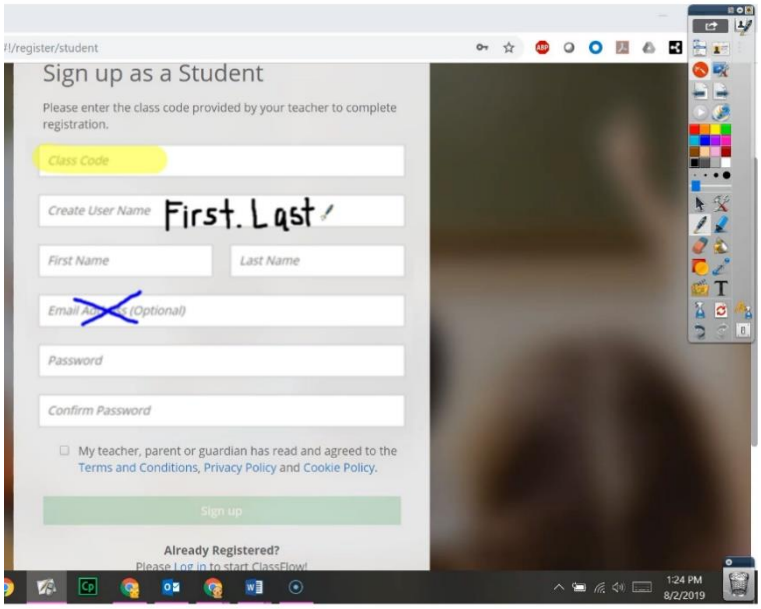
Desktop Annotate

The Desktop Annotate tool provides you with seamless interaction with existing resources, websites, and more. Desktop Annotate appears on your **Dashboard** on opening ActivInspire and is also accessible from your **main toolbox**.



Once you launch Desktop Annotate, ActivInspire automatically minimizes, leaving just your Page Browser, main toolbox, and trash can.

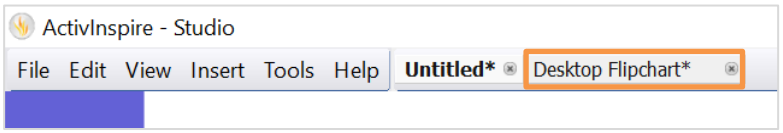
Feel free to move or close your Page Browser or trash can for more space. Keep your main toolbox open to access annotation tools.

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 the **Clear Tool** (then **Clear Annotations**) to remove them.

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

ActivInspire automatically creates a new flipchart, titled **Desktop Flipchart**, allowing you to easily access your annotations. You may wish to save this new flipchart.



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Timer

The **Timer** is an ideal way to manage time in your classroom – for activities, group work, assessments, and more. The Timer is accessible from your Dashboard. To access the Dashboard at any time, click the **Spaceship button** along the top of the window.

Once you select **Timer** from the Dashboard, the Timer appears. Drag to move it anywhere on your screen.

There are three modes: Clock, Timer, and Stopwatch. Tap whichever **title** is currently displaying to toggle between the three modes.

Within the Timer, choose between **presets,** including 30 seconds, one minute, ten minutes, or one hour, or use the **arrows** to customize your own timer.

Press the start button to initiate. Use the pause button to pause and resume the timer or the reset button to reset.

In all three modes, you may select the **gear** to access additional options.

Regardless of which mode you are in – Clock, Timer, or Stopwatch – simply tap the **plus sign** to create a new one. This is handy for managing multiple tasks at once.

As an added bonus, you may continue using these tools even with ActivInspire minimized and other windows in use.

Tap the **X** to close each Clock, Timer, or Stopwatch.

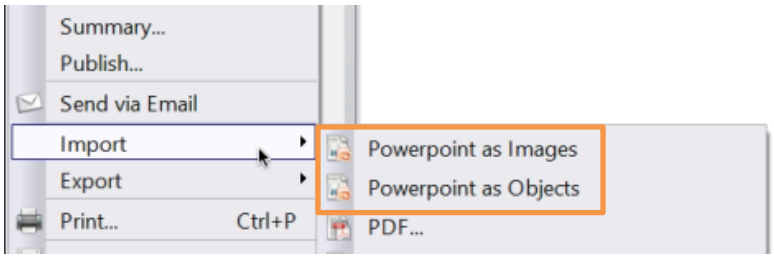
Promethean

Importing a PowerPoint

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.

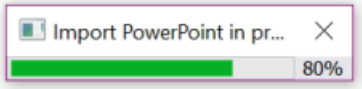
Please note: Importing PowerPoints is only available for Windows users. For Mac users, a possible solution is to print your PowerPoint presentation as a PDF, then import it into ActivInspire as a PDF.

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

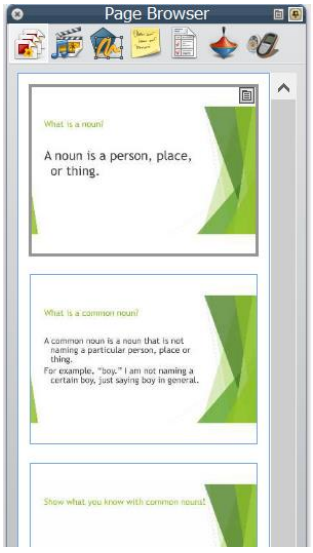


Powerpoint as Images means each slide of your PowerPoint imports as one static image that fills a whole flipchart page.

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.

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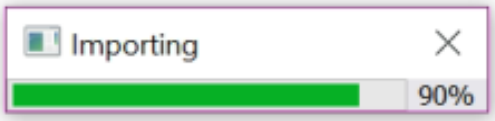
Importing a SMART Notebook File

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**.

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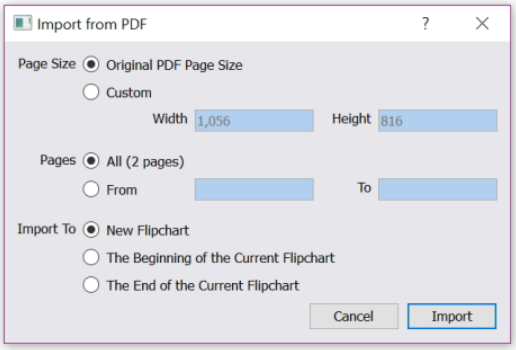
Importing a PDF and Saving as a PDF

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**.

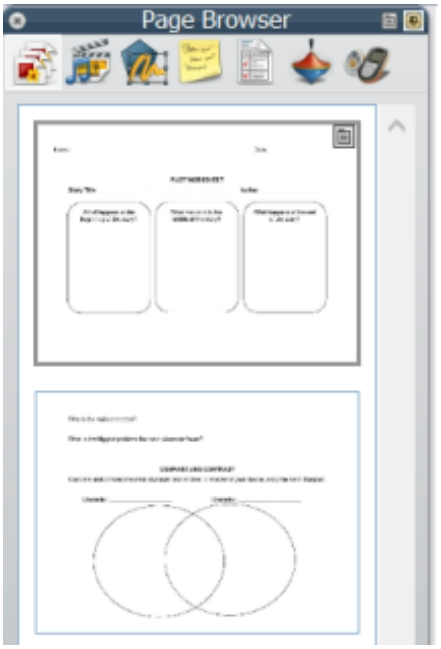


Once selected, you have additional options.

You can 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 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**.

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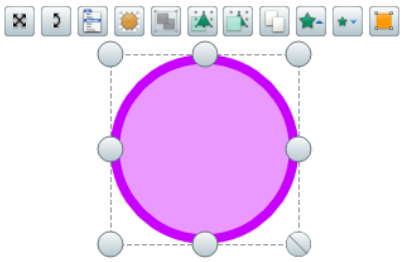
Marquee Handles

When you select any object in ActivInspire, the Marquee Handles appear.



Click and drag to extend and distort the object with the sizing handles. Click and drag the sizing handle on the bottom right to resize the object proportionately.

1 2 3 4 5 6 7 8 9 10 11

1. Use **Freely Move Object** to move objects around the flipchart page by clicking and dragging.
2. **Rotate** an object by clicking and dragging.
3. **Object Edit Menu** expands to offer a range of options.
4. The **Translucency Slider** lets you increase or decrease an object's translucency.
5. If objects are **Grouped**, you manipulate and edit them as a single object. This button will appear yellow when the selected items are Grouped. Toggle this button to Group or Un-Group them.
6. Use **Bring Forward** to reposition overlapping objects.
7. Use **Send Backward** to reposition overlapping objects.
8. Use **Duplicate** to replicate the selected object.
9. **Increase Object Size** increases an object's size by 10% with each click.
10. **Decrease Object Size** decreases an object's size by 10% with each click.
11. Use **Edit Shape Points** to change the shape of an object by clicking and dragging.

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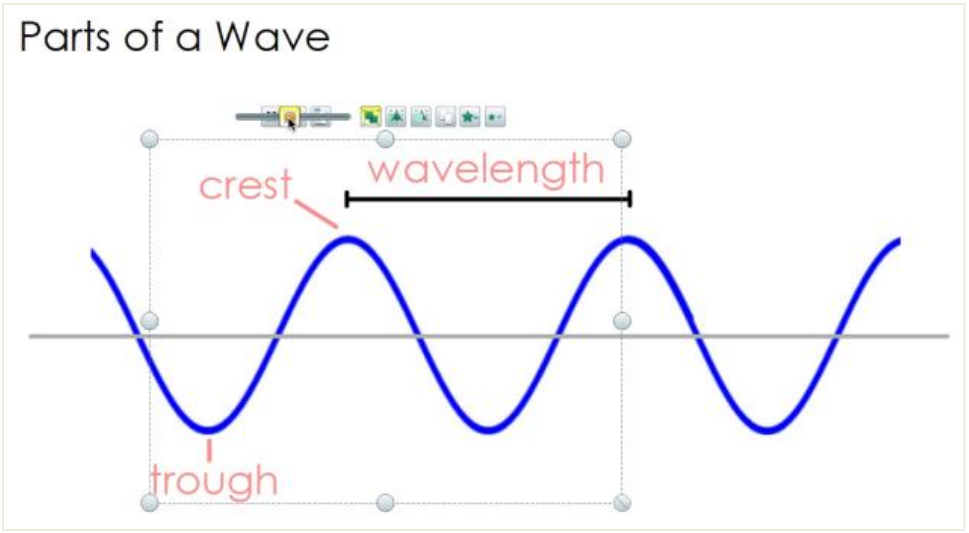
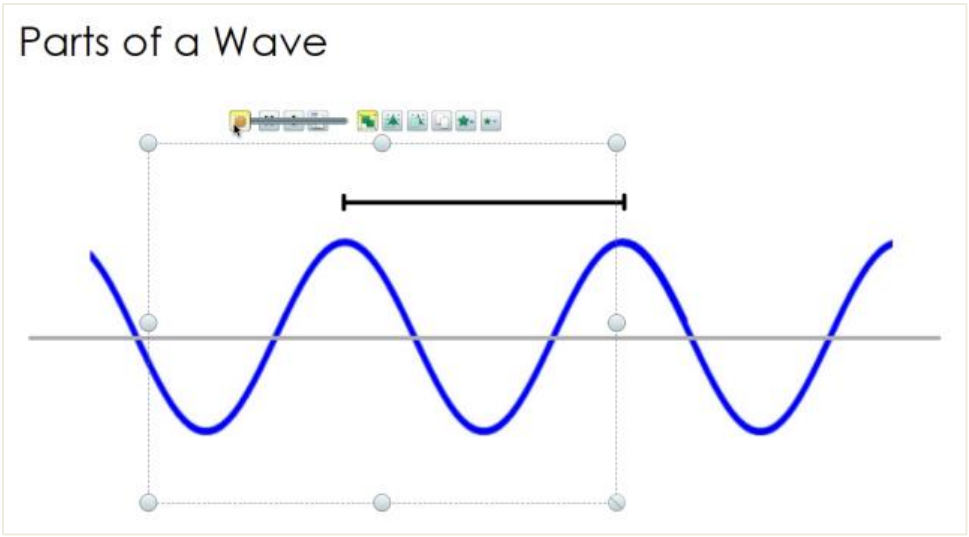
Translucency Slider

The Translucency Slider allows you to easily increase or decrease an object's translucency at any time.

Once you select an object within your flipchart, look for the Marquee Handle. Translucency Slider is located fourth from the left.

Drag the **Translucency Slider** at any time to conceal or reveal objects. Note: in this example, objects (labels) are grouped.





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Grouping Objects

Grouping objects in ActivInspire is a handy way to design your flipcharts, as well as apply actions and tools to more than one object at the same time.

One way to group objects is to use the **Select** tool and drag over the objects you wish to group.

Select tool

Once you have selected that area, look for the Marquee Handle. Click the **Grouped** button, located fifth from the right.

Once items are grouped, the icon will appear in yellow. Click the **Grouped** button again to ungroup.

Another way to group objects is to use the Control key if using Windows, or the Command key if using a Mac.

Select the first object, then hold down either the Control or Command key and continue selecting objects to group. Once all desired objects are selected, use the **Grouped** button from the Marquee Handle.

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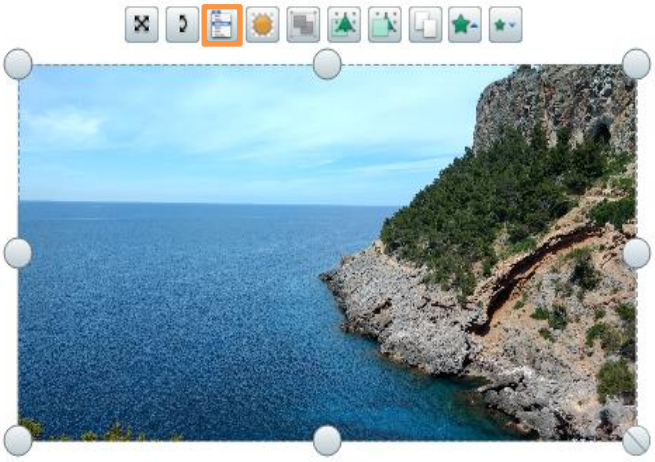
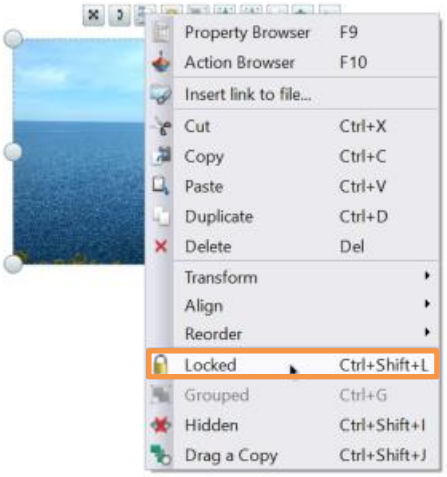
Locking Objects

Locking objects in place – like images, shapes, text, and annotations – allows you to create interactive flipcharts for your students, but isolate objects you do not wish to be moved.

You may lock objects from either Design or Presentation Mode, but you may only unlock them in Design Mode.

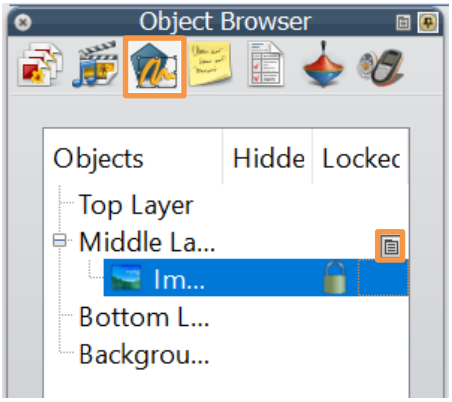
To lock, simply select the object and choose **Object Edit Menu** from the Marquee Handle, located third from the left. Click **Locked**.





Additionally, your **Object Browser** allows you to see all locked objects at a glance.

You may also lock or unlock objects directly from the Object Browser. Select the **object** and click the small **menu** icon.



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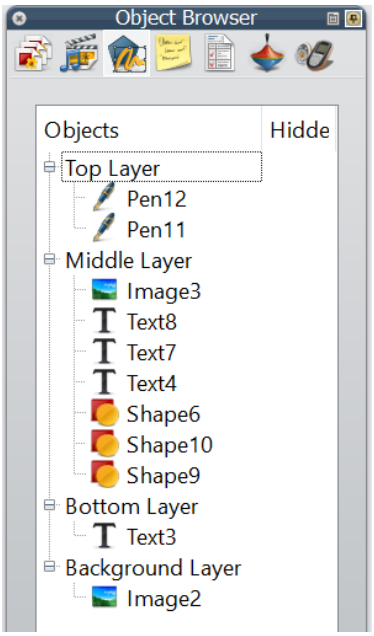
Layering

In ActivInspire flipcharts, all objects – such as images, shapes, text, and annotations – are placed in layers. You can move objects from one layer to another, allowing you to create interactive lessons and activities.

The best way to visualize layering is to view your **Object Browser**. If your Browsers are not visible, go to **View**, then **Browsers**.

The Object Browser shows all objects on a page and allows you to edit layers. You can drag and reposition objects within the same layer, or to a different layer.



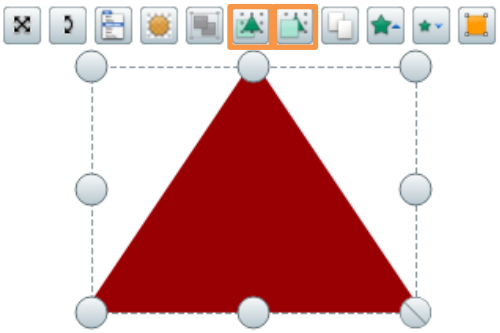
The Top Layer contains objects made using the Connector, Pen, Highlighter, and Magic Ink tools.

The Middle Layer consists of images, shapes, and text.

The Bottom Layer is initially empty, but you can move objects to it.

The Background Layer consists of the background page color, as well as a background image or grid. Objects placed on this layer will become locked and appear below all other objects and layers.

You can also change the position of objects within the same layer by selecting an object and using the **Bring Forward** or **Send Backward** buttons on the Marquee Handle.



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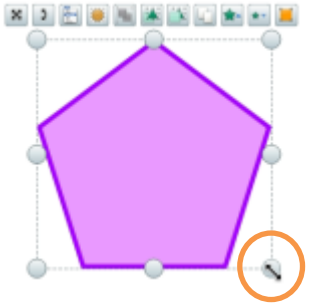
Transform

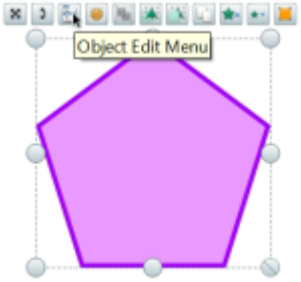
ActivInspire allows you to transform any object within your flipchart – perfect for use in math lessons, as well as your overall flipchart design.

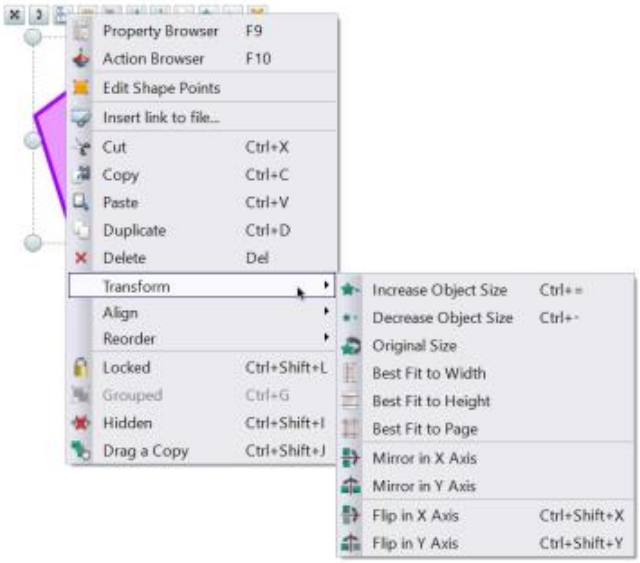


To resize an object, use the **bottom-right sizing handle** to transform objects so they maintain their original proportions. Resizing with the other handles may distort your objects.

Access additional transformation tools by selecting an **object** and clicking the **Object Edit Menu**, located third from the left on the Marquee Handle.

Choose **Transform** from the menu to view more options.





Some of our users' favorites include Increase Object Size and Decrease Object Size. These will increase or decrease an object's size by 10% with each click.

You may also Mirror in X Axis, Mirror in Y Axis, Flip in X Axis, or Flip in Y Axis.

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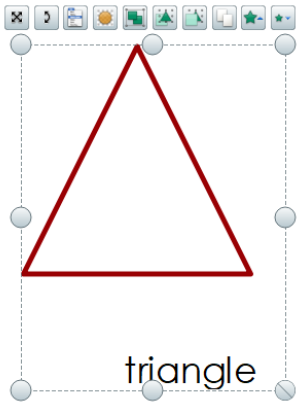
Align

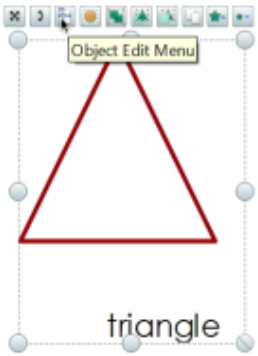
ActivInspire allows you to align objects within your flipchart – perfect for creating student activities and for overall flipchart design.

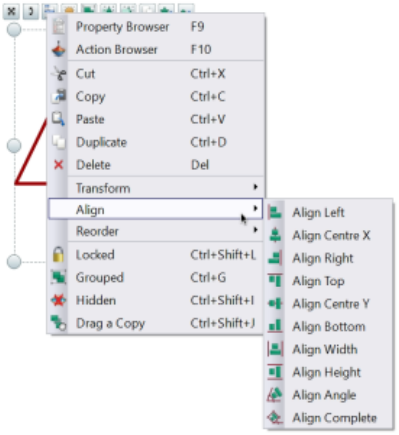
Use the **Select** tool and **drag** to select the objects you wish to align.

Select tool



Next, choose **Object Edit Menu**, third from the left on the Marquee Handle. Click **Align**. There are several options to choose from.





Note that for each of these actions, the alignment criteria for the whole group are always based on the first object created in the group.

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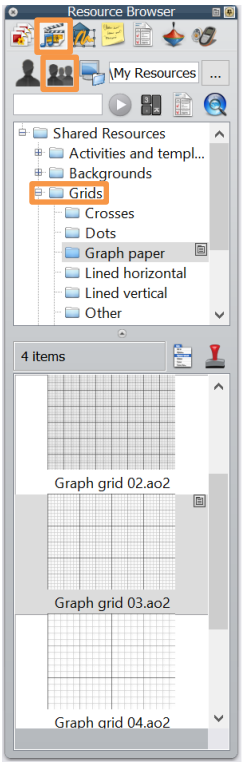
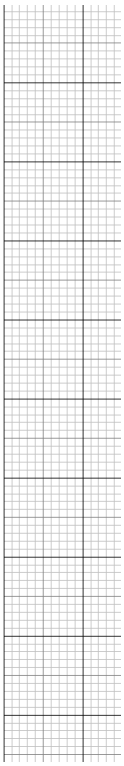
Grids

Use Grids to create math lessons, activities, provide organized work spaces for students, and for help with general flipchart design. They are customizable, easy to apply, and there are several that come with ActivInspire software.



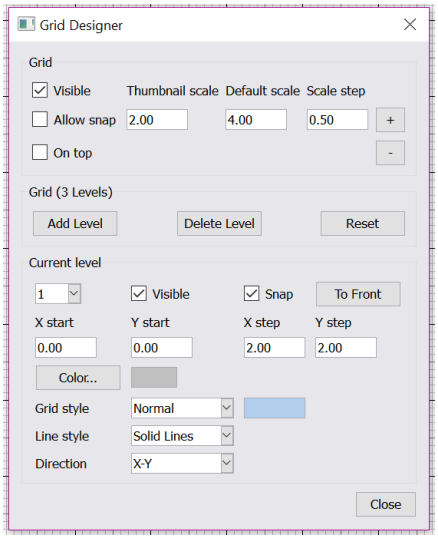


To access Grids, go to your **Resource Browser**, second in your Browsers. If your Browsers are not available, go to **View**, then **Browsers**.

In **Resource Browser**, select **Shared Resources**. Expand the **Grids** folder to view subfolders.

Once you find a Grid, just drag it onto your flipchart page to apply it.

When you apply a Grid to a page, you can still change the background color and image of your flipchart page, as well as add and manipulate annotations and images.



To customize a Grid, **right-click** on any blank area of your flipchart page and select **Grid Designer**. You can also go to **Edit** and click **Grid**.

Modify your Grid's scale, color, and more. Grid settings change in real time, so you can preview them instantly. Once you have made your changes, click **Close**.

Remove a Grid at any time by **right-clicking** on a blank area of the flipchart page and selecting **Hide Grid**.

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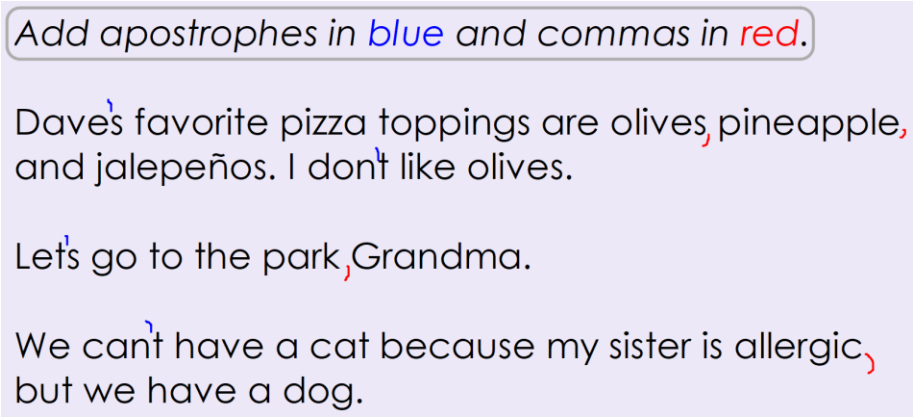
Reset Page

Utilizing Reset Page is the perfect way to use your flipcharts multiple times.

Reset Page resets the flipchart page to its most recently saved state. You can find **Reset Page** in your main toolbox, or go to **Edit**, then **Reset Page**.

Reset Page

After you or your students make changes to a flipchart – for example, annotations – use Reset Page to restore it.



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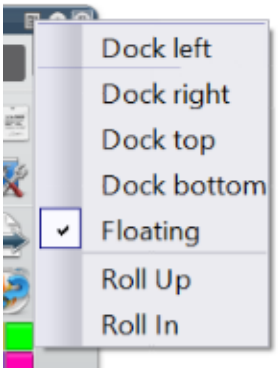
Docking Toolbox

ActivInspire allows you to dock and reposition the toolbox to best fit your needs.



Select the **menu** icon to access docking options.

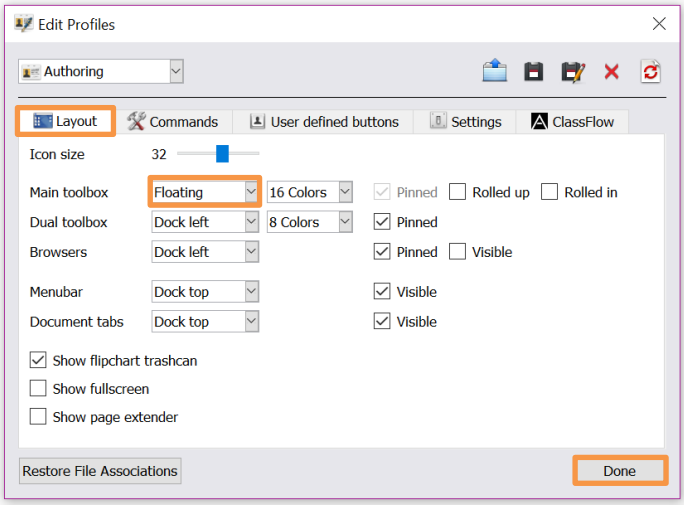
Attach the toolbox to the inside edge of the ActivInspire window in the chosen position, or leave it floating so that you can drag and drop it as required.

Note: You can set the toolbox to Floating at any time by dragging it from a docked location into the middle of the screen.

Roll Up condenses the toolbox to reveal only the first row of icons.

Roll In condenses the toolbox to conceal the Toolbox Shortcut Bar.

If you dock your toolbox on the top or bottom of the ActivInspire window, you can go to **File**, **Settings**, **Layout**, and select the **Main Toolbox** dropdown menu to reposition it. Click **Done** when finished.



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Page Extender

The Page Extender is available to help you create more space on a page when you want to add more information but don't want to start a new page.

To implement Page Extender, go to **View**, then **Page Extender**. The Page Extender is displayed at bottom of the flipchart page by default but can be moved to any position on the page so your working area is not obstructed.

Page Extender

Click on the Page Extender and the current page will extend by 10% with each click. For ease of use, the new area is always visible when you extend the page.

Use the Page Extender at any time, even in tandem with any tools selected from the Main Toolbox.

The Page Extender can be used multiple times on one flipchart page and on multiple pages within a flipchart without affecting any other pages or the content on the pages.

To remove the Page Extender, just return to **View**, then **Page Extender**.

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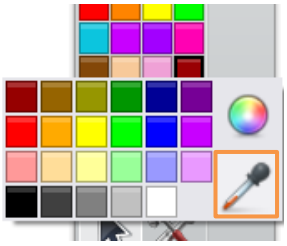
Color Picker

The Color Picker in ActivInspire allows you to fully customize every page of your flipchart with any color you wish.



To access the Color Picker, begin with the color palette in your Main Toolbox. **Right-click** on any of the default colors within the palette and select the eyedropper icon, also known as the **Color Picker**.

The cursor changes and a small window appears. Whatever you hover over with your cursor will be reflected as close-up pixels within the Color Picker window.

When the square at the center of the box shows the desired color, **click** to add it to the Color Palette. It will replace the previous color, and the cursor will revert to the Select Tool.

You may then use the new color with the Fill Tool, the Pen Tool, the Shapes Tool, and more. You may always go to Settings to reset your Main Toolbox if necessary.

The Color Picker works with the Text Tool in use as well. **Right-click** the Text Color or the Background Color to access.

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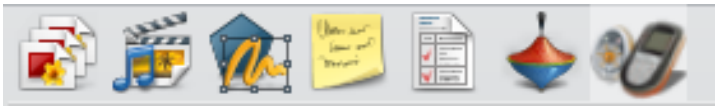
Browsers

ActivInspire makes customizing your flipcharts easy by providing a Browser for each major area.



1 2 3 4 5 6 7

If your Browsers are not visible, go to **View** and select **Browsers**.

1. **Page Browser** helps you put together the foundations of your flipchart. View the entire flipchart as page thumbnails, navigate flipchart pages, and organize pages. Right click on any page for more options.

2. **Resource Browser** helps you to use the resources provided with ActivInspire to enrich your flipcharts. Select **Shared Resources** to access a wide range of activities, images, sounds and more. From within **Shared Resources**, select **Search Resources on Resource Library** to access thousands of pre-made flipcharts in the Resource Library that you may search, preview, and open in ActivInspire.

3. **Object Browser** identifies each of the objects on your page within their respective layers. Although a page is flat, a flipchart page has four layers. Use the Object Browser to drag and drop to reorder layering. You can also see hidden or locked objects.

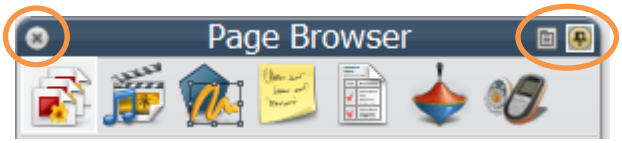
4. **Notes Browser** allows you to make notes for your flipchart in any way you choose. This can be helpful when sharing resources with your colleagues.

5. **Property Browser** helps you to see all the properties of the flipchart page itself, as well as the properties of each object.

6. **Action Browser** helps you attach actions to objects for added interactivity. All actions are clearly categorized.

7. **Voting Browser** helps you manage all aspects of registering your ActivSlate, ActiVote and ActivExpression devices.

Use the **Toolbox Options** and **Pin Toolbox** icons to change the placement of your browsers or click the small **X** to close them entirely. You may always return to **View** to reinstate them.



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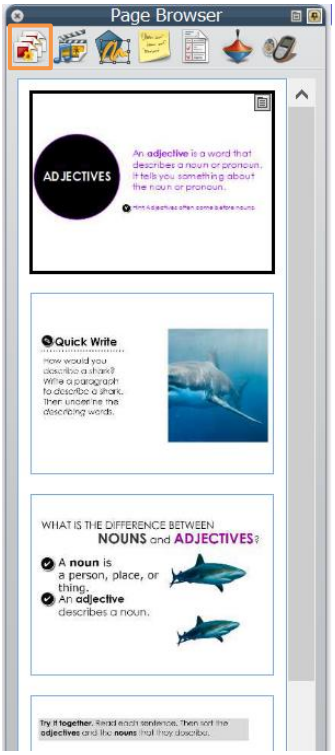
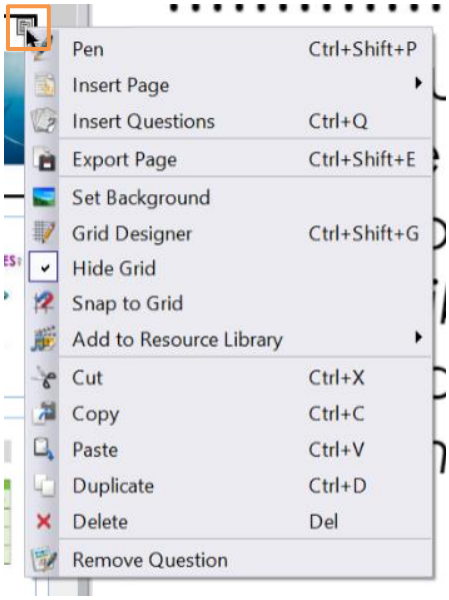
Page Browser

The Page Browser in ActivInspire helps you to quickly put together the foundations of your flipchart.



The **Page Browser** is the first in your line of Browsers. If your browsers are not visible, go to **View**, then **Browsers**.

Use the Page Browser to view the entire flipchart as page thumbnails, navigate flipchart pages, and reorder pages by dragging and dropping.



Select the **menu** icon on any page thumbnail to access more features, such as Set Background, Grids, and Cut, Copy, Duplicate, and Delete commands.

Changes made within the Page Browser are reflected in real time.

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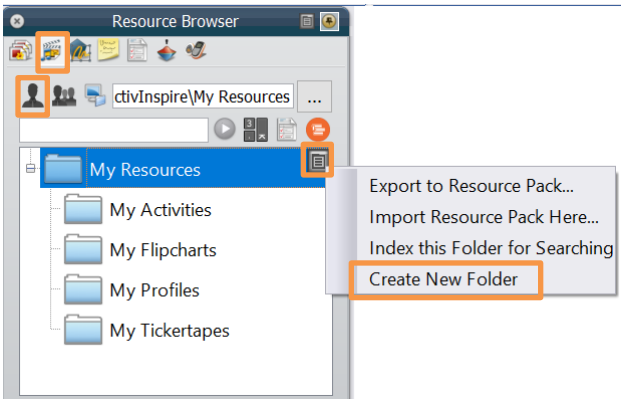
Adding to My Resources

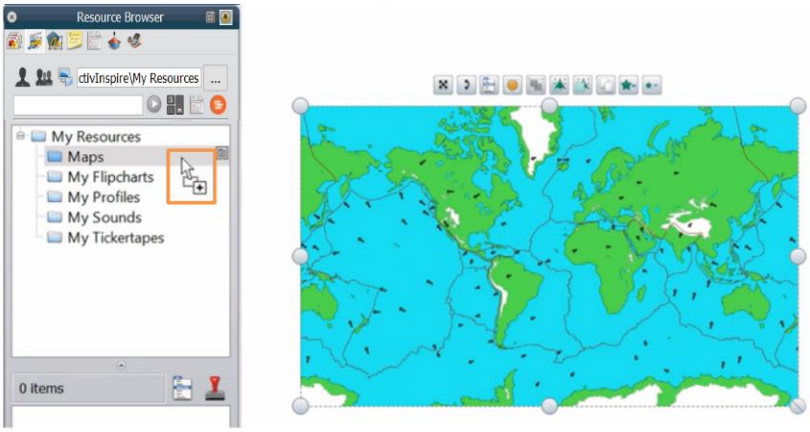
ActivInspire makes it easy to manage resources you frequently use within the My Resources area of the Resource Browser. Begin in your **Resource Browser**. If your browsers are not visible, go to **View**, then **Browsers**. Select **My Resources**.

Add a new folder by selecting the My Resources **menu** and choosing **Create New Folder**.



Name the folder and click **OK**. The new folder now appears within My Resources. You may select the folder **menu** to make additional changes.

To add resources to the folder, click and drag an object from your flipchart page to the folder. Look for the plus sign to see it will be added, then release it. The newly-added resource now appears.



To rename a resource, select the **resource**, then its **menu**, and choose **Rename Resource File**. Enter the new name and click **OK**.

Now that these files reside within your Resources, you can quickly and easily add them to any flipchart, saving you valuable time.

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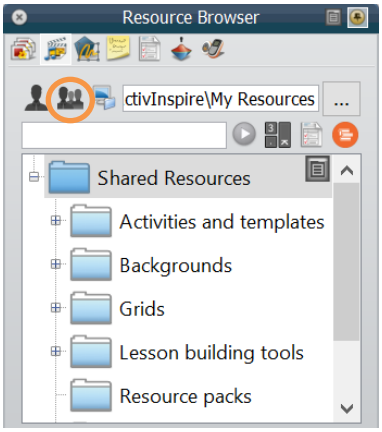
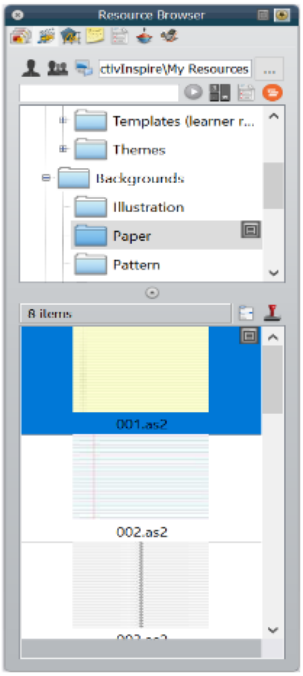
Shared Resources

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."

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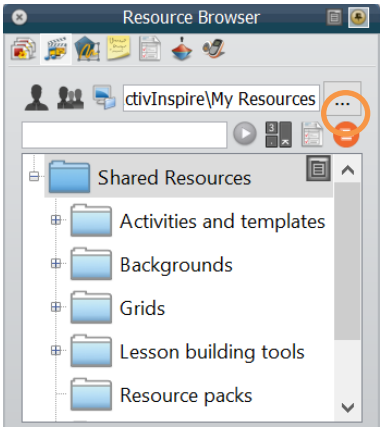
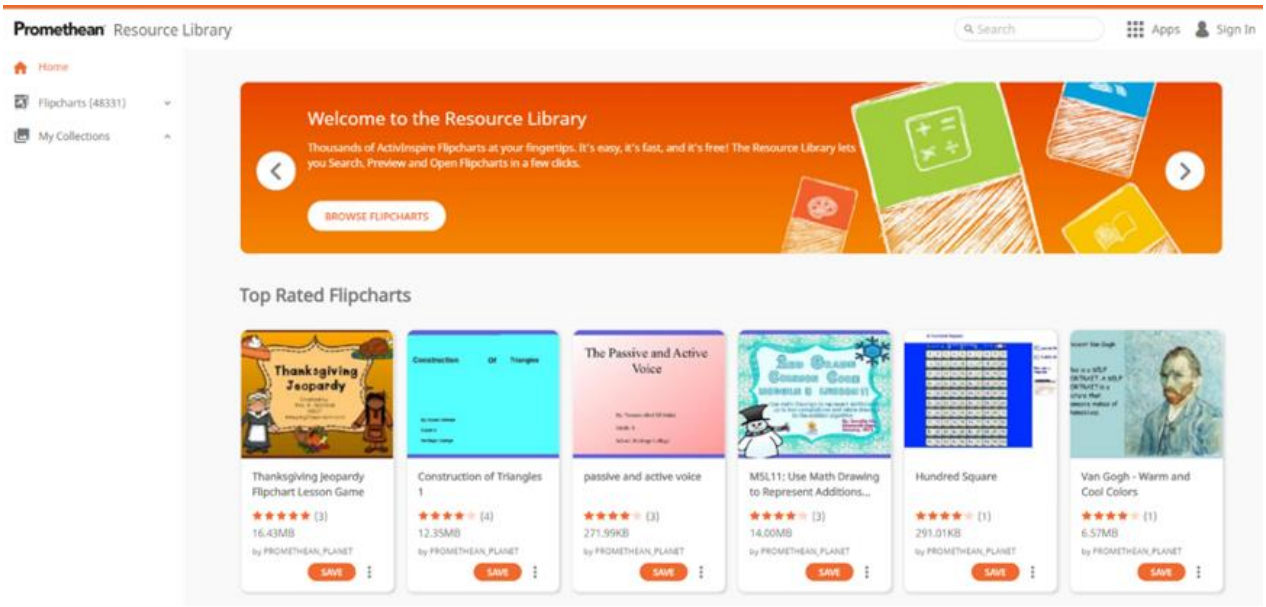
Resource Library

The Promethean Resource Library provides thousands of ready-made flipcharts at your fingertips.

To access, go to **View,** then **Browsers**. Select **Resource Browser**, then select the **Search Resources on Resource Library** button.



This takes you to the Resource Library within the myPromethean portal, where you can search thousands of flipcharts created by other educators and publishers.



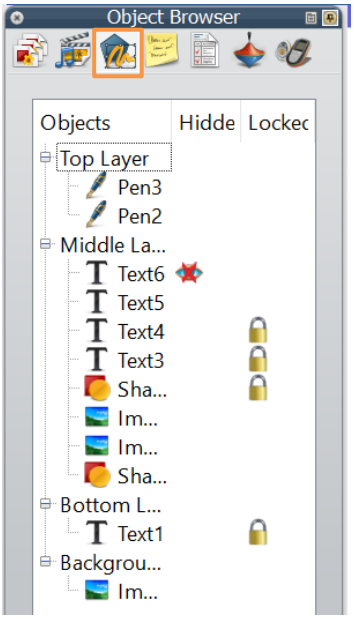
Preview a flipchart, download it, share it with colleagues, save it to help organize your content, or open directly into ActivInspire. You may be prompted to sign into myPromethean. Creating an account is free.

Promethean

Object Browser

The Object Browser in ActivInspire helps you to easily view and modify the objects and layers within your flipchart.

The **Object Browser** is the third in your line of Browsers. If your browsers are not visible, go to **View**, then **Browsers**.



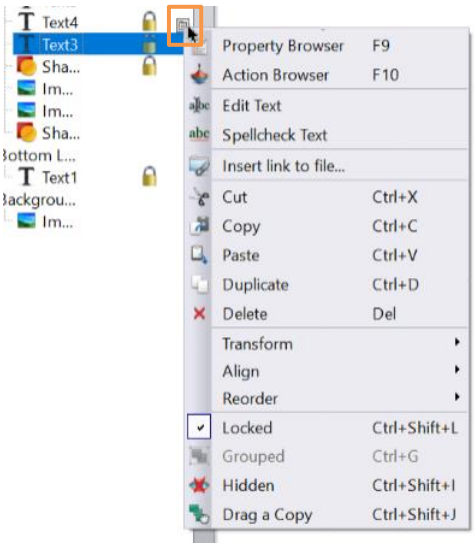
Although a flipchart page is flat, it contains four layers. The Object Browser shows all objects on a page and allows you to edit layers. Drag and reposition objects within the same layer, or to a different layer. You may stack objects on top of each other within the same layer.

The Top Layer by default contains objects made using the Connector, Pen, Highlighter, and Magic Ink tools.

The Middle Layer consists of images, shapes, and text.

The Bottom Layer is initially empty, but you can move objects to it.

The Background Layer consists of the background page color, as well as a background image or grid. Objects placed on this layer will become locked and appear below all other objects and layers.



You also may use the Object Browser to view Locked and Hidden objects. Select the small **menu** icon of an object to access editing options, including Locked and Hidden.

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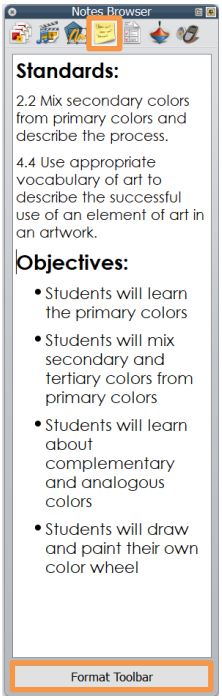
Page Notes

As you build a flipchart, Page Notes are an ideal way to create reminders for your instruction or include important information for colleagues.

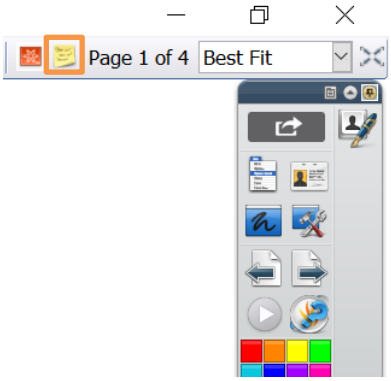


Page Notes are accessible in the **Notes Browser**. If your Browsers are not visible, go to **View**, then **Browsers**.

Use Page Notes however you wish. For instance, you can include lesson details such as standards and learning objectives, or steps to take as you teach the lesson.

Select **Format Toolbar** to format your Page Notes with the Text toolbar.

Upon adding Page Notes, a small sticky note icon appears on that flipchart page. Click that icon at any time to open the corresponding Page Notes.



You may edit or delete Page Notes at any time.

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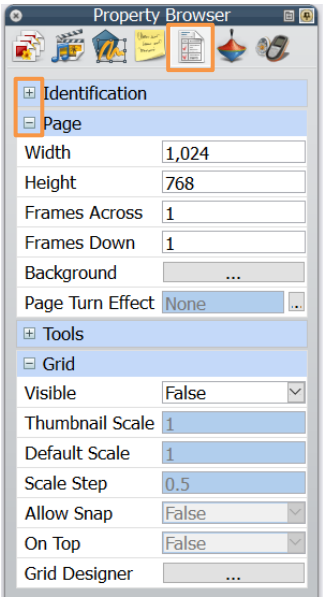
Property Browser

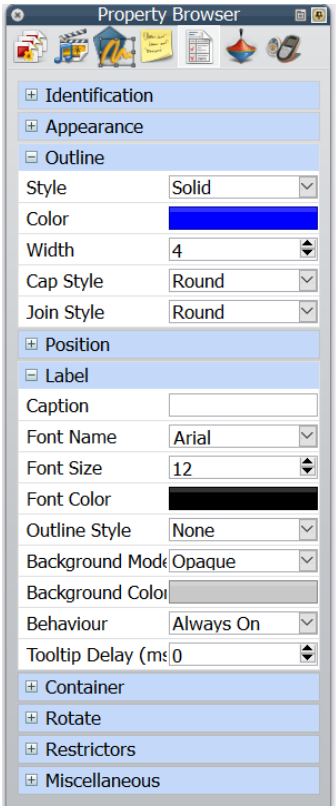
The Property Browser in ActivInspire helps you to see all of the properties of a page or an object at a glance. It is a powerful tool for quickly adding interactivity to your lessons.



To display and edit the properties of the flipchart page itself, select any **blank space** within a flipchart page. Go to your **Property Browser**. If your browsers are not visible, go to **View**, then **Browsers**.

Menus can be expanded or collapsed by clicking the **+** or **–** icons.

Changes made within the Property Browser are reflected in real time.



Select any **object** on your flipchart page to display and edit its properties.

View and manipulate the position and appearance of an object. You may still control the position of an object by dragging and dropping, and you may also use the toolbox to make further changes.

Add permanently visible labels to objects or make a label appear only when the mouse cursor runs over the object.

Control the behavior of an object by defining rules, called Restrictors, that constrain its movement, resizing allowances, etc.

All properties are clearly categorized so that you can select properties by type.

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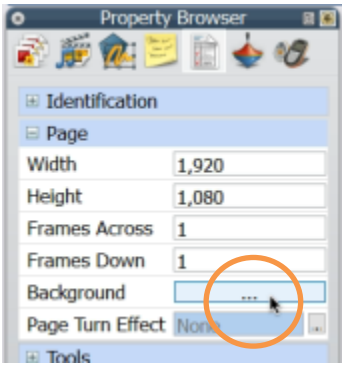
Background Color

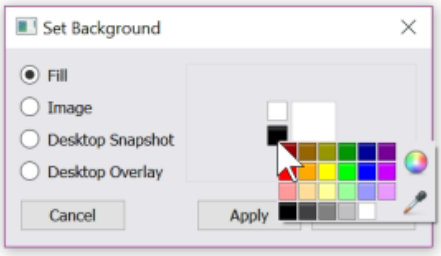
When creating a flipchart, you may always use the **Fill** tool from your main toolbox to quickly change the background color of the current page.

Fill tool

You can also customize the background color by going to your **Property Browser**. If your Browsers are not visible, select **View**, then **Browsers**. The Property Browser allows you to view and customize the properties of flipchart pages as well as selected objects.

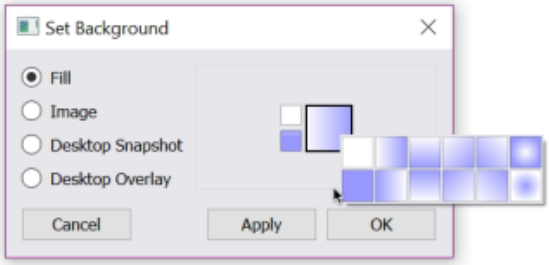
Look for the Page menu. Be sure you have not selected an object on the flipchart so you may view overall flipchart properties. Select the three horizontal dots next to **Background**.





Use **Fill** to customize the background color, and choose from white or black, or select another option from the palette by clicking either one of these squares.

You may also select from **Image**, **Desktop Snapshot**, or **Desktop Overlay**.



Within **Fill**, choose a solid fill or from several gradient styles.

Be sure to select **Apply** to save your choices, and then click **OK**.

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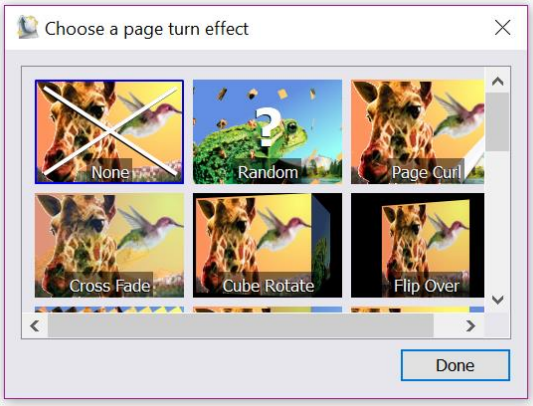
Page Turn Effects

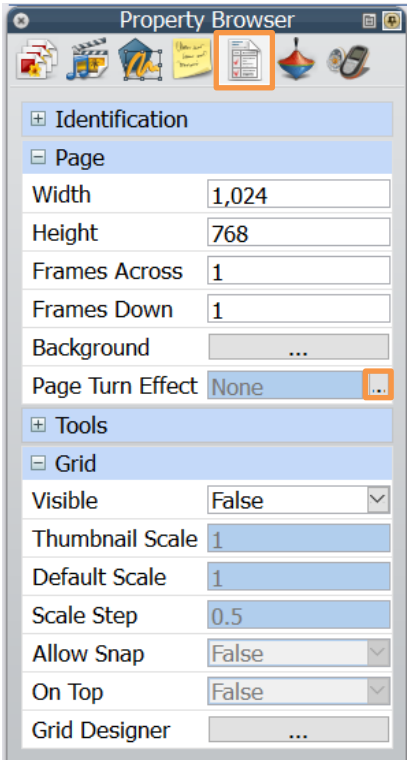
Choose from a range of animations to give the finishing touch to any flipchart.

To apply Page Turn Effects to your entire flipchart, go to **View**, then **Page Turn Effects**.

Hover your cursor over the thumbnails to preview effects. Choose your effect and click **Done**.



Effects run when you navigate from one page to another with the **Previous Page** and **Next Page** buttons, or when an action triggers a page navigation. Note that effects are disabled when you navigate with the Page Browser, when in Design mode, when Spotlight and Revealer tools are in use, or when in Desktop Annotation Mode.



To change the effect for a single page, go your **Property Browser** and look for the **Page** menu.

Select the **three horizontal dots** next to Page Turn Effects. This will apply the effect to run only when you navigate away from this page.

To switch effects off, return to **Page Turn Effects** and select **None**.

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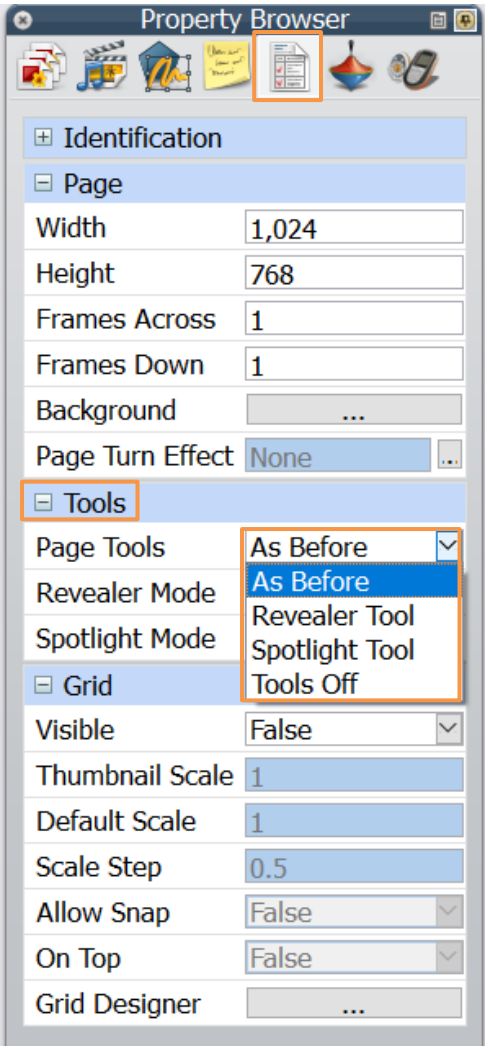
Page Tools

Spotlight and Revealer are two of ActivInspire users' favorite tools. However, sometimes you may like to have them set to appear on some pages of your flipcharts, but not on others.



To customize these Page Tool settings, begin by going to your Property Browser. If your Browsers are not visible, go to **View**, then **Browsers**.

Select any blank space on your flipchart page and expand the **Tools** menu.

Expand the **Page Tools dropdown** menu.

As Before is the default for all pages. This maintains the current state of the Spotlight or Revealer tool. For example, if Revealer is switched on for page 1 of your flipchart, it will automatically be switched on when you turn to page 2.

Selecting **Revealer Tool** or **Spotlight Tool** will activate that tool on when you arrive at this page.

Tools Off switches the Revealer or Spotlight off when you arrive at this page.

For example, from the Page Tools dropdown menu on page 1 of your flipchart, you could select Revealer Tool. However, on page 2 of your flipchart, you might select Tools Off from the Page Tools dropdown menu. The Revealer Tool would then appear on page 1, but not on page 2.

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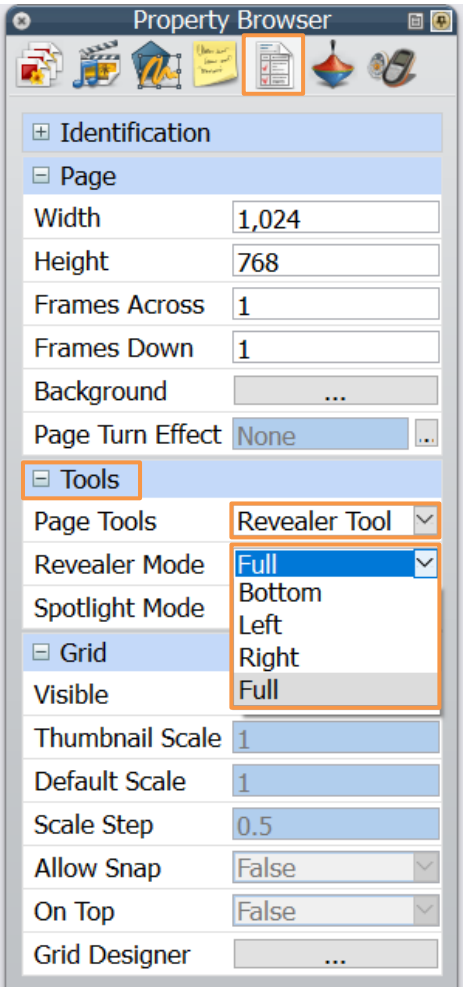
Revealer Mode

ActivInspire makes it easy to add and customize the Revealer Tool on specific pages of your flipchart.



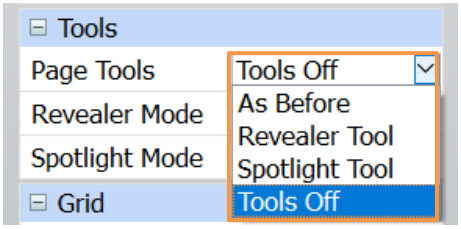
Begin by going to your Property Browser. If your Browsers are not visible, go to **View**, then **Browsers**.

Select any blank space on your flipchart page and expand the **Tools** menu.

Expand the **Page Tools dropdown** menu.

As Before is the default for all pages. Select **Revealer Tool** to activate that tool for this specific page.

From the **Revealer Mode dropdown** menu, you can choose which style of Revealer you prefer.



To finish isolating the Revealer Tool to a specific page or pages of your flipchart, go to the next page and change the Page Tools dropdown to **Tools Off**.

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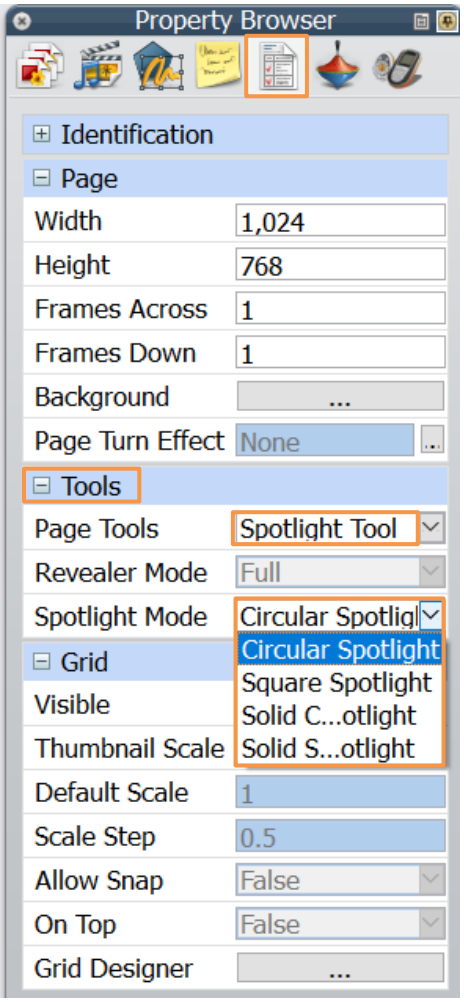
Spotlight Mode

ActivInspire makes it easy to add and customize the Spotlight Tool to specific pages of your flipchart.



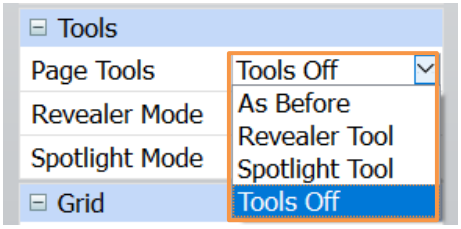
Begin by going to your Property Browser. If your Browsers are not visible, go to **View**, then **Browsers**.

Select any blank space on your flipchart page and expand the **Tools** menu.

Expand the **Page Tools dropdown** menu.

As Before is the default for all pages. Select **Spotlight Tool** to activate that tool for this specific page.

From the **Spotlight Mode dropdown** menu, you can choose which style of Spotlight you prefer.



To finish isolating the Spotlight Tool to a specific page or pages of your flipchart, go to the next page and change the Page Tools dropdown to **Tools Off**.

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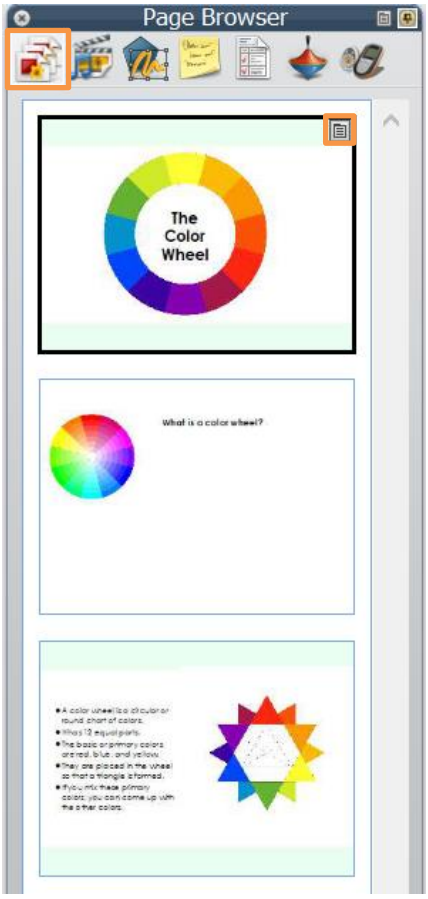
Inserting Pages

Insert as many pages into your flipcharts as you wish.

To insert a blank page, go to **Insert** and select **Page**. Choose between **Blank Page Before Current** or **Blank Page After Current**.

You also may use the menu within your Page Browser to duplicate pages. If your Browsers are not visible, go to **View**, then **Browsers**.

Within the **Page Browser**, select your desired page. Use the **menu or right-click** to access more options.



Drag and drop thumbnails within the Page Browser to reposition pages.

Note that you also may copy and paste pages from one flipchart to another.

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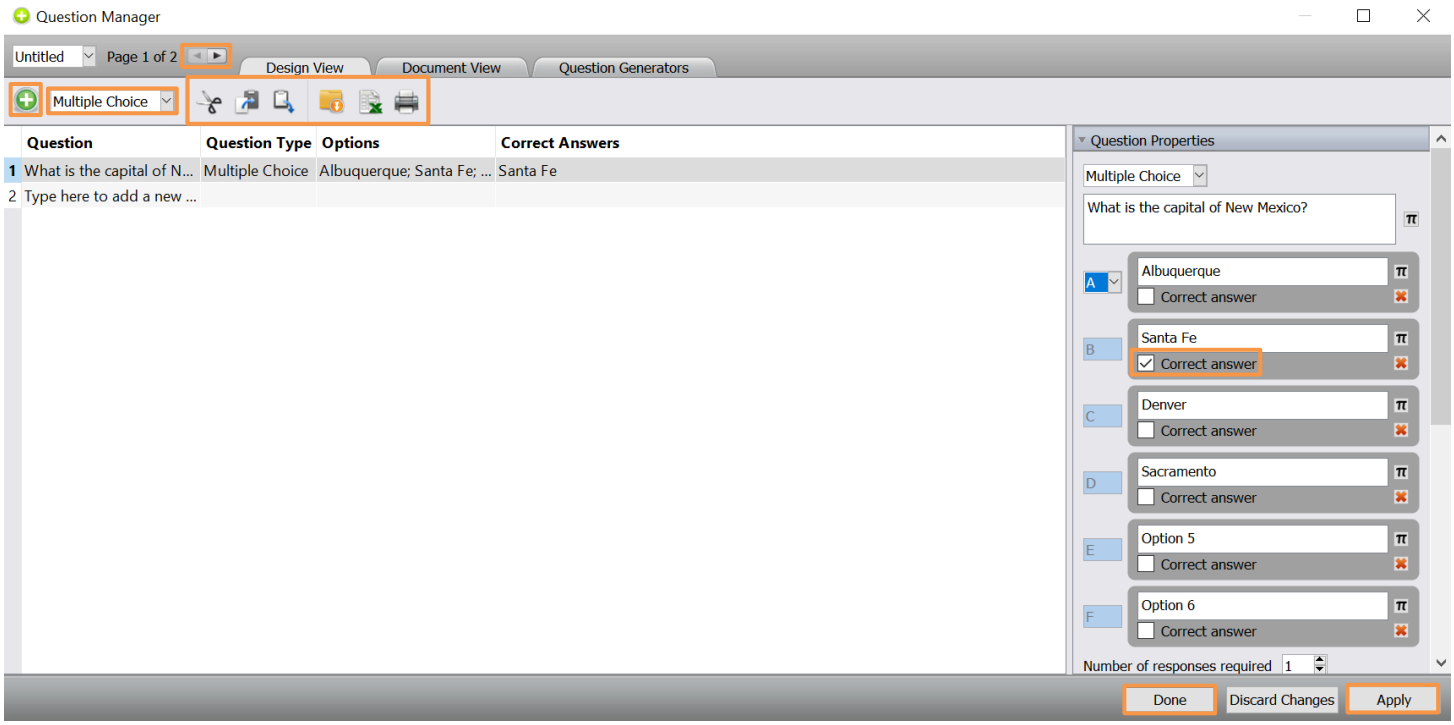
Adding Questions

If you have access to ActivExpressions, you may choose to create self-paced question sets within your flipcharts.

To begin, go to **Insert**, then choose **Questions**.

Within the Design View of the Question Manager, you can cut, copy, paste, import, export, and print questions. Use the arrows to move through the pages of your flipchart to add questions exactly where you need them.

Select from seven question types and click the **Plus** icon whenever you wish to add another question.



The question type you choose will dictate the fields to complete. In this example, with a Multiple Choice question, you may indicate the correct answer. Scroll down within the Question Manager to set additional parameters.

Click **Apply** to save changes. Once you have finalized your question set, click **Done**. You may always return to make additional changes.

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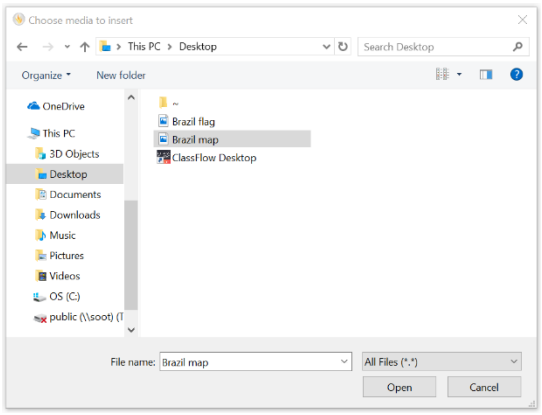
Inserting Multimedia

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.

Insert Media From File icon



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

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

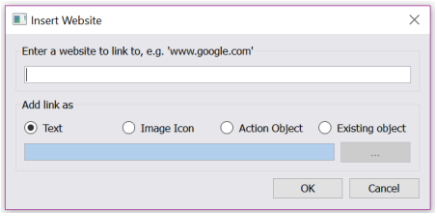
You may then manipulate it like any other object.

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 to directly to the website.

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Adding Videos

ActivInspire makes it easy to add videos to your flipcharts to maximize student learning.

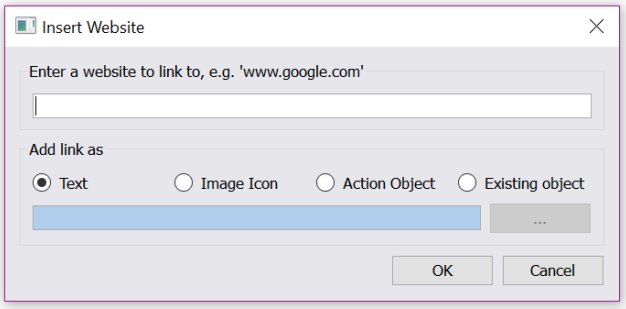
For video files saved on your device, go to **Insert**, **Media**, then **File.** Locate your video file and click **Open**.

There are no restrictions on what file types you can insert, but we recommend using file types playable by your device's default video player, such as mp4.

You can move the video window, resize it, and manipulate it in many of the same ways you can with other objects.

To link to a video online, go to **Insert**, **Link**, then **Website**.

Enter or paste in the URL to the video and decide how you would like the link to appear. Click **OK**.



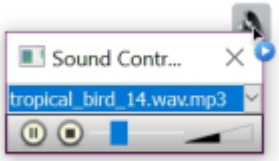
Now in Presentation mode, hovering over the link displays a blue play icon, indicating the link is live. Clicking this link will open the video in your default browser.

Promethean

Adding Sound

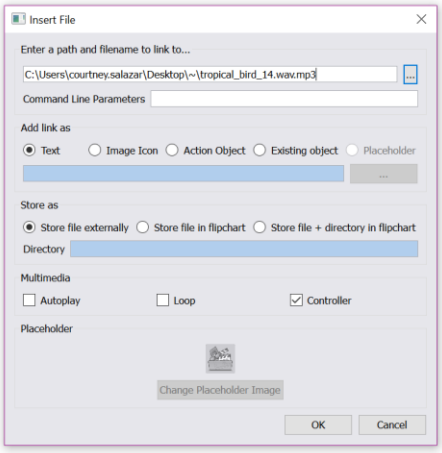
ActivInspire makes it easy to add sound files into your flipcharts to maximize student learning.

For audio files saved on your device, go to **Insert**, **Media**, then **File.** Locate your audio file and click **Open**. There are no restrictions on what file types you can insert, but we recommend using file types playable by your device's default video player, such as .wavs or .mp3s.

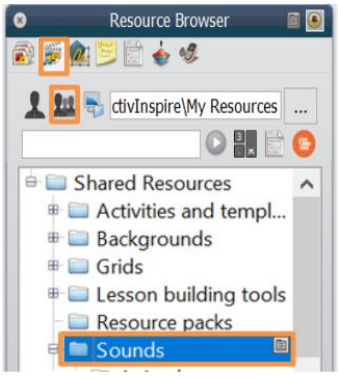


In Presentation Mode, clicking the speaker icon opens a controller and plays the sound file.

In Design Mode, you may manipulate the sound file like any other object.



To create a link or apply a sound to an object within your flipchart, go to **Insert**, **Link**, and choose **File**. Locate your file and click **Open**. Make your selections regarding how the link will appear and where the file will be stored and click **OK**.



There are also a variety of sounds available within the Shared Resources that come with ActivInspire software. To find and apply sounds, go to your **Resource Browser** and select **Shared Resources**. Expand the **Sounds** folder. To add a sound, simply drag it over to your flipchart page.

Promethean

Adding Text

Adding text to an ActivInspire flipchart is quick and easy. Text allows you to create labels, captions, passages, and more within your lessons and activities.

To add text, select the **Text** tool on your main toolbar. If for some reason the icon is not present, go to **Insert** and select **Text**.

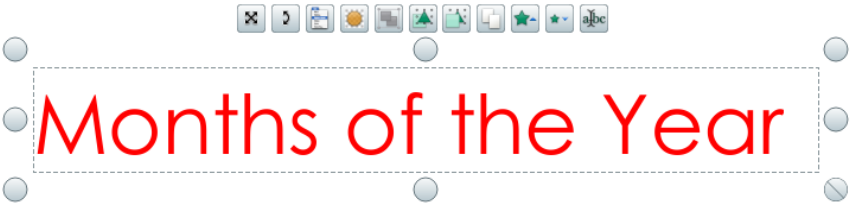
Text tool

Once you have selected the text tool, you can add text anywhere on your flipchart. Simply click and begin typing.

A text toolbar also appears, so you can customize the text at any time.

ActivInspire will remember your preferences and apply them the next time you insert text.

Once you add text, you may select and manipulate it as you would with any other object.



Even with the Select tool in use, just double-click the text to access your text toolbar again.

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Shapes

ActivInspire makes it easy to add shapes to your flipcharts. Access the **Shapes** tool from your main toolbox, or go to **Insert**, then **Shapes**.

Shapes tool

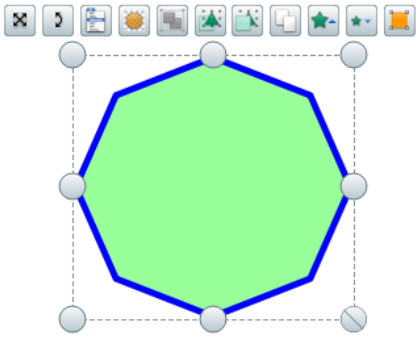
Another menu appears next to your toolbox. **Click** the tiny arrows at the bottom to expand the shapes menu.

Select the shape you wish to draw. Use the color palette at the top to adjust the shape's line and fill and the main color palette to adjust its outline. You can also adjust the width of the shape's outline.

The cursor changes to indicate your selected shape. From here, just **click or press down and drag** to draw your shape.

ActivInspire will remember your preference and continue producing that shape until you change to another shape or switch to a different tool.

Select the shape to move, edit, or manipulate it – either with the sizing handles or with the options on the Marquee Handle. Use the **Fill** tool from the main toolbox to change your shape's color – both the outline and the interior.



Promethean

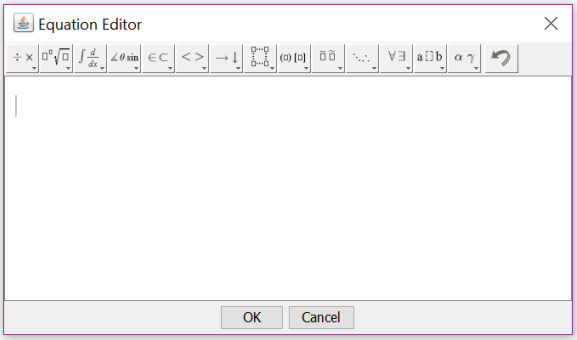
Equation Editor

The Equation Editor in ActivInspire helps you create and add equations to a flipchart.

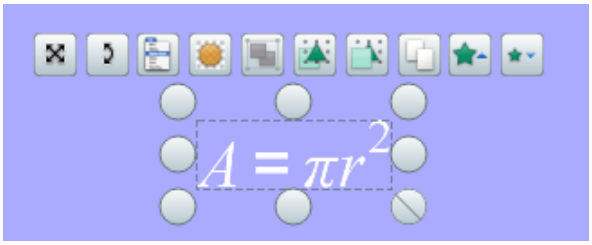
To access the Equation Editor, go to **Insert**, then **Equation**.

Note that the Equation Editor utilizes Java, so you may need to verify that you are running the correct version for optimal performance.

Once selected, the cursor changes to the pi symbol, indicating Equation Editor will start wherever you click the page. There are several buttons full of options within the Equation Editor. The equation will display as you create it. Click **OK** when your equation is complete.



Select the equation to manipulate it as you would with any other object.



Double-click to open the Equation Editor and edit an existing equation. If you still have the Equation Editor tool in use, just click the equation to open the Equation Editor, prefilled with the equation.

Promethean

Connectors

Use Connectors in ActivInspire to draw connections between objects in your flipcharts.

Access the **Connector** tool from your main toolbox, or go to **Insert**, then **Connectors**.

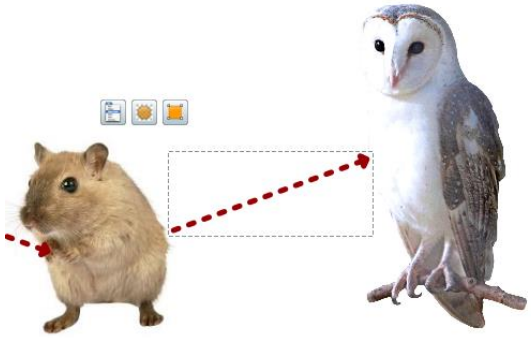
Connector tool

Another menu appears next to your toolbox. **Select** the Connector you wish to draw. You may change the color and width too. **Click or press down and drag** to draw your Connector.

If you draw the Connector from one object to another, those objects will remain connected as you move them around the flipchart page.

ActivInspire will remember your preference and continue producing that Connector until you change to another Connector or switch to another tool.

Use the **Select** tool on a Connector to access the **Object Edit Menu**, **Translucency Slider**, and **Edit Shape Points**.



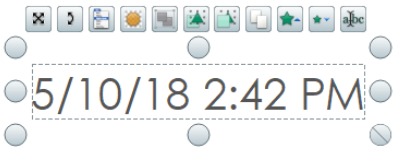
Promethean

Timestamp

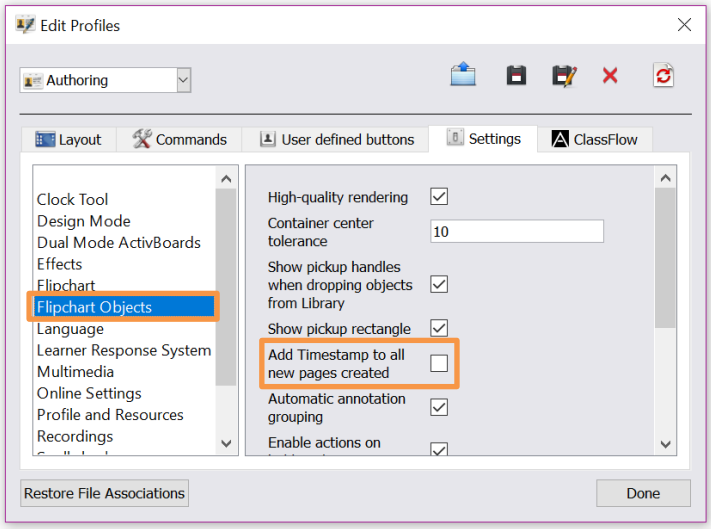
Use the Timestamp in ActivInspire for documentation purposes within your flipcharts, for example, the last time you updated a template or lesson.

To access the Timestamp, go to **Insert**, then **Timestamp**. By default, the Timestamp appears with your most recent text preferences.

Select the Timestamp to manipulate it as you would any other object.



You also can add a Timestamp to all new flipchart pages as they are created by going to **File**, **Settings** (on Mac, **View**, **Customize**), then **Flipchart Objects**, and selecting **Add Timestamp to all new pages created**. Once finished, click **Done**.



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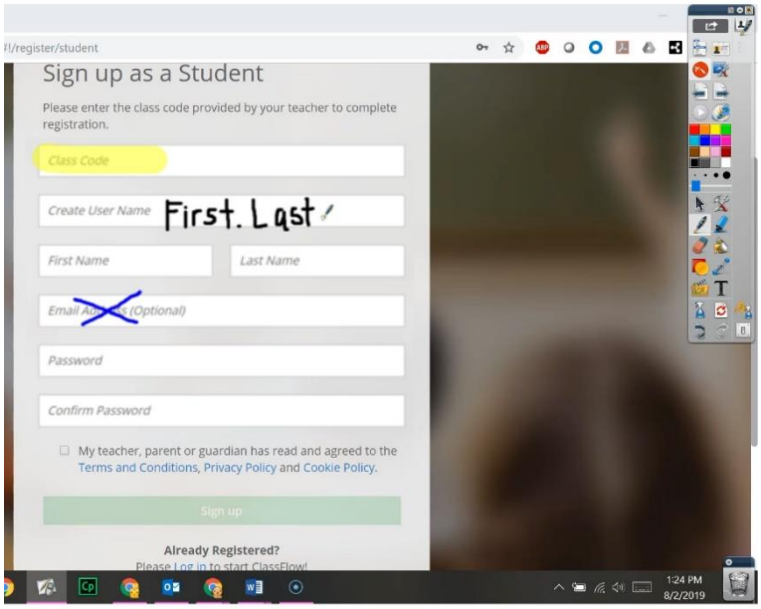
Desktop Annotate

The Desktop Annotate tool provides you with seamless interaction with existing resources, websites, and more. Desktop Annotate appears on your **Dashboard** on opening ActivInspire and is also accessible from your **main toolbox**.



Once you launch Desktop Annotate, ActivInspire automatically minimizes, leaving just your Page Browser, main toolbox, and trash can.

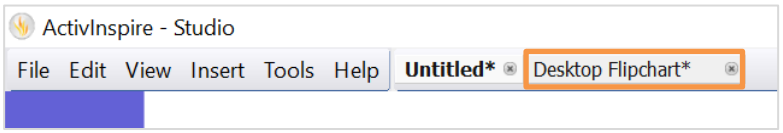
Feel free to move or close your Page Browser or trash can for more space. Keep your main toolbox open to access annotation tools.

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 the **Clear Tool** (then **Clear Annotations**) to remove them.

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

ActivInspire automatically creates a new flipchart, titled **Desktop Flipchart**, allowing you to easily access your annotations. You may wish to save this new flipchart.



Promethean

Desktop Tools

Desktop Tools are a collection of commonly used ActivInspire tools that you may find useful when working in other applications.

Access **Desktop Tools** from your main toolbox, or go to **Tools**, then **Desktop Tools**.

Desktop Tools

When using Desktop Tools, ActivInspire is minimized, and a floating toolbox appears. Drag the toolbox to move Desktop Tools anywhere on your desktop. It will remain visible over other applications.

Click the **icon** to expand Desktop Tools.

Click **Return to Flipcharts** to return to your flipchart.

Promethean

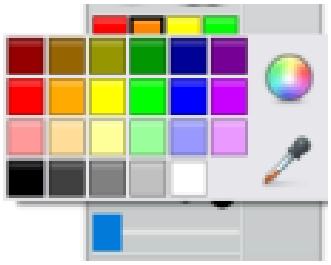
Annotation Tools

The Annotation Tools in ActivInspire consist of the **Pen**, **Highlighter**, and **Eraser** tools, which are quite possibly the most utilized tools of the program.

Annotation Tools

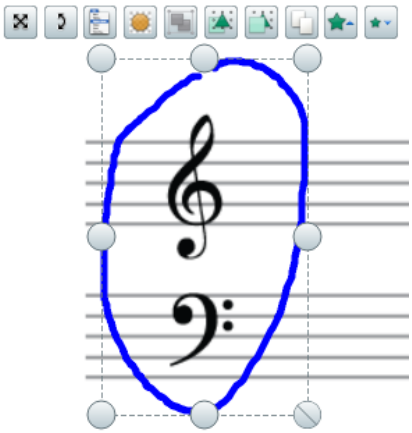
In addition to residing in your main toolbox, these tools can also be accessed under the **Tools** tab.

Use the Pen tool just as you would typically use a physical pen to mark, indicate, or draw on a regular surface. Choose from the color palette on the main toolbox, or **right-click** to expand the palette or select your own color. Change the width using the circles or the slider.



The same features apply to the Highlighter. You may change the width of the Eraser.

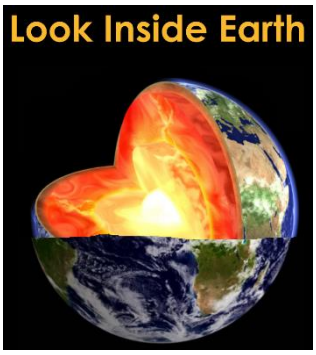
Select annotations to manipulate them as you would any other object.



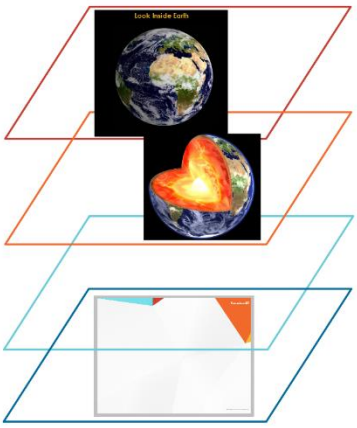
Promethean

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 icon



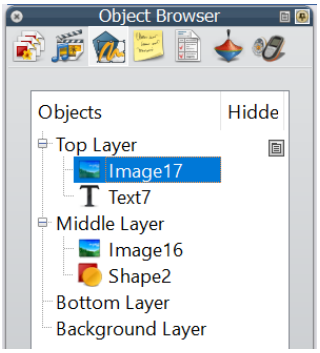
Top Layer
Annotations
Magic Ink works on this layer

Middle Layer
Image, lines, shapes, text

Bottom Layer
Initially empty

Background Layer
Always underneath everything
Color, image, grid

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**.

Promethean

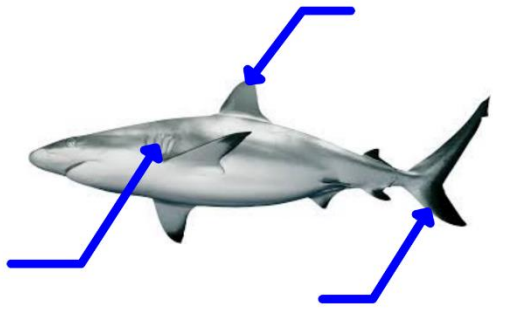
Pen Modifiers

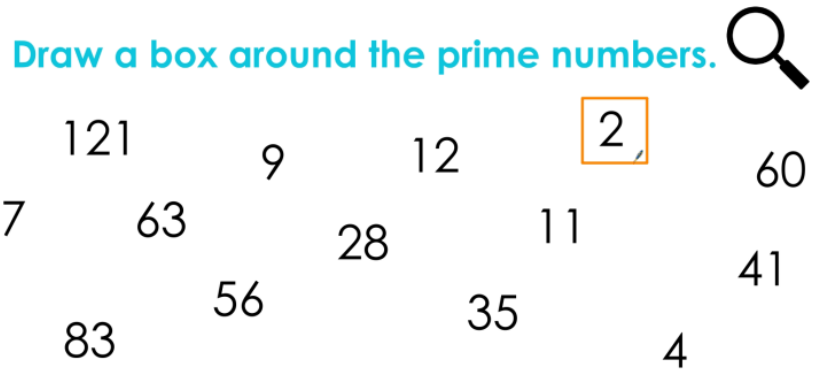
Pen Modifiers in ActivInspire offer a quick way to create activities, graphic organizers, and more.

To access Pen Modifiers, first select the **Pen** tool. Go to **Tools**, then **Pen Modifiers**.

Pen tool

A new menu will appear next to your toolbox with a variety of lines and shapes. Select any of them to create annotations. You may change the color and line width just as you do with the Pen tool.





Note that the fill of the shape Pen Modifiers is translucent.

You may also use the **Select** tool to select and manipulate any of these annotations as you would with other objects.

Promethean

Handwriting Recognition

The Handwriting Recognition tool in ActivInspire is perfect for teachers and students alike to make annotations more legible.

To enable Handwriting Recognition, use the **Tools** icon in your main toolbox, or go to **Tools,** then **Handwriting Recognition**.

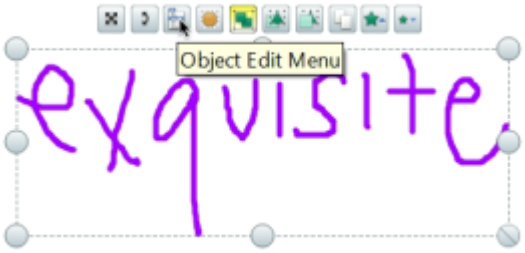
Tools icon

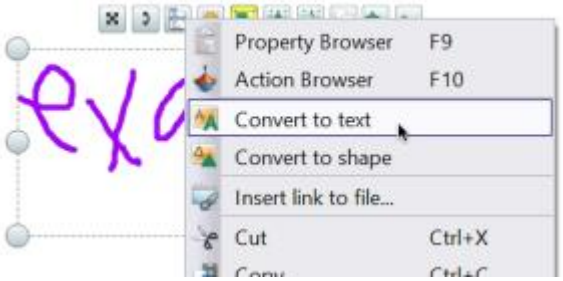
Once enabled, annotations will instantly convert to text. If a word has not been converted correctly, click on the Alternatives icon for more options.

Note that this new object will take on the most recent text settings, but you may always adjust them.

You may also make annotations with the **Pen** and convert them to text later. Use the **Select** tool to isolate your annotation, then click the **Object Edit Menu** button from the Marquee Handle. Select **Convert to Text**.

Select tool





Promethean

Shape Recognition

The Shape Recognition tool in ActivInspire is perfect for teachers and students alike to turn simple annotations into authentic math lessons.

To enable Shape Recognition, use the **Tools** icon in your main toolbox, or go to **Tools,** then **Shape Recognition**.

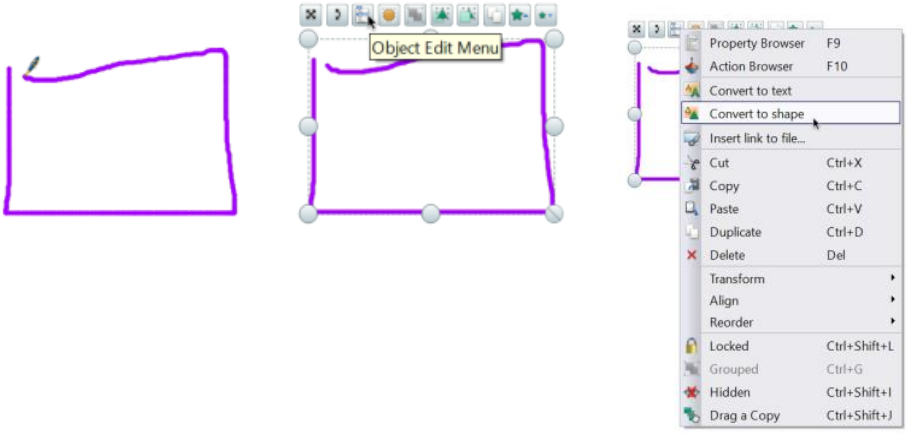
Tools icon

As soon as you finish drawing, the annotation will convert to a shape.

The shape can then be manipulated like any other object within your flipchart.

You may also make annotations with the **Pen** and convert them to shapes later. Use the **Select** tool to isolate your annotation, then click the **Object Edit Menu** button from the Marquee Handle. Select **Convert to Shape**.

Select tool



Promethean

Revealer Tool

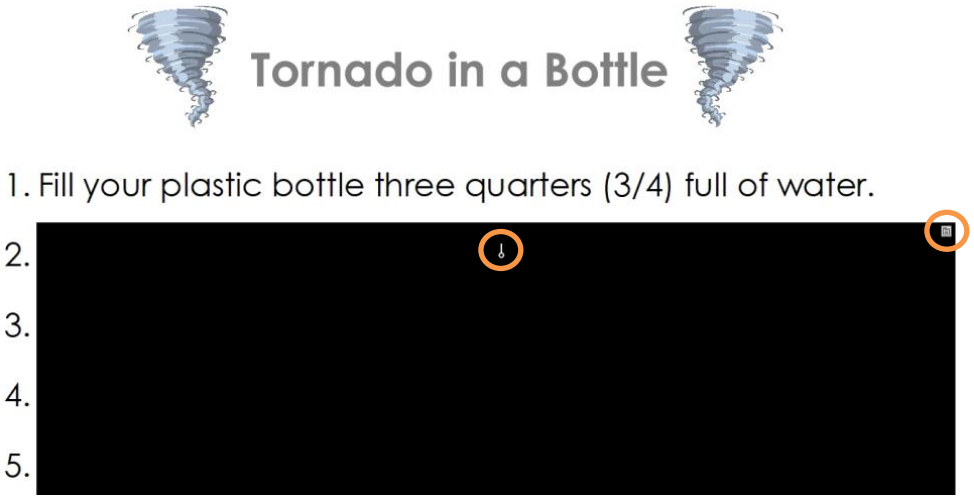
The Revealer tool built into the ActivInspire software is a great way to focus students' attention and easily chunk information in your lessons.

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.

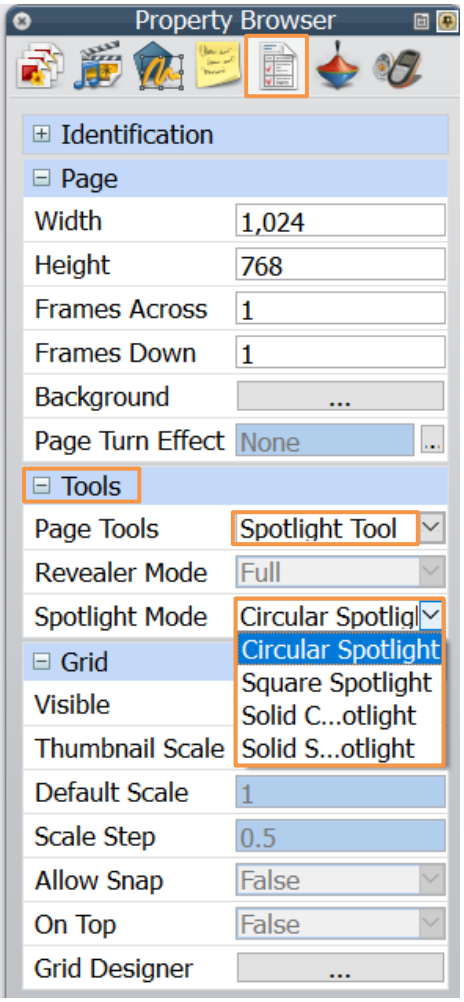
Select the Revealer menu to either save the revealer's position on your flipchart page or close the tool altogether.



Promethean

Spotlight Tool

ActivInspire makes it easy to add and customize the Spotlight Tool to specific pages of your flipchart.



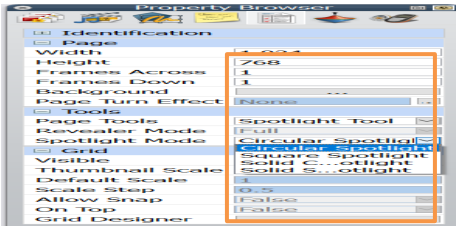
Begin by going to your Property Browser. If your Browsers are not visible, go to **View**, then **Browsers**.

Select any blank space on your flipchart page and expand the **Tools** menu.

Expand the **Page Tools dropdown** menu.

As Before is the default for all pages. Select **Spotlight Tool** to activate that tool for this specific page.

From the **Spotlight Mode dropdown** menu, you can choose which style of Spotlight you prefer.



To finish isolating the Spotlight Tool to a specific page or pages of your flipchart, go to the next page and change the Page Tools dropdown to **Tools Off**.

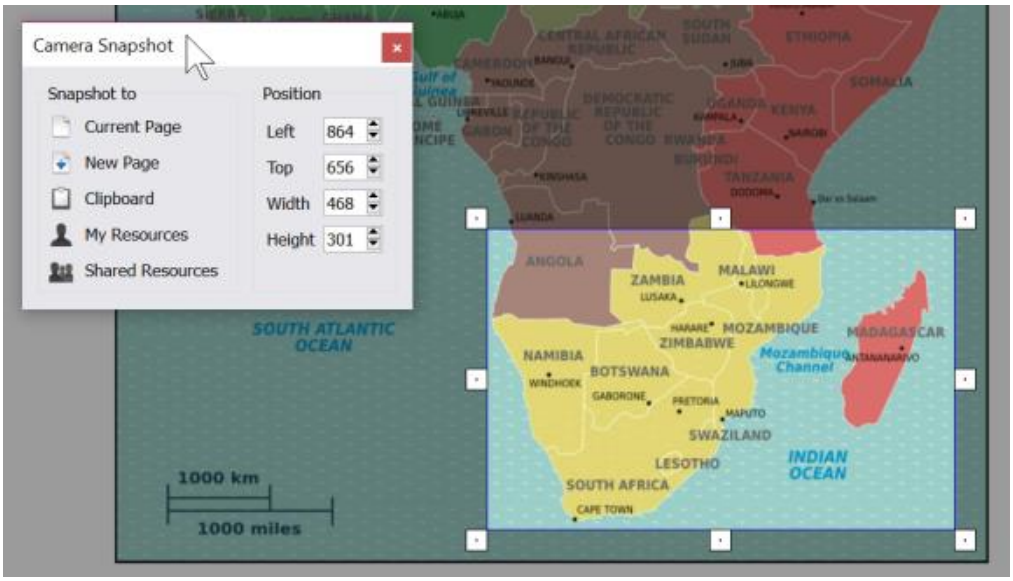
Promethean

Camera Tool

The camera tool allows you to easily adapt in the moment to meet your students' needs.

To access the camera, go to **Tools** and select **Camera**. There are several options to choose from.

For example, to use **Area Snapshot**, you may drag the sizing handles to create an area, or input an area using the Camera Snapshot menu. Then choose your snapshot's destination.



Snapshots sent to the current page or a new page of your flipchart may be selected and manipulated just like any other object.

Promethean

Sound Recorder

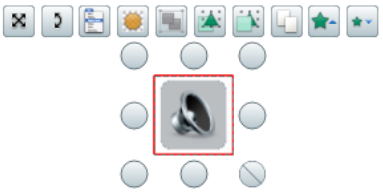
The Sound Recorder in ActivInspire is perfect for capturing audio from your lessons. You may both insert these recordings into your flipchart and save them to your device.

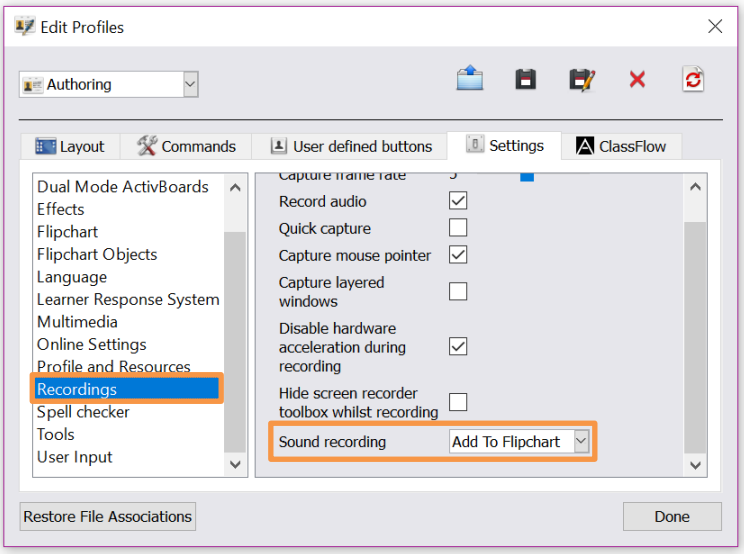
To access the Sound Recorder, go to **Tools**, **More Tools**, then **Sound Recorder.**

When you are ready to begin recording, click **Record**. Pause and resume at any time.

To end the recording, click **Stop**. The recording is saved as a .wav file and the **audio** icon appears on your flipchart page.

Play the file at any time by clicking the audio icon. In Design Mode, **Select** to manipulate as you would any other object.





To change your settings to save the recording to your device, or to have the option to do both, go to **File**, then **Settings**. For Mac, **View**, then **Customize**.

Select **Recordings**, and from the dropdown menu **Sound Recording**, choose **Save to Disk**, or **Both**.

Click **Done** to apply changes.

Upon completing your next recording, you will be prompted to choose a location to save your sound file. If you modified settings to **Both**, the audio icon will also appear in your flipchart.

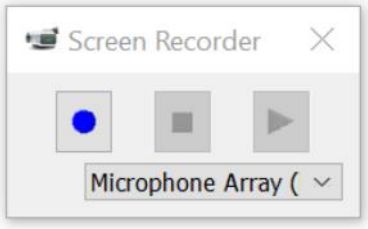
Promethean

Screen Recorder

The Screen Recorder in ActivInspire is perfect for capturing actions on a flipchart, the desktop, or another application. You could even use your recordings in a flipped classroom model, or to upload to YouTube for students.

To access the Screen Recorder, you can use the **Tools** button on your main toolbox, or go to **Tools**, **More Tools**, then **Screen Recorder.** Choose between **Full Screen Recorder** or **Area Screen Recorder**.

If you choose **Full Screen Recorder**, the recorder will automatically launch. With **Area Screen Recorder**, drag to create the area you wish to record, then click **Launch Recorder**.



Screen Recorder on Windows

Screen Recorder on Mac

A Screen Recorder window appears. You may move this window if you wish. Select the dropdown menu to change audio recording source.

Next, select the **blue circle**. Choose a location to save this recording and give your recording a title. Screen recordings are saved as MP4s. Select **Save**.

The recording is now in progress. Select the **red square** to stop your recording.

You may create an additional recording, or select the **green play button** to play the recording you just made.

You can also go to the location where you saved the file and **double-click** to open.

Promethean

On-Screen Keyboard

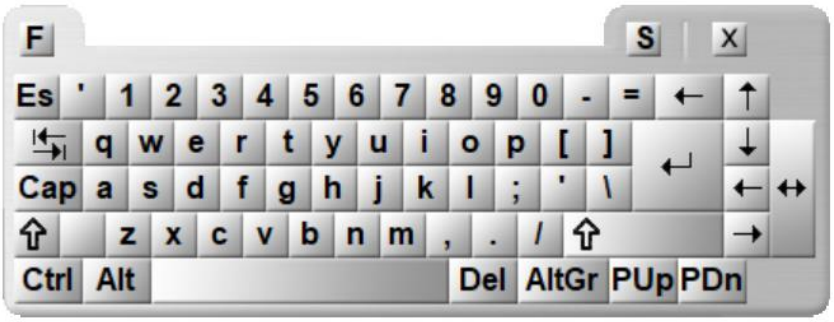
The On-screen Keyboard in ActivInspire allows you another way to easily insert text into your flipcharts, even during a lesson.

Note: This is not available on Macs. A workaround is to enable the iOS on-screen keyboard.

You can access the On-screen Keyboard through the **Tools** icon in your main toolbox, or go to **Tools**, **More Tools**, then **On-screen Keyboard**.

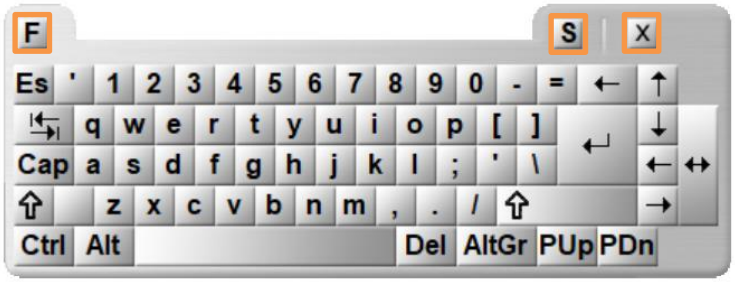
Tools icon

A keyboard appears. Reposition it by dragging it anywhere on your page. You may even change the size and style of the keyboard by **right-clicking** in the blank area in the top right corner. There are two ActivInspire Studio options and two ActivInspire Primary options.



Select the **Text** tool and click where you wish to add text. Then **begin typing** with the keyboard. You can always use the **Select** tool to move and manipulate this new text as you would with any other object.

Select the **S** key for symbols, or the **F** key to expand function keys. To close the keyboard altogether, simply click the **X**.



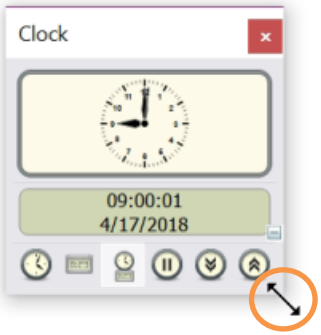
Promethean

Clock and Timer

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

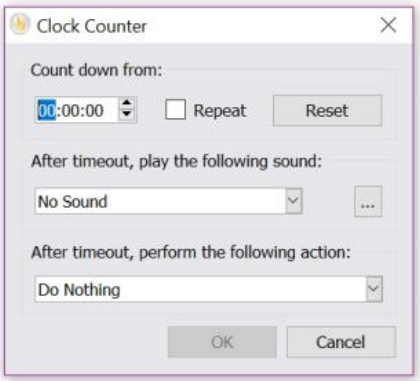
To use the clock tool, select the **Tools** icon from your toolbox, then **More Tools**, and **Clock**. Or go to **Tools**, **More Tools**, and **Clock**.

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.

Promethean

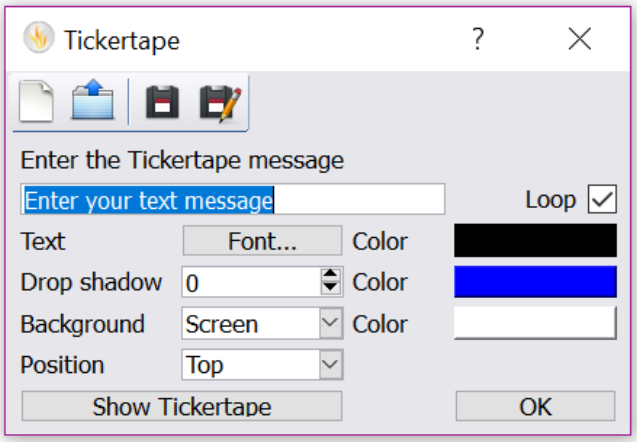
Tickertape

Use Tickertape in ActivInspire to create scrolling text on your front-of-class display. This is ideal for issuing reminders to your students, providing directions, reinforcing key vocabulary, and more.

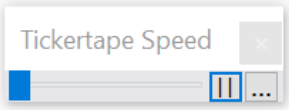
To access Tickertape, go to **Tools**, **More Tools**, then **Tickertape**.

Enter your message into the Tickertape dialogue box. You may also customize the font type, color, position, and more. Use this menu to save and access previously saved Tickertapes as well.

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



The Tickertape Speed window will stay visible on your screen, allowing you to adjust the message's speed with the slider, pause or resume, or select the ellipsis icon to return to the Tickertape menu. To close the Tickertape entirely, click the **X** on the Tickertape Speed window.



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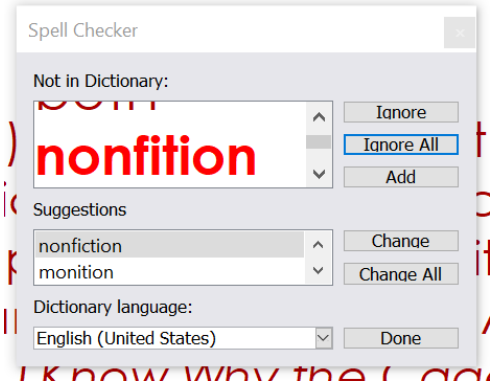
Spellcheck Flipchart

Even teachers occasionally make mistakes, which is why you can always spellcheck your ActivInspire flipcharts.

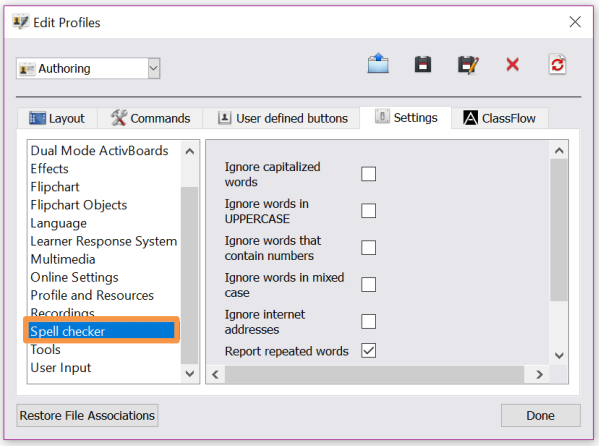
To access the Spellcheck Flipchart tool, use the **Tools** icon in your main toolbox, or go to **Tools**, **More Tools**, then **Spellcheck Flipchart**.

Tools icon

The Spell Checker window appears and is similar to spellcheckers you may be familiar with from Microsoft programs. It will spellcheck your entire flipchart, regardless of number of pages. Once you have reviewed your entire flipchart, click **Done**.



You may also customize your spellchecker by going to **File**, **Settings**, and choosing **Spellchecker** from under the **Settings** tab. Once you have selected your preferences, click **Done**.



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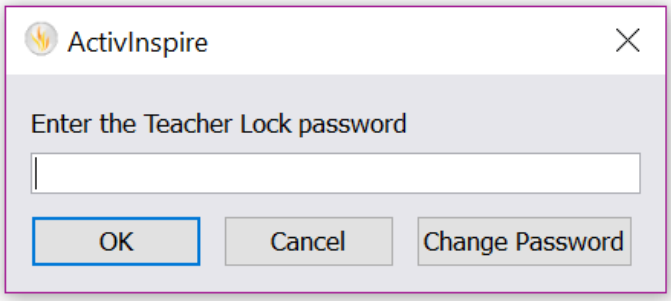
Teacher Lock

The Teacher Lock in ActivInspire is perfect for those times you need to step away from your device.

To access the Teacher Lock, use the Tools icon in your main toolbox, or go to **Tools**, **More Tools**, then **Teacher Lock**.

Tools icon

The Teacher Lock dialogue box opens. Enter your password (the default is 1234) and click **OK**. Note that this is also where you can change your password.



The Teacher Lock is now active. Many of ActivInspire's options are now disabled. Click on the **Teacher Lock** icon from your main toolbar and re-enter your password to disable the lock.

Teacher Lock icon

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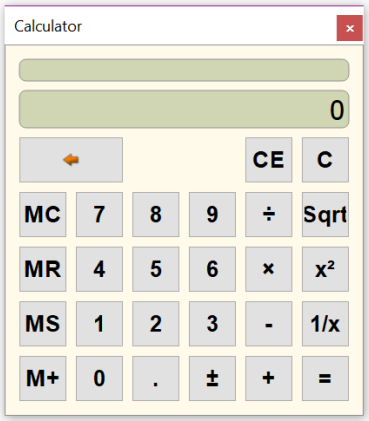
Calculator

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

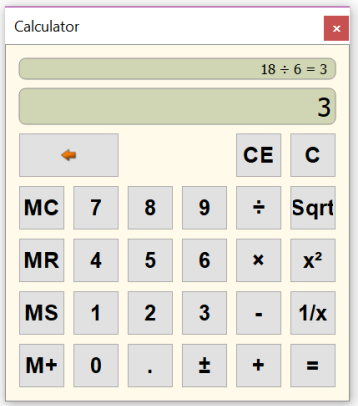
To access the calculator, select the **Tools** icon from your toolbox, or go to **Tools**, and select **Maths Tools**. Choose **calculator**.

Tools icon



Drag the calculator to reposition it anywhere on the page.

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



18 ÷ 6 = 3

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

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

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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.

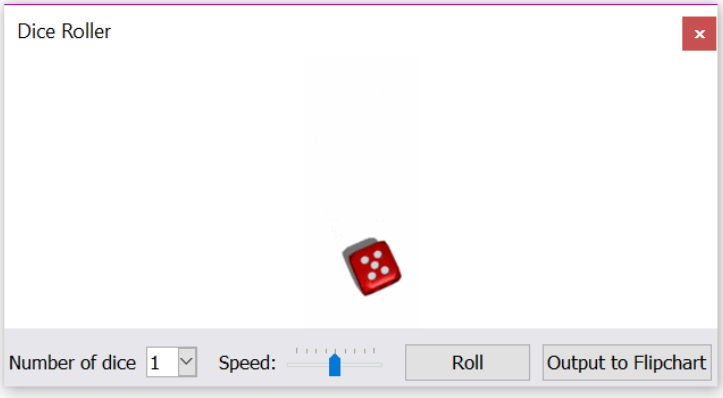
Select how many dice you would like to roll. You can choose up to 5.

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**.



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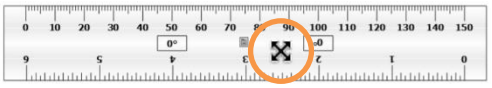
Ruler and Protractor

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**.

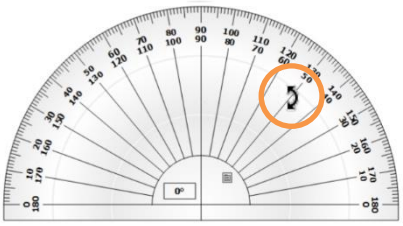
Tools icon

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



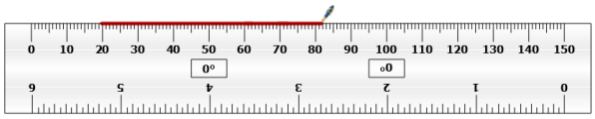
Look for the arc to rotate the tool.

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

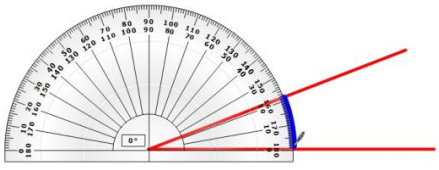


Select the small **menu** icon on the tool for more options.

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.

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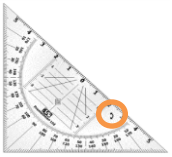
Set Square and Compass

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**.

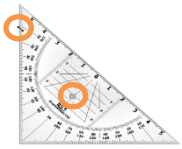
Tools icon

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

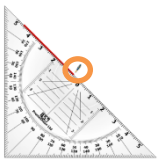


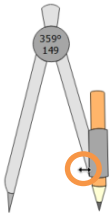
Look for the arc to rotate the tool.

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

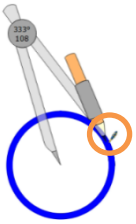


To draw lines along the set square, select your **Pen** tool. Hold down the pen as you move it alongside the tool's edge.





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.

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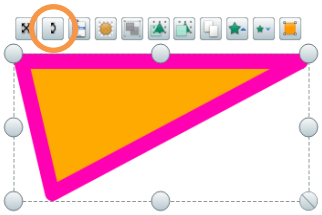
XY Origin Tool

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.

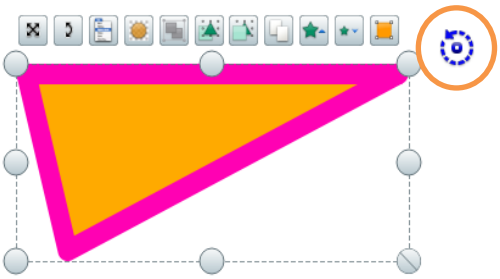


To change the rotation point, use the XY Origin Tool. Access it from the **Tools** icon from your toolbox, or go to **Tools**, **Maths Tools**, and select **XY Origin**.

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.

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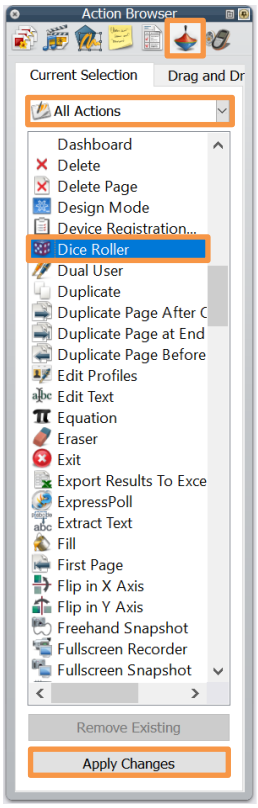
Actions

ActivInspire makes it easy to apply Actions to objects, adding an extra level of interactivity and engagement to your flipcharts.

Begin by selecting the **object** you wish to apply an Action to. Note: If you select more than one object, you can apply the same Action to all selected objects.



To view the dozens of Actions available, go to your **Action Browser**. If your Browsers are not visible, simply go to **View**, then **Browsers**.

Scroll through all Actions or use the dropdown to view five different categories.

Once an object is selected, choose the **Action** you wish to apply. Be sure to click **Apply Changes**.

In Presentation Mode, Actions are denoted by a small play icon. You may test Actions as soon as you apply them.

In Design Mode, Actions are denoted by a red outline. This is handy if you are not sure which Actions a flipchart contains. Selecting the outlined object indicates which Action has been applied in the Action Browser.

To remove an Action, go to **Design Mode**, select the **object**, and choose **Remove Existing** from the Action Browser. You may switch back into Presentation Mode to verify that the Action has been removed.

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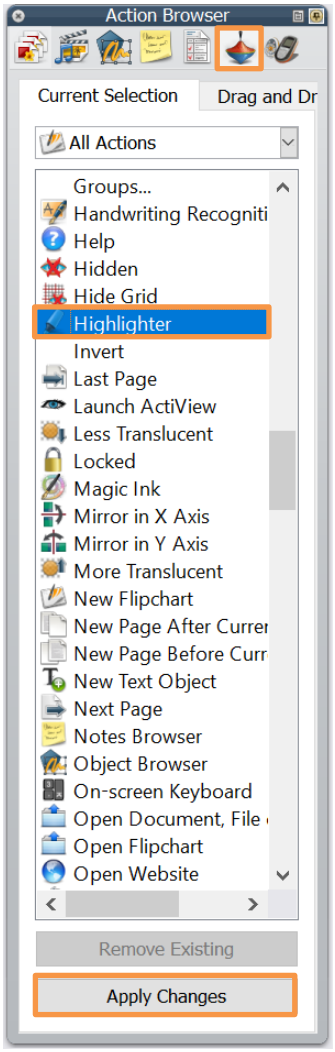
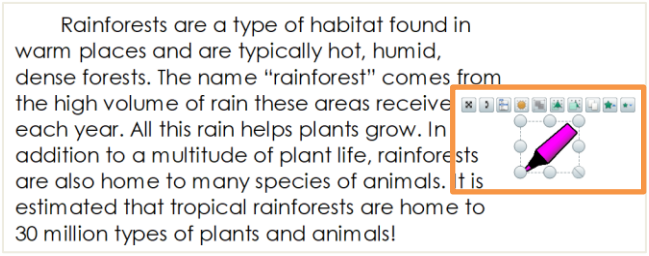
Applying Actions to Specific Tools

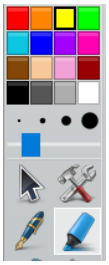
ActivInspire allows you to apply Actions to specific tools, such as Annotation Tools. This can be useful if you would like students to complete an activity and focus on the page, rather than customizing tools from the toolbar.



Select the **object** you wish to apply the action to – in this case, the highlighter image – and go to your **Action Browser**. If your Browsers are not visible, go to **View**, then **Browsers**.



Before applying the Pen or Highlighter tool, you may customize its color and width from your toolbar. Return to the **Select** tool after making your choices.



Once the object is selected, choose your **tool** from the Action Browser. Click **Apply Changes**.

In Presentation Mode, a small play icon now appears when you hover over the object. You may test the Action as soon as it is applied.

To remove this Action, go to **Design Mode**, select the **object**, and choose **Remove Existing** from the Action Browser.

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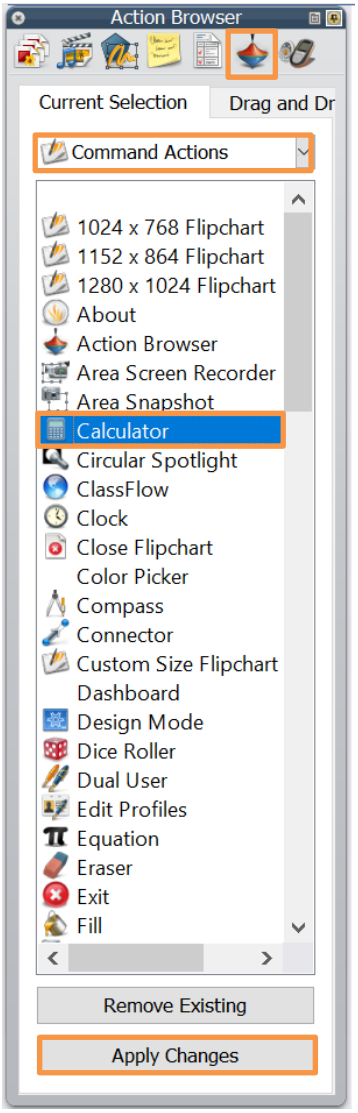
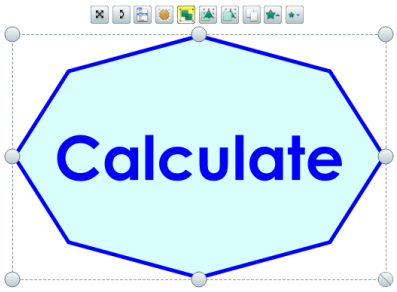
Command Actions

ActivInspire includes dozens of Command Actions, allowing you to quickly enable tools within your flipchart to issue commands.



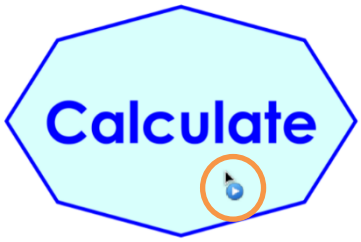
Select the **object** you wish to apply the Command Action to and go to your **Action Browser**. If your Browsers are not visible, go to **View**, then **Browsers**.



Command Actions is the second option within the dropdown menu.

Select a Command Action from the Action Browser and click **Apply Changes**.

In Presentation Mode, a small play icon now appears when you hover over the object. You may test the Command Action as soon as it is applied.



To remove a Command Action, go to **Design Mode**, select the **object**, and choose **Remove Existing** from the Action Browser.

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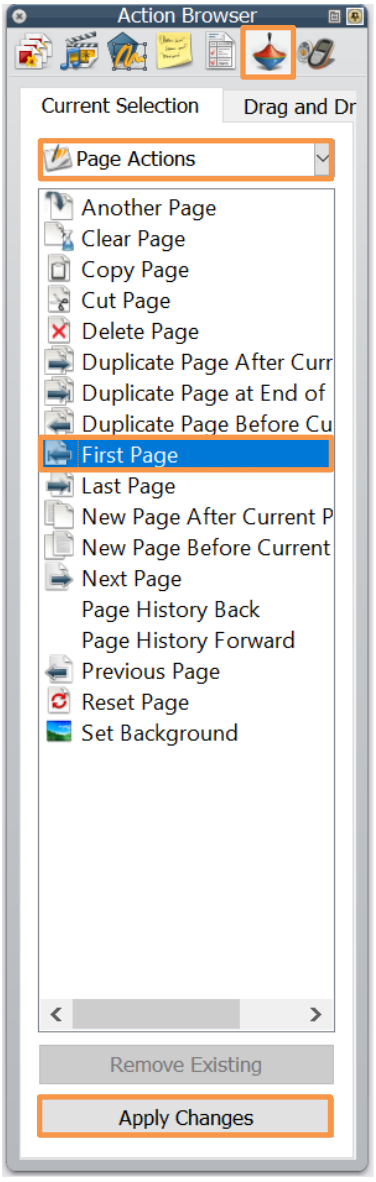
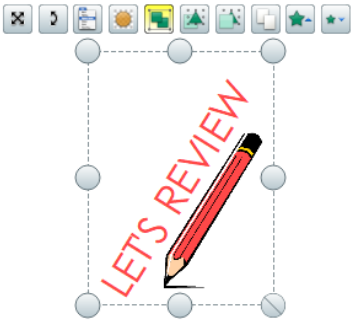
Page Actions

ActivInspire includes several Page Actions, allowing you to quickly navigate around the flipchart, insert or clear a page, change the background, and more.



Select the **object** you wish to apply the Page Action to and go to your **Action Browser**. If your Browsers are not visible, go to **View**, then **Browsers**.



Page Actions is the third option within the dropdown menu.

Select a Page Action from the Action Browser and click **Apply Changes**.

In Presentation Mode, a small play icon now appears when you hover over the object. You may test the Page Action as soon as it is applied.

To remove a Page Action, go to **Design Mode**, select the **object**, and choose **Remove Existing** from the Action Browser.

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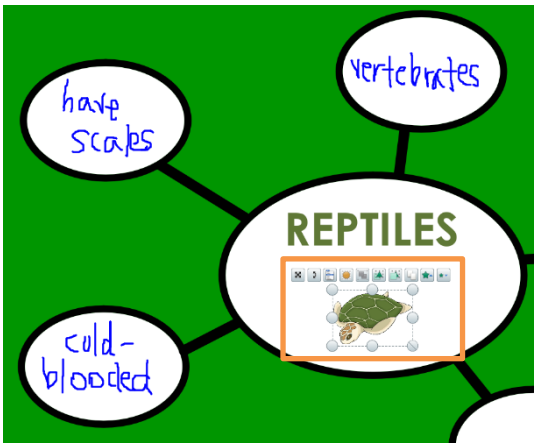
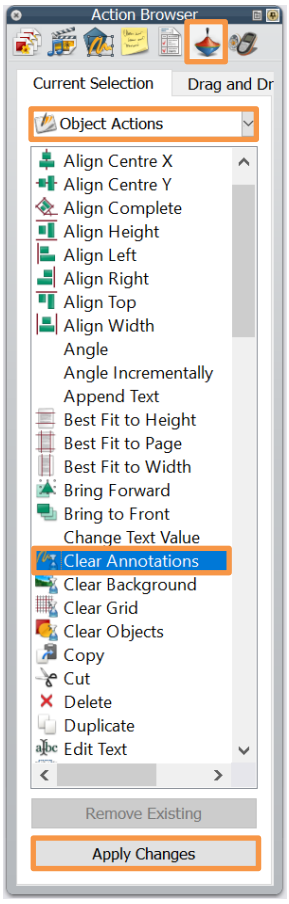
Object Actions

ActivInspire includes dozens of Object Actions to use for manipulating objects within your flipchart. Objects include images, text, and shapes.



Select the **object** you wish to apply an Object Action to and go to your **Action Browser**. If your Browsers are not visible, go to **View**, then **Browsers**.



Object Actions is the fourth option within the dropdown menu.

Select an Object Action from the Action Browser and click **Apply Changes**.

In Presentation Mode, a small play icon now appears when you hover over the object. You may test the Object Action as soon as it is applied.

To remove an Object Action, go to **Design Mode**, select the **object**, and choose **Remove Existing** from the Action Browser.

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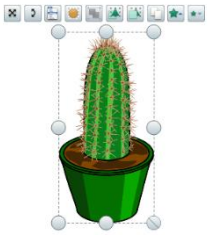
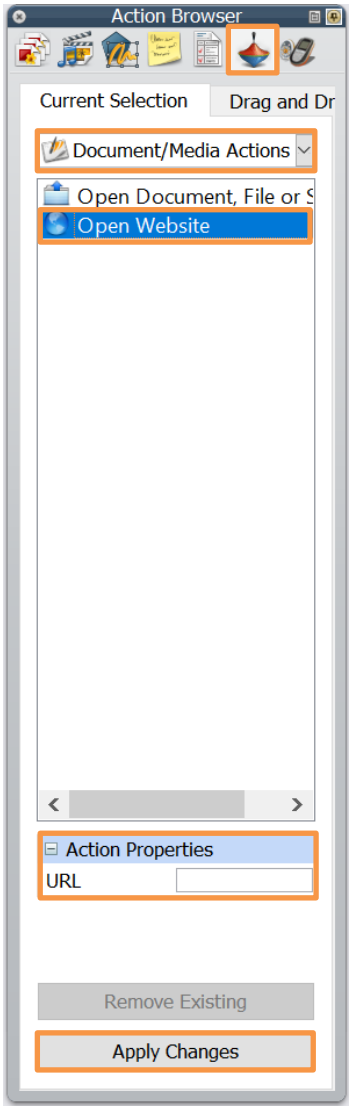
Document and Media Actions

ActivInspire includes Document and Media Actions, allowing you to quickly access and present files and websites to enhance your flipcharts.



Select the **object** you wish to apply a Document or Media Action to and go to your **Action Browser**. If your Browsers are not visible, go to **View**, then **Browsers**.



Document and Media Actions is the final option within the dropdown menu.

Select from the available actions and be sure to complete the **Action Properties** fields. Then click **Apply Changes**.

In Presentation Mode, a small play icon now appears when you hover over the object. You may test the Document or Media Action as soon as it is applied.

To remove a Document or Media Action, go to **Design Mode**, select the **object**, and choose **Remove Existing** from the Action Browser.

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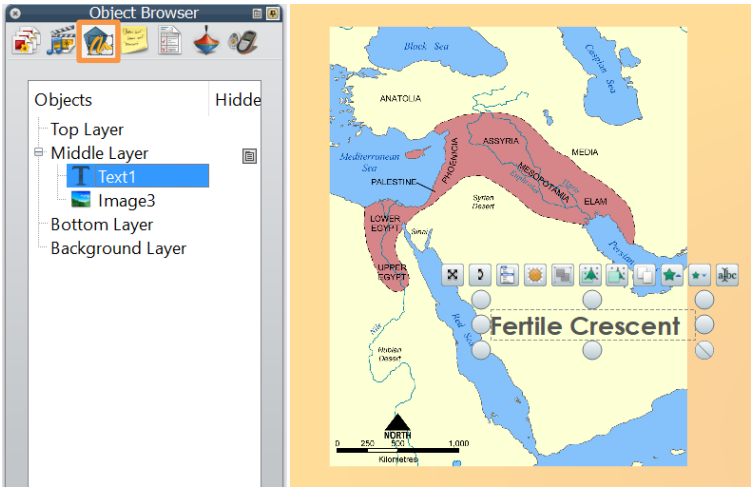
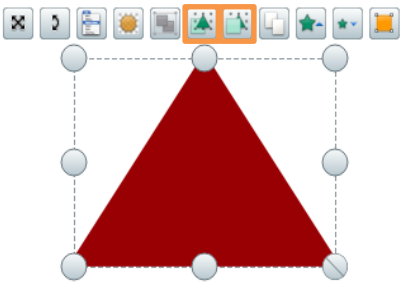
Reorder

ActivInspire flipcharts are arranged in layers, allowing you to reorder objects to best suit your needs.

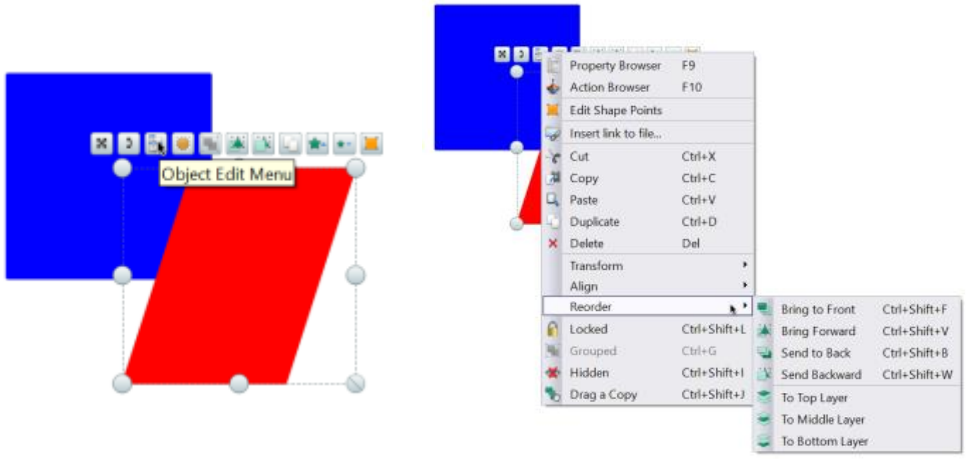


The best way to visualize these layers is by viewing your **Object Browser**. If your Browsers are not visible, go to **View**, then **Browsers**.

The Object Browser allows you to view all layers and objects within those layers at once. Use it to reorder objects by dragging and dropping within the same layer or to different layers. For instance, drag and drop to reorder text on top of an image.



You can also change the position of objects within the same layer by selecting an object and using the **Bring Forward** or **Send Backward** buttons on the Marquee Handle.



For even more options, select an object and click **Object Edit Menu**, third from the left on the Marquee Handle. Choose **Reorder** for a full menu.

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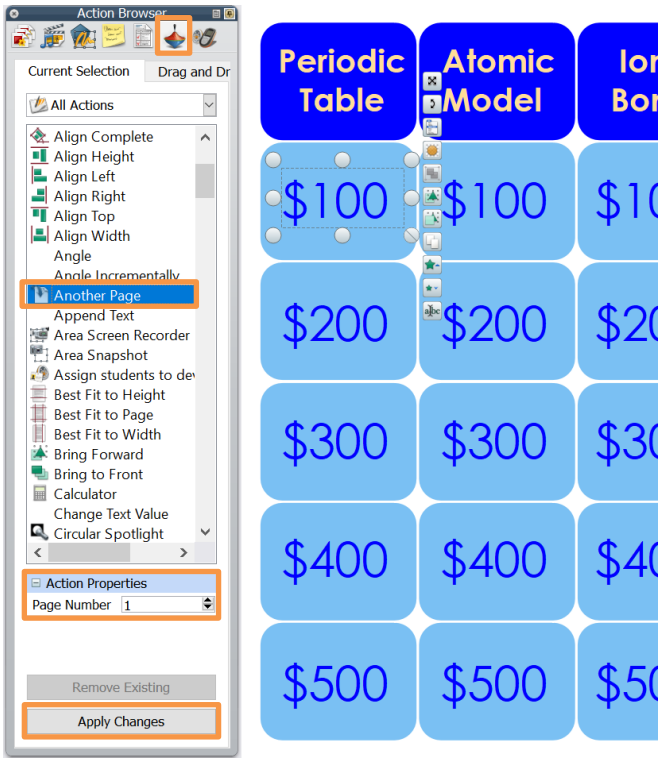
Another Page

The Another Page action is perfect for instances when you want to jump from one page of your flipchart to another with a single click.



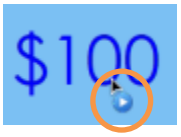
To apply Another Page, **select** the object you wish to be the trigger that takes you and your students to another page.

Go to your **Action Browser**, located second from the right within your Browsers. If your Browsers are not visible, go to **View**, then **Browsers**.

Select **Another Page** from the list of actions and indicate the desired destination page in the **Page Number** field.

Click **Apply Changes**.

In **Presentation Mode**, the object with Another Change applied will be denoted by a small play icon. Click the **icon** to test the action.



To remove the Another Page action, begin in **Design Mode**. **Select** the object and choose **Remove Existing** from the Action Browser. You may switch back into **Presentation Mode** to verify the action has been removed.

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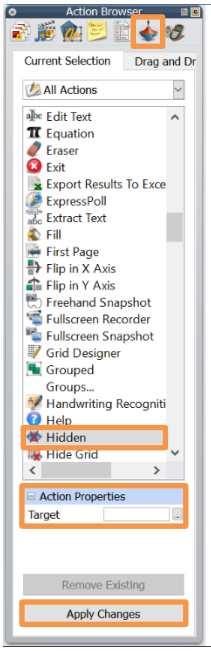
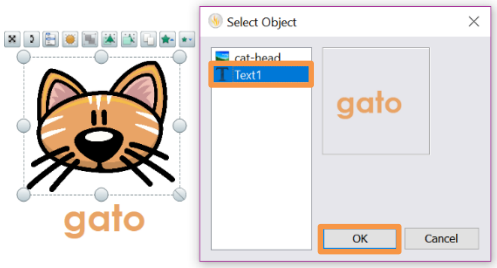
Hidden

Hiding objects in ActivInspire is one of our users' favorite ways to build activities for students.





To create an action where you click one object and another appears or disappears, begin by **selecting** the object you want to be the trigger.

Go to your **Action Browser**. If your Browsers are not visible, go to **View**, then **Browsers**.

Select **Hidden** from the list of actions. Then click the **three dots** next to Target. Choose which **object** or group of objects you wish to appear and disappear when the original object is clicked.

Click **OK** and then **Apply Changes**.

In **Presentation Mode**, the object with Hidden applied will be denoted by a small play icon. Click the **icon** to toggle between hidden and visible.

To remove or modify a Hidden action, return to **Design Mode**, select the **object,** and choose **Remove Existing**. Return to **Presentation Mode** to verify that the Hidden action has been removed.

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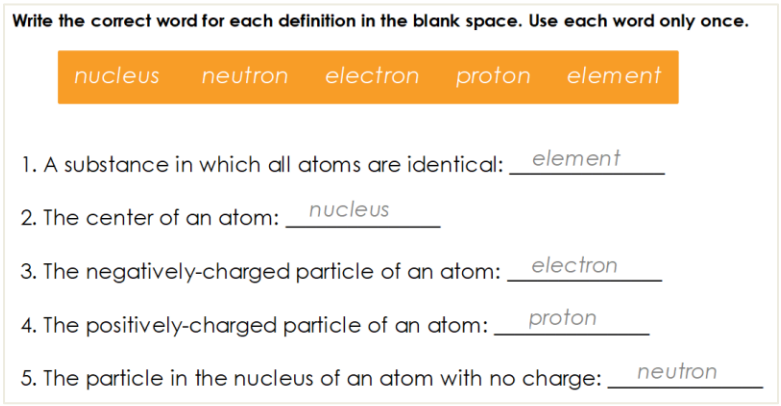
Rub and Reveal

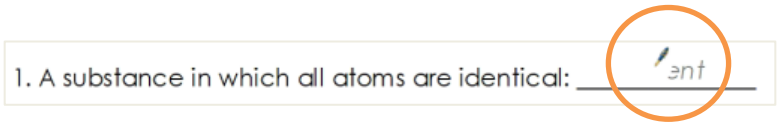
One of ActivInspire users' favorite tricks is what we call Rub and Reveal. Rub and Reveal quickly allows you to add an extra level of engagement to your lesson.

To create the Rub and Reveal effect, select the **Pen** tool. From the color palette, select the same color as the background of your flipchart. You may also change the width to make large, quick annotations.

Pen tool

Annotate over the areas of the flipchart you wish to conceal. For example, concealing answers for fill-in-the-blanks.

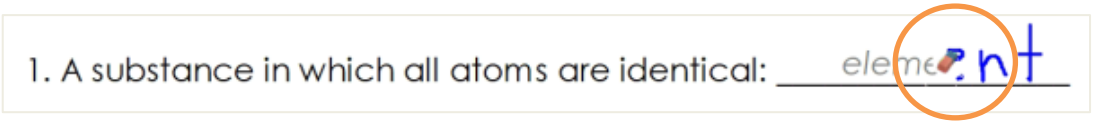




You and your students may make additional annotations on top of what you have concealed. To reveal, switch to the eraser tool.

Eraser tool

Erase all annotations to reveal the original content underneath.



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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.

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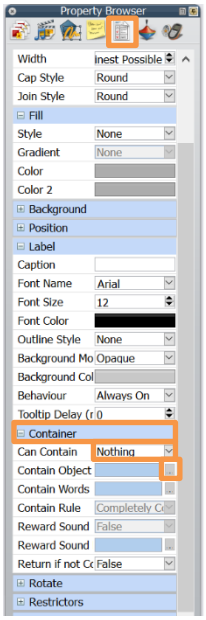
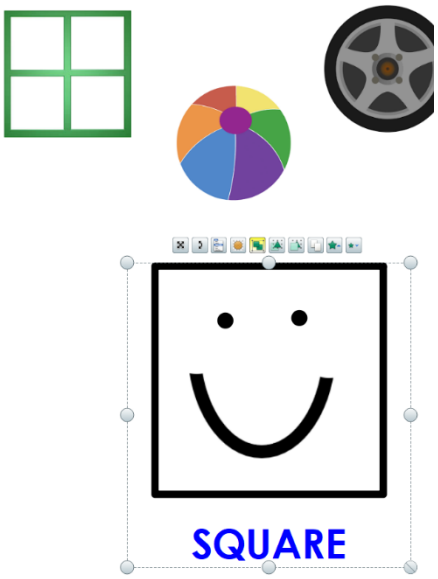
Containers

Using containers in ActivInspire is a terrific way to create activities for your students. Any type of object can be a Container, so long as it is larger than the objects it will contain.

To contain certain objects but reject others – for instance, in a sorting activity – begin in the **Property Browser**. If your Browsers are not visible, go to **View**, then **Browsers**.

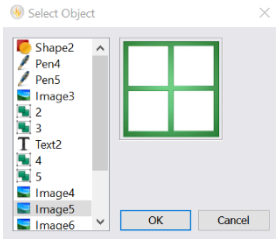




First, **select** the object you wish to be the container. Expand the menu titled **Container**.

Select the **Can Contain dropdown** and choose **Specific Object**.

Next, click the **three horizontal dots** next to Contain Object. Locate the **desired object** to be contained from the flipchart and click **OK**.



You may choose to add reward sounds as well.

To complete the Container, **select the object** to be contained. This will be the same object you selected for the previous Contain Object step. (In this example, it is the image of the window.)

From the Property Browser, under the Container menu, change **Return if Not Contained** to **True**. You may also select objects not set to the square Container (in this example), such as the beach ball, and set **Return if Not Contained** to **True**.

For this example, when you or your students drag the window to the square Container, it will be contained. However, if you attempt to drag the beach ball to the square Container, it automatically returns to its starting position.

Continue the same process to contain or reject the other objects on your flipchart.

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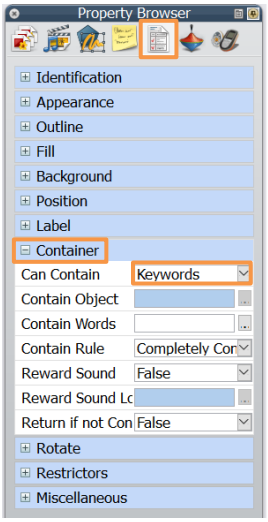
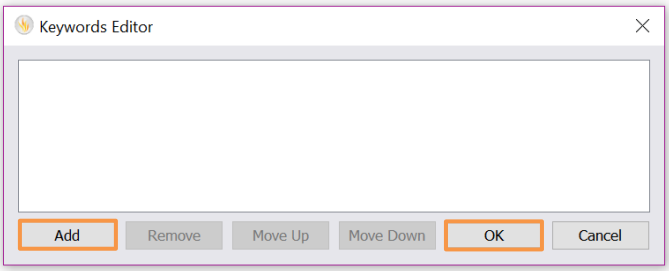
Keyword Containers

Keyword containers are perfect for creating sorting or categorization activities for your students. You may set certain objects to be contained and others to be rejected.

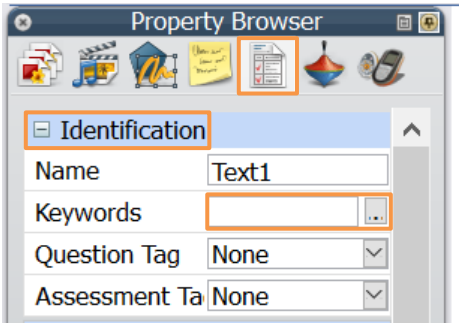
Ensure the object that you wish to be your container is large enough for the contents to fit inside.





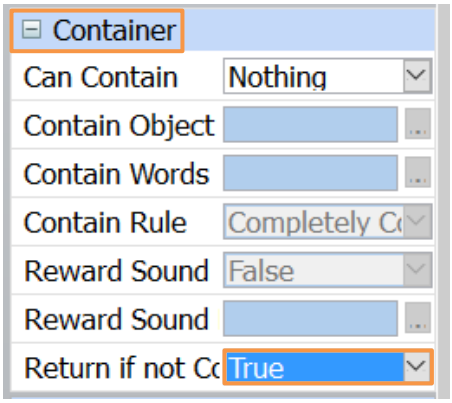
Select the object you wish to be a container. Go to your **Property Browser** and expand the **Container** menu.

Expand the dropdown menu next to **Can Contain** and select **Keywords**. Click the **three horizontal dots** next to Contain Words. Select **Add** and input your keyword. Note that you may add a Contain Rule and Reward sound as well. When you are finished, click **OK**.



Next, **select** one or more objects that you wish to apply this keyword to. You may select multiple items by using the Control Key for Windows, or the Command key for Mac.

Under the Property Browser, expand the **Identification** menu. Apply the keyword here as well. Click **Add** and input the keyword. Click **OK** when you are finished.



With these objects still selected, scroll down to the Containers menu and select **True** from the dropdown next to Return if Not Contained. Complete this process for all containers and objects to be contained.

Finally, go to your **Object Browser**. Ensure the containers are layered below the objects to be contained. Simply drag and drop to rearrange them if necessary.

You can test your completed Keyword Containers in Presentation Mode.

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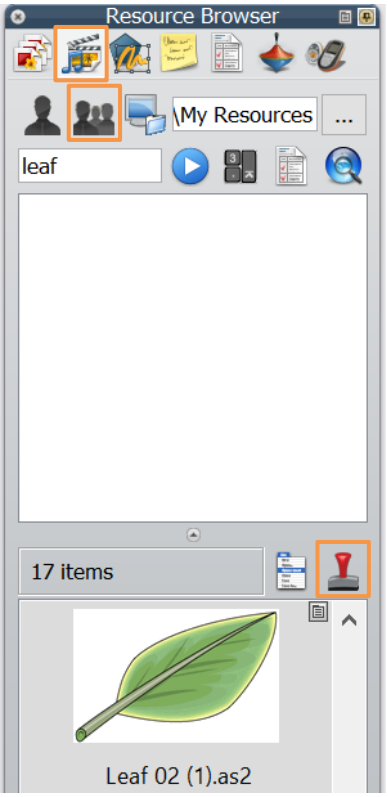
Rubber Stamp

The Rubber Stamp tool in ActivInspire makes it easy to quickly duplicate objects from your Resource Browser.



Begin in your **Resource Browser**. If your Browsers are not visible, go to **View**, then **Browsers**.

Select a resource from either your own resources or the Shared Resources that come with ActivInspire software. Once you have selected it, click the **Rubber Stamp**.

Note that your cursor changes to indicate the Rubber Stamp. Now the selected object will appear every time you click on the flipchart page.

To cease using the Rubber Stamp, simply click the **Select** tool.

Select tool

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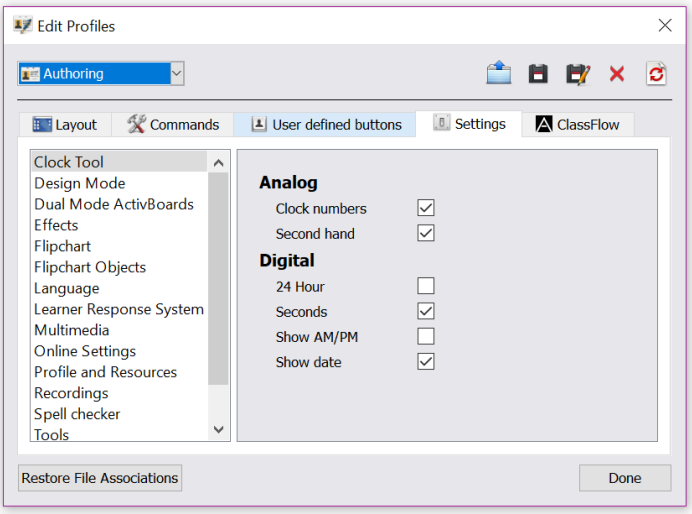
Profiles

Profiles allow you to fully customize your ActivInspire experience. You can create and edit Profiles at any time.

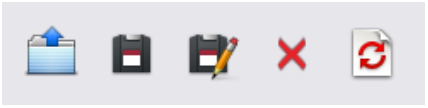
Access Profiles through **Settings** on your main toolbox, or go to **Edit**, then **Profiles**.

Settings button

Create, edit, and use different Profiles for a range of modalities – creating, teaching, student use, and more. Use the **dropdown menu** to access and customize different profiles.



Use these icons to **Retrieve a Profile**, **Save**, **Save As**, **Delete a Profile**, or **Reset the Current Profile to Default**. Once your changes are complete, click **Done**.



Switch Profiles any time by selecting **Profiles** from your toolbox.

Profiles button

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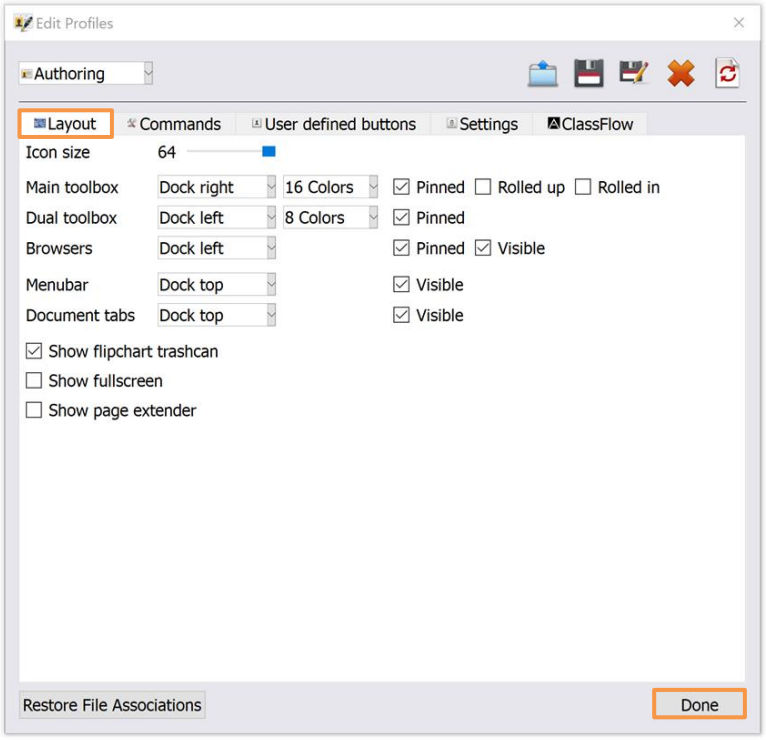
Layout

ActivInspire makes it easy to customize the overall look and feel of your user experience. To change your Layout, if on a Mac, begin by going to **View**, then **Customize**. If on Windows, go to **File**, then **Settings**. Then select the **Layout** tab.

You may change the icon size, look and feel of the main toolbox and even its position – which is ideal for younger grades. You also may modify your Browsers, Menubar, and more.



When all changes have been made, click **Done**. You may always return to Settings to make additional changes.

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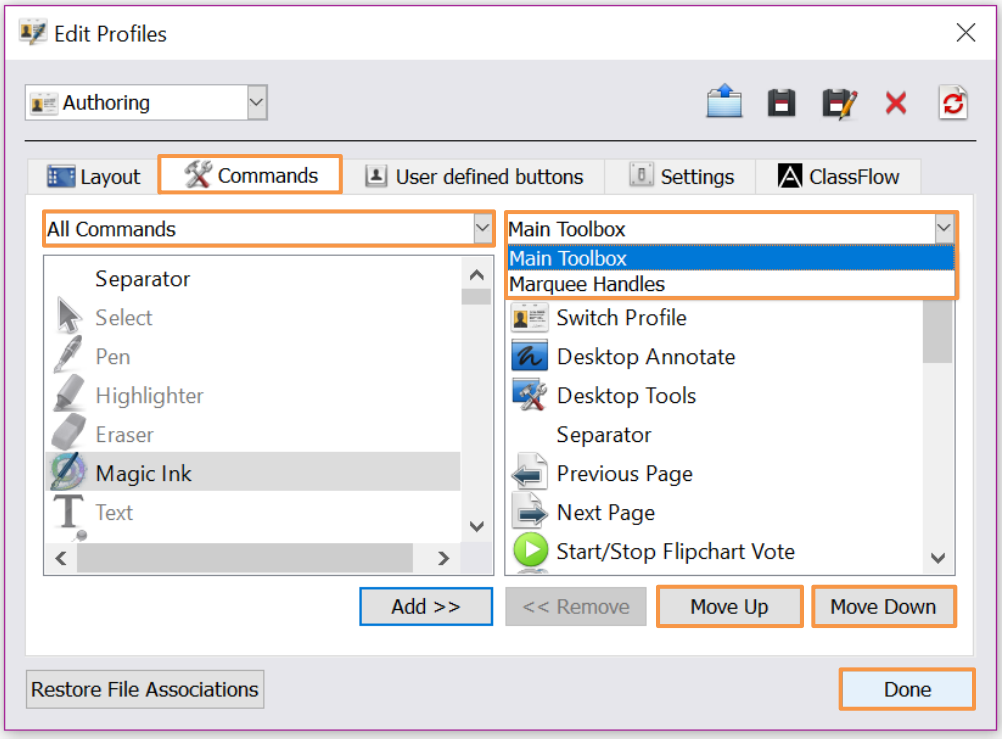
Commands

ActivInspire makes it easy to customize your Main Toolbox and Marquee Handles with tools you frequently use. If on a Mac, begin by going to **View**, then **Customize**. If on Windows, go to **File**, then **Settings**. Then select the **Commands** tab.

Choose from **All Commands** or expand the dropdown menu for categories.

Once you have selected a tool, determine whether you wish to add it to your Main Toolbox or Marquee Handles by using the dropdown menu.

Once you choose a location, click **Add**. Use **Move Up** or **Move Down** to change its position within your Main Toolbox or Marquee Handles.



When all changes have been made, click **Done**. You may always return to Settings to make additional changes.

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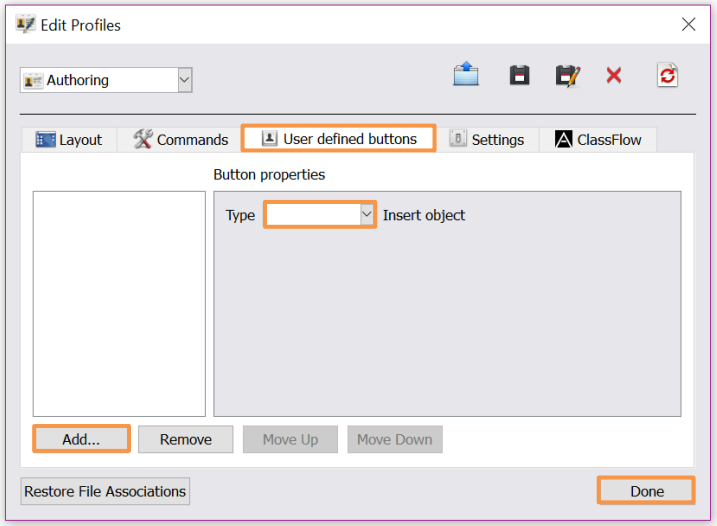
User Defined Buttons

ActivInspire makes it easy to customize your main toolbox with items you frequently use. To create a User Defined Button, if on a Mac, go to **View**, then **Customize**. If on Windows, go to **File**, then **Settings**. Then select the **User Defined Buttons** tab.



First, click **Add**. Select **Program/File** from the dropdown menu.

Click **Find** to locate the file you wish to use. Under Command line parameters you may enter the command line to start the application to open the file. You may also add a tooltip. Once finished, click **Done**.

The User Defined Button now displays on your Main Toolbox. If your toolbox is set to Roll In, you may need to expand it to view this new button.

Click the User Defined Button to open the file or application you chose.

For another way to easily create a User Defined Button with objects you frequently use, simply drag the object onto the third column of your Main Toolbox. Look for the small plus sign which indicates it will be added.

Click the User Defined Button to add that object to your flipchart.

You may always return to Settings to modify your User Defined Buttons.

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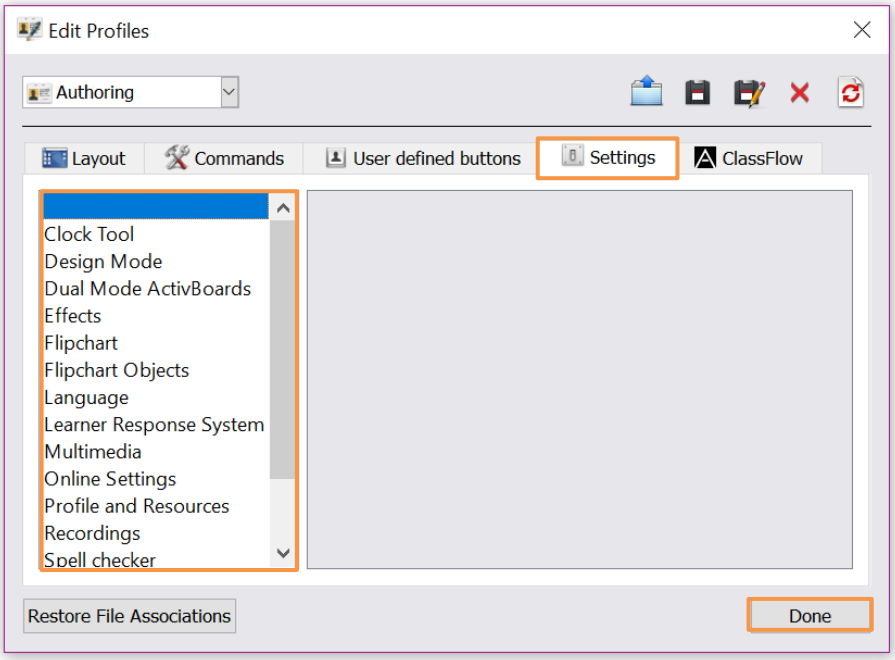
Settings

Once you are regularly utilizing ActivInspire in your classroom, there may come a time when you would like to customize your tools and ActivInspire experience even further.

To adjust Settings, if using a Mac, go to **View**, then **Customize**. With Windows, go to **File**, then **Settings**.

Click the **Settings** tab to access a menu of customization options along the left side.



Once you have made your selections, click **Done**. Changes are reflected in real time.

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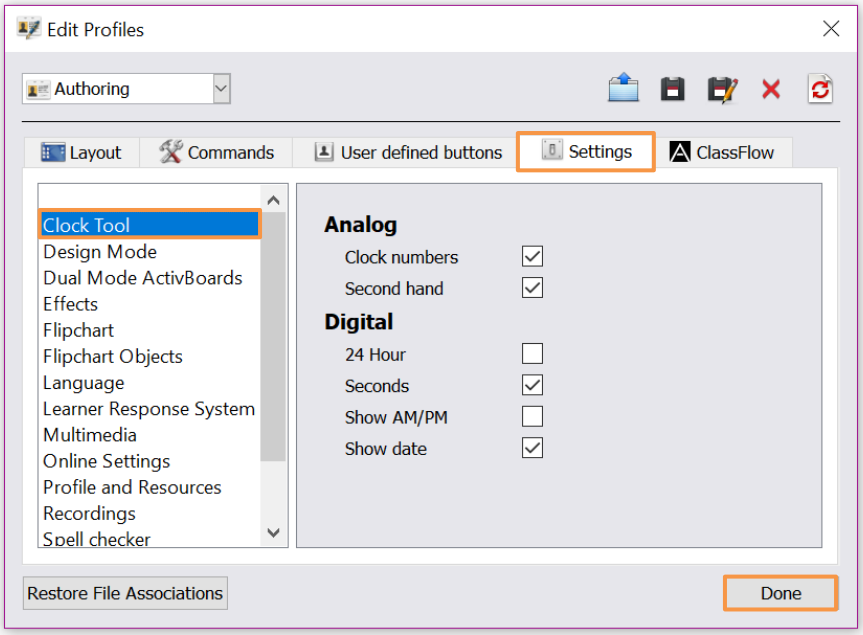
Settings: Clock Tool

The Clock Tool is one of ActivInspire users' favorite ways to help manage activities within the classroom.

To customize the Clock Tool, if using a Mac, go to **View**, then **Customize**. With Windows, go to **File**, then **Settings**.

Select the **Settings** tab. **Clock Tool** is the first option in the menu on the left.

You may customize both the analog and digital clocks. Once you have made your selections, click **Done**.



To view changes, go to **Tools**, **More Tools**, and select **Clock**. You may always return to Settings to make additional changes.

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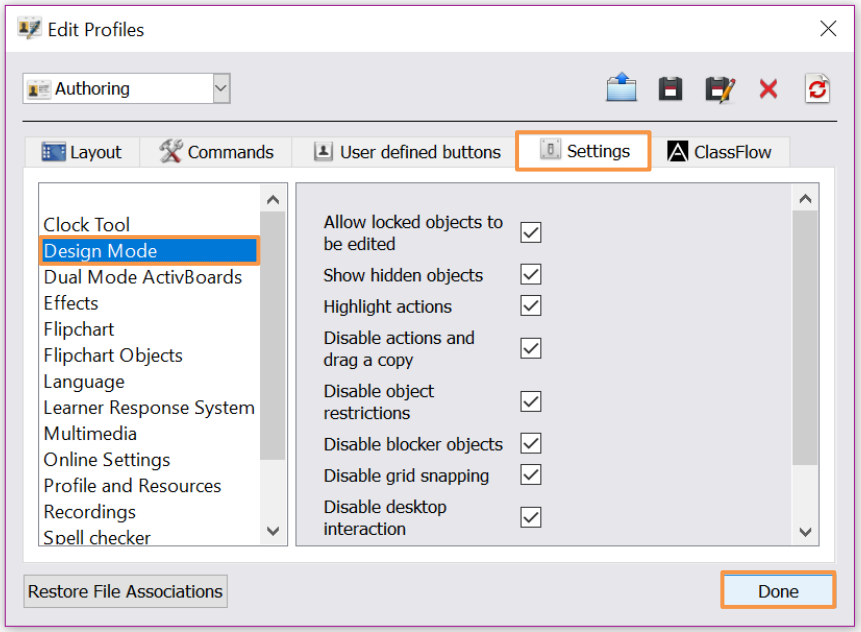
Settings: Design Mode

If you are a fan of ActivInspire, chances are you spend a fair amount of time in Design Mode. To customize your Design Mode experience if using a Mac, go to **View**, then **Customize**. If using Windows, go to **File**, then **Settings**.

Select the **Settings** tab. Choose **Design Mode** from the menu on the left.



Once you have made your selections, click **Done**. To view changes, go to **Design Mode**. You may always return to Settings to make additional changes.

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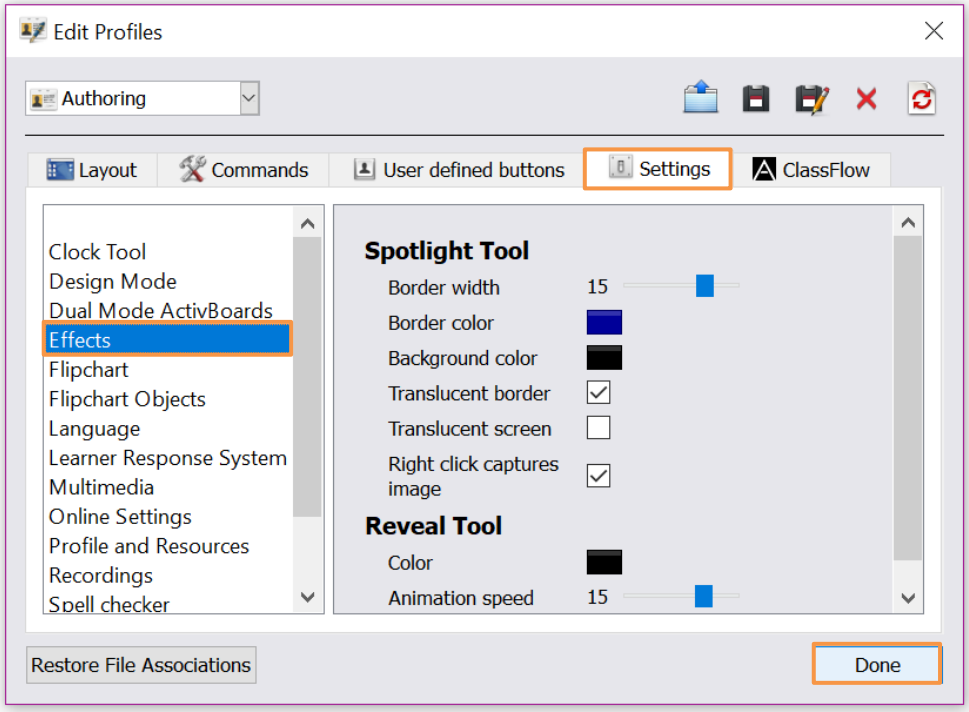
Settings: Effects

The Revealer and Spotlight tools rank among ActivInspire users' favorites. To customize these, on a Mac, go to **View**, then **Customize**. With Windows, go to **File**, then **Settings**.

Select the **Settings** tab. Choose **Effects** from the menu on the left.

You may customize both the Revealer and Spotlight tools. Once you have made your selections, click **Done**.



To view changes, go to **Tools**, then **Revealer** or **Spotlight**. You may always return to Settings to make additional changes.

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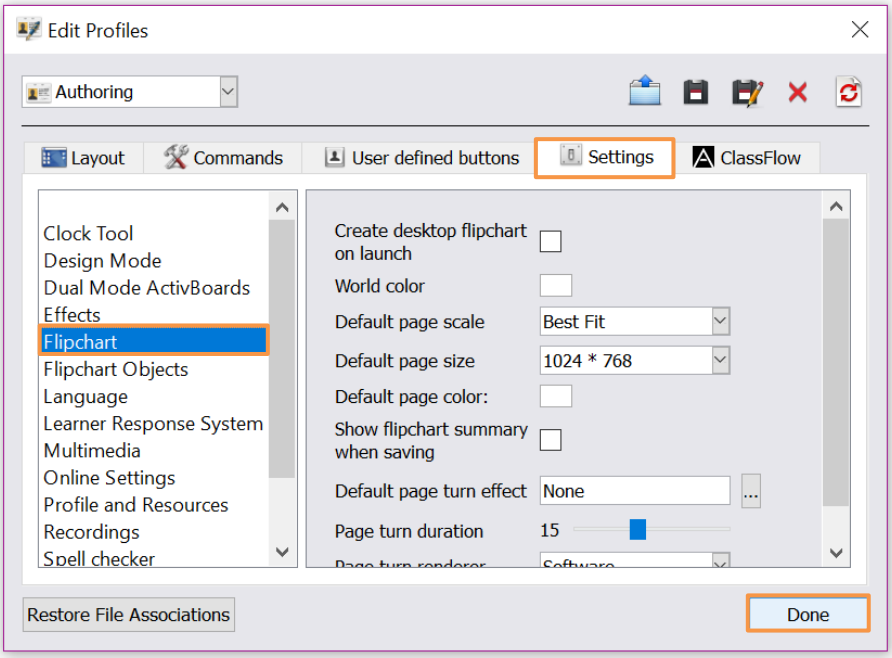
Settings: Flipchart

ActivInspire makes it easy to specify and customize the default settings for your flipcharts. If using a Mac, begin by going to **View**, then **Customize**. If using Windows, go to **File**, then **Settings**.

Select the **Settings** tab. Choose **Flipchart** from the menu on the left.



Once you have made your selections, click **Done**. Changes are reflected in real time, and you may always return to Settings to make additional changes.

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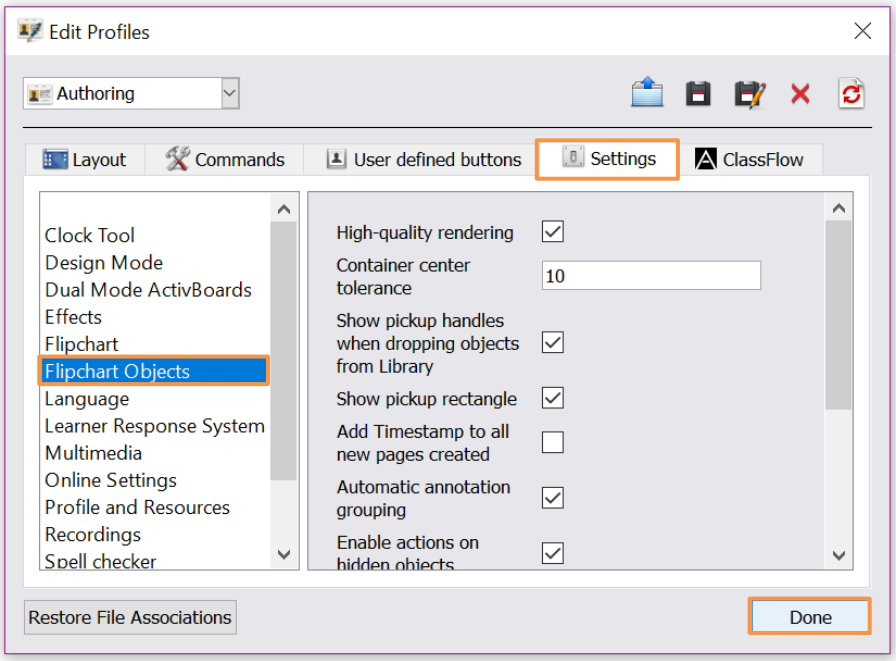
Settings: Flipchart Objects

ActivInspire makes it easy to customize the way objects appear within your flipcharts, as well as modify your Resource Library settings. If using a Mac, begin by going to **View**, then **Customize**. If using Windows, go to **File**, then **Settings**.

Select the **Settings** tab. Choose **Flipchart Objects** from the menu on the left.



Once you have made your selections, click **Done**. Changes are reflected in real time, and you may always return to Settings to make additional changes.

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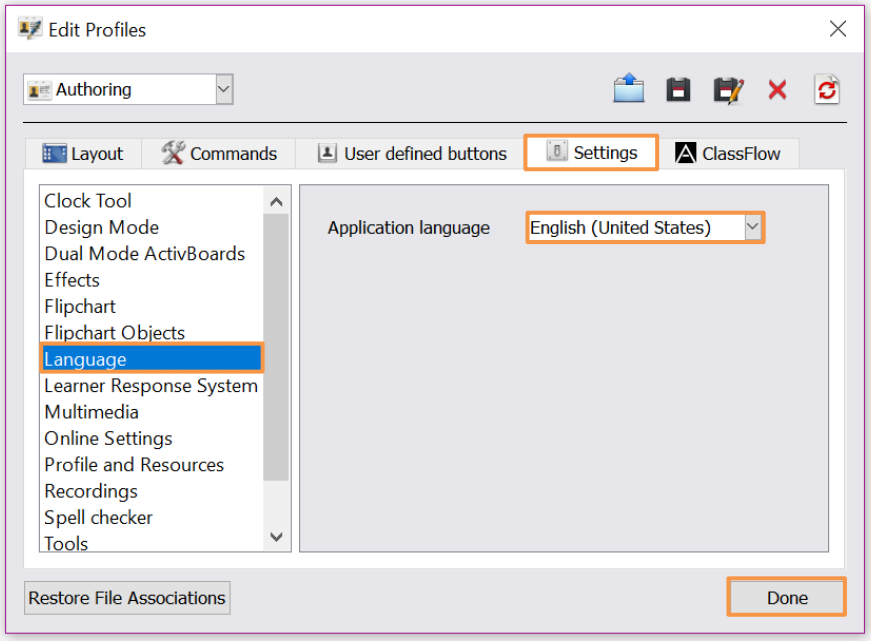
Settings: Language

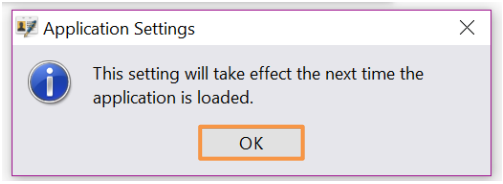
ActivInspire makes it easy to change your language settings with just a few clicks. If using a Mac, begin by going to **View**, then **Customize**. If using Windows, go to **File**, then **Settings**.

Select the **Settings** tab. Choose **Language** from the menu on the left.

Select your preferred language from the Application language dropdown **menu**.



Once you have made your selection, you will be informed that this setting will take effect the next time you open ActivInspire.



Click **OK**, then click **Done**.

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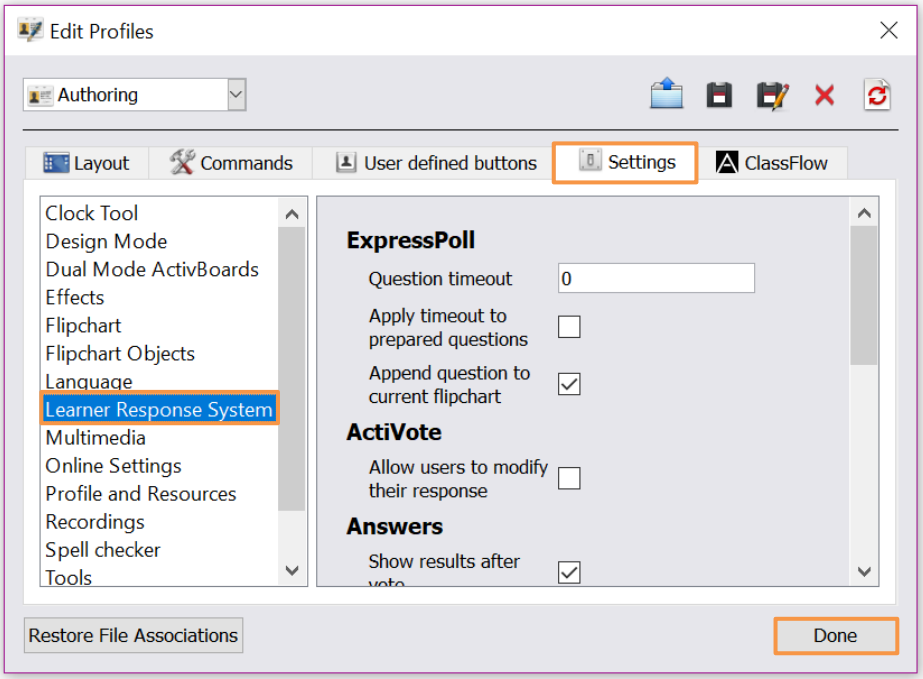
Settings: Learner Response System

If you are utilizing ActiVotes or ActivExpressions in your classroom, you may wish to further customize their settings. If using a Mac, begin by going to **View**, then **Customize**. If using Windows, go to **File**, then **Settings**.

Select the **Settings** tab. Choose **Learner Response System** from the menu on the left.



Once you have made your selections, click **Done**. Changes are reflected in real time, and you may always return to Settings to make additional changes.

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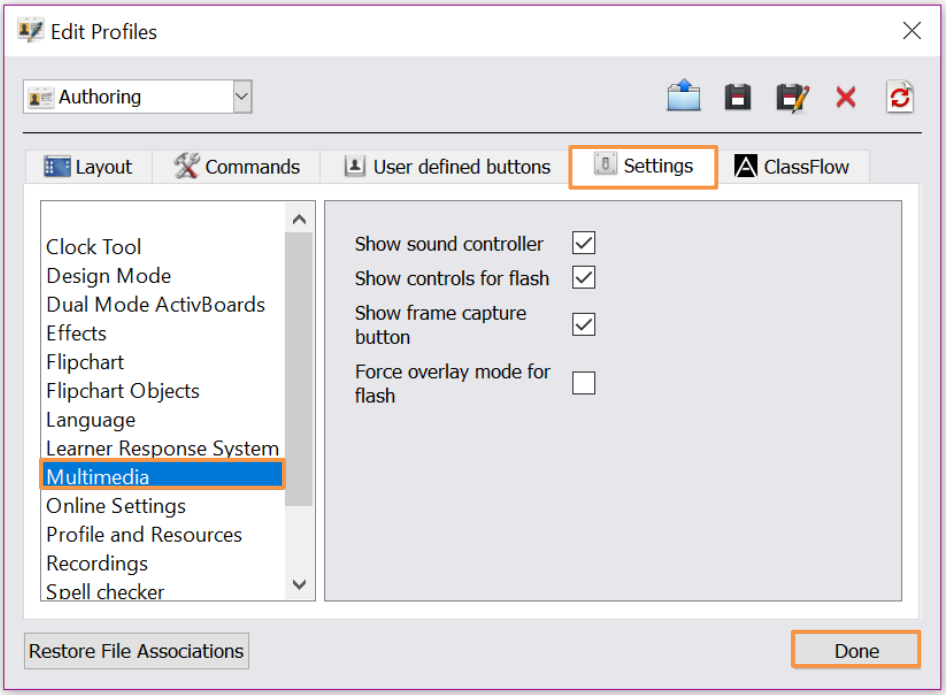
Settings: Multimedia

ActivInspire makes it easy to customize your Multimedia settings. If using a Mac, begin by going to **View**, then **Customize**. If using Windows, go to **File**, then **Settings**.

Select the **Settings** tab. Choose **Multimedia** from the menu on the left.



Once you have made your selections, click **Done**. Changes are reflected in real time, and you may always return to Settings to make additional changes.

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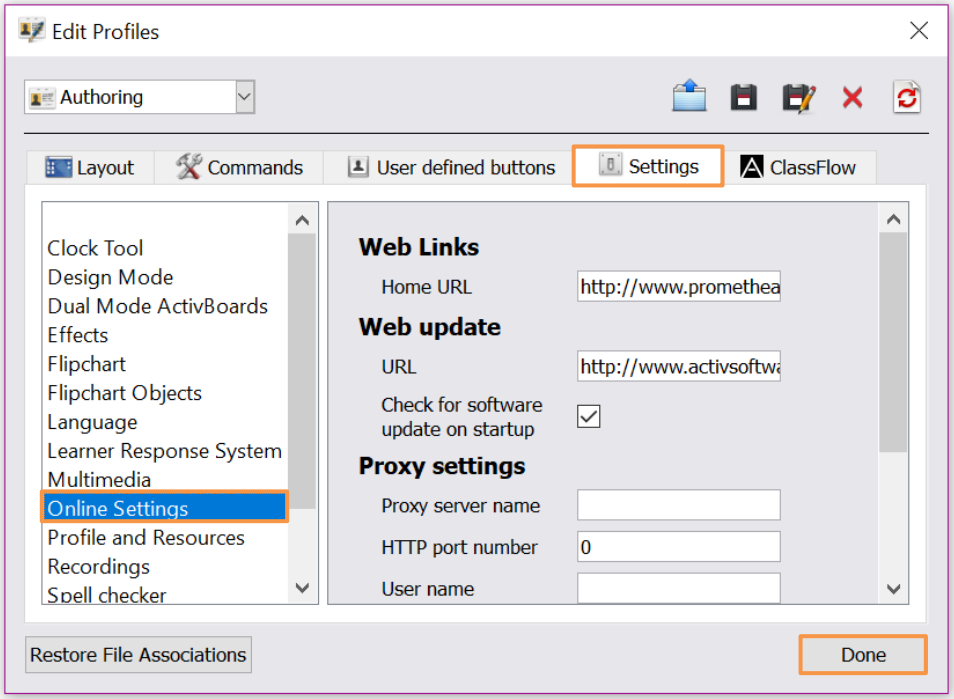
Settings: Online Settings

ActivInspire makes it easy to customize your Online Settings. If using a Mac, begin by going to **View**, then **Customize**. If using Windows, go to **File**, then **Settings**.

Select the **Settings** tab. Choose **Online Settings** from the menu on the left.



Home URL refers to the website that is displayed when you open your web browser from ActivInspire. The Web Update URL refers to the website ActivInspire contacts when you check for updates.

Once you have made your selections, click **Done**. Changes are reflected in real time, and you may always return to Settings to make additional changes.

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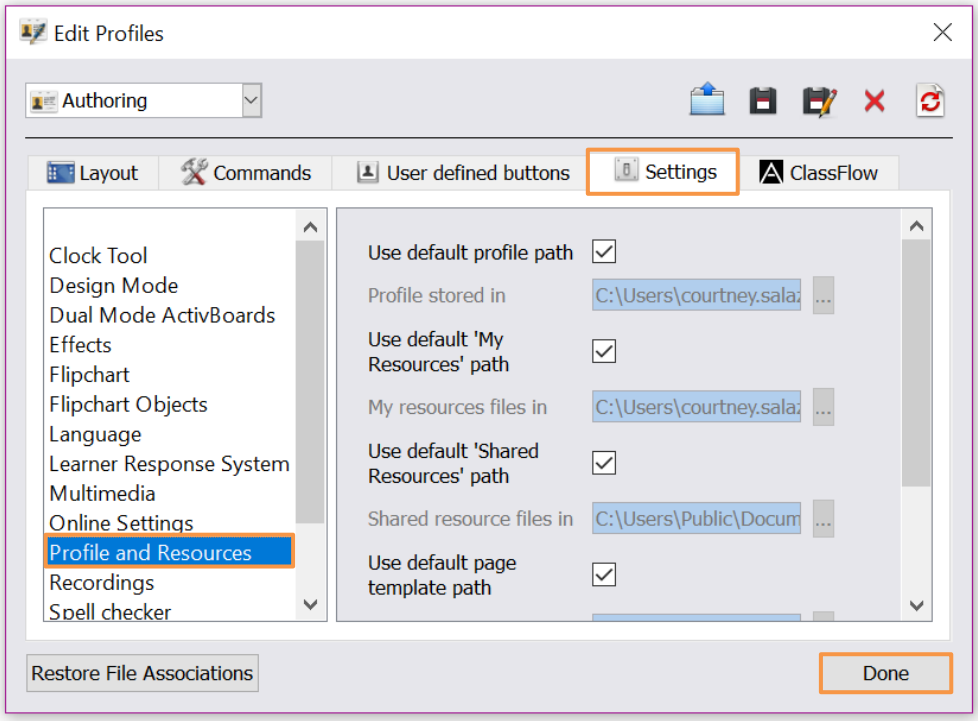
Settings: Profile and Resources

ActivInspire stores your Profiles and Resources in default folders, but you may easily customize these locations. If using a Mac, begin by going to **View**, then **Customize**. If using Windows, go to **File**, then **Settings**.

Select the **Settings** tab. Choose **Profile and Resources** from the menu on the left.



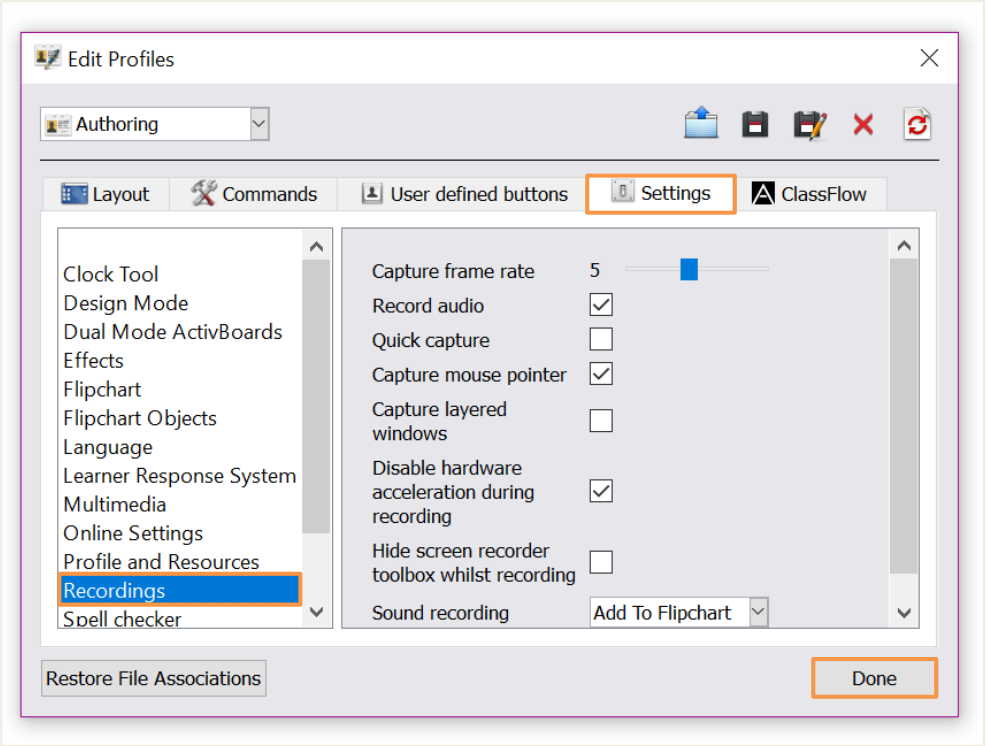
Once you have made your selections, click **Done**. Changes are reflected in real time, and you may always return to Settings to make additional changes.

Promethean

Settings: Recordings

ActivInspire makes it easy to change the video and sound recording settings to best fit your needs. If using a Mac, begin by going to **View**, then **Customize**. If using Windows, go to **File**, then **Settings**.

Select the **Settings** tab. Choose **Recordings** from the menu on the left.



Once you have made your selections, click **Done**. Changes are reflected in real time, and you may always return to Settings to make additional changes.

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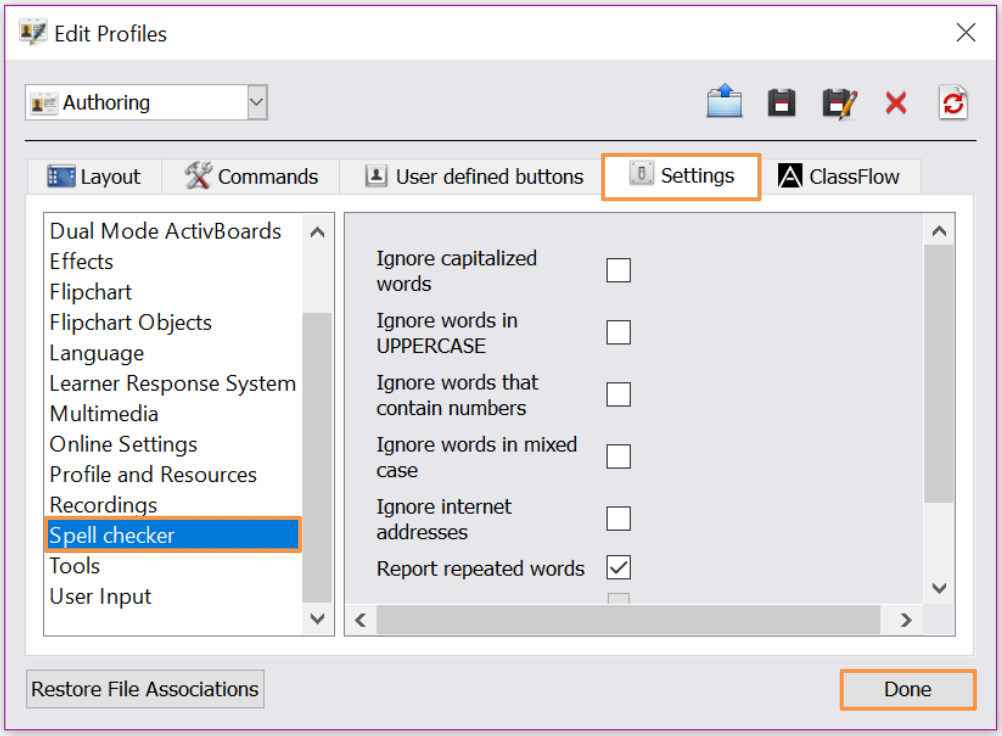
Settings: Spell Checker

ActivInspire makes it easy to change the Spell Checker settings to best fit your needs. If using a Mac, begin by going to **View**, then **Customize**. If using Windows, go to **File**, then **Settings**.

Select the **Settings** tab. Choose **Spell checker** from the menu on the left.



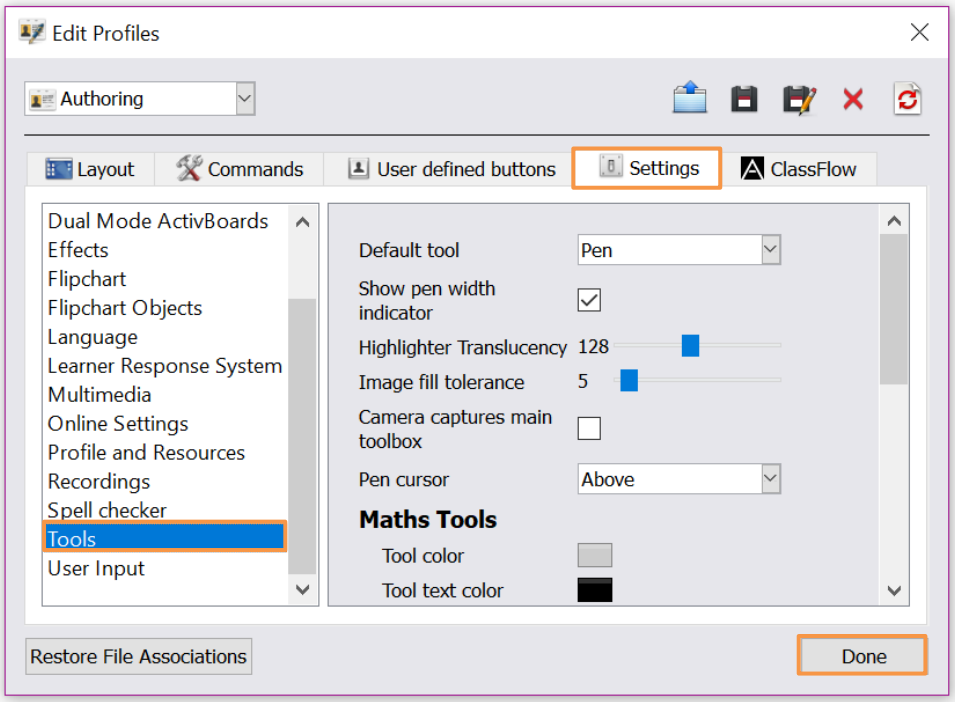
Once you have made your selections, click **Done**. Changes are reflected in real time, and you may always return to Settings to make additional changes.

Promethean

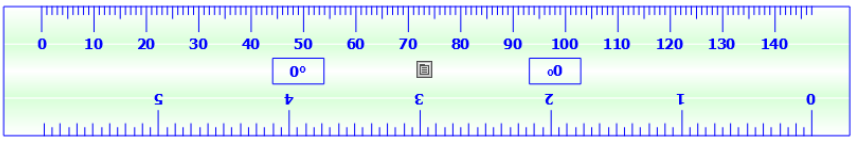
Settings: Tools

ActivInspire makes it easy to customize the appearance and usage of some of the most commonly used tools, including Annotation and Fill Tools, Math Tools, Shape Tools, and more. If using a Mac, begin by going to **View**, then **Customize**. If using Windows, go to **File**, then **Settings**.

Select the **Settings** tab. Choose **Tools** from the menu on the left.



Once you have made your selections, click **Done**. To view changes, simply employ the tool you've edited.



Changes are reflected in real time, and you may always return to Settings to make additional changes.

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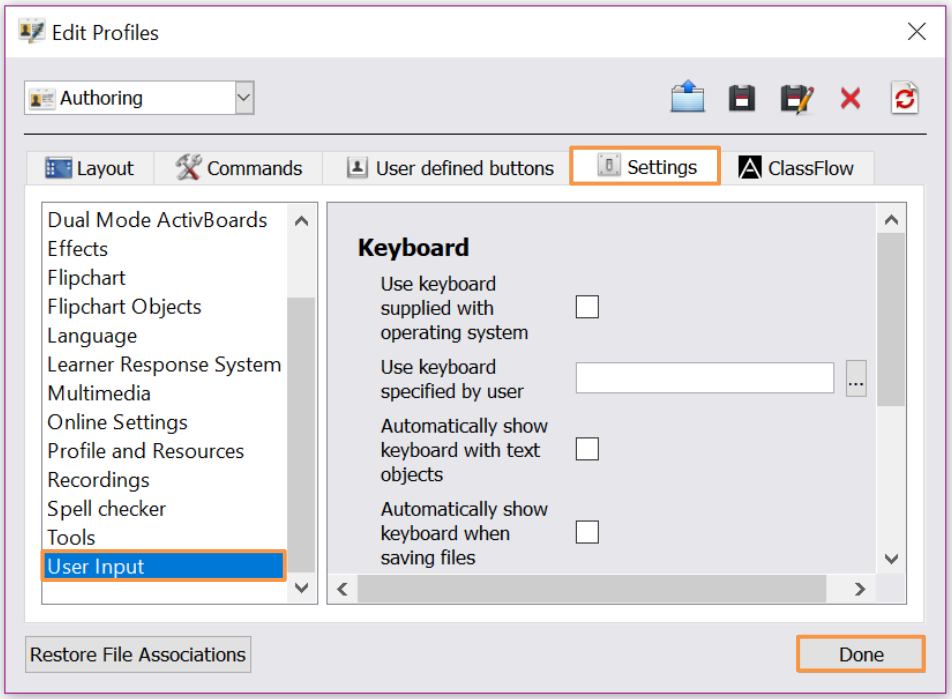
Settings: User Input

ActivInspire makes it easy to customize the way the Keyboard and Handwriting Recognition tools function. If using a Mac, begin by going to **View**, then **Customize**. If using Windows, go to **File**, then **Settings**.

Select the **Settings** tab. Choose **User Input** from the menu on the left.



Once you have made your selections, click **Done**. Changes are reflected in real time, and you may always return to Settings to make additional changes.

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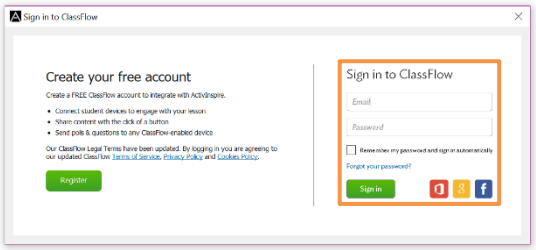
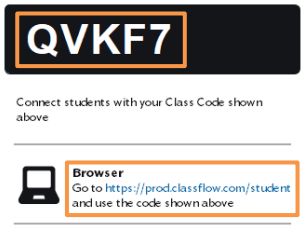
ClassFlow Connect

ActivInspire integrates with another beloved Promethean software, ClassFlow. ClassFlow is perfect for incorporating student devices and easily sharing the contents of your flipchart with connected students.

Select the **ClassFlow Connect** button within your ActivInspire window.



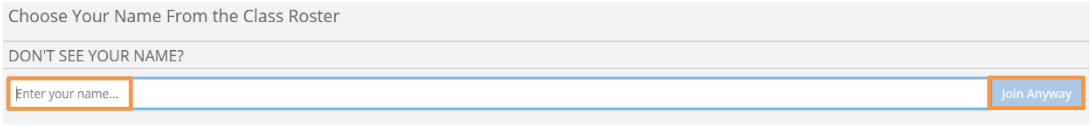
If you do not yet have a free ClassFlow account, you may **register** for one. If you have already created an account, **sign in**.

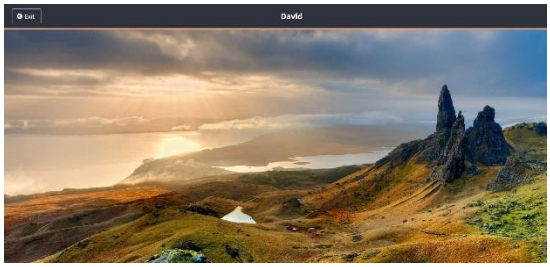


Once logged in, your unique five-digit Class Code appears. Students connect by going to the **provided URL**.

We recommend using browsers Google Chrome or Safari with ClassFlow.

When a student arrives at this URL, they enter your class code and click **Join**. Next, they simply input their **name** and select **Join Anyway**.





The scenic landscape images are an indication they have successfully connected. This holding screen remains until you send content to your students.

The class code and number of connected students stays at the top of your window until you sign out of ClassFlow.

Simply click the **Send Page to ClassFlow Students** button to share your immediate flipchart page out to student devices.

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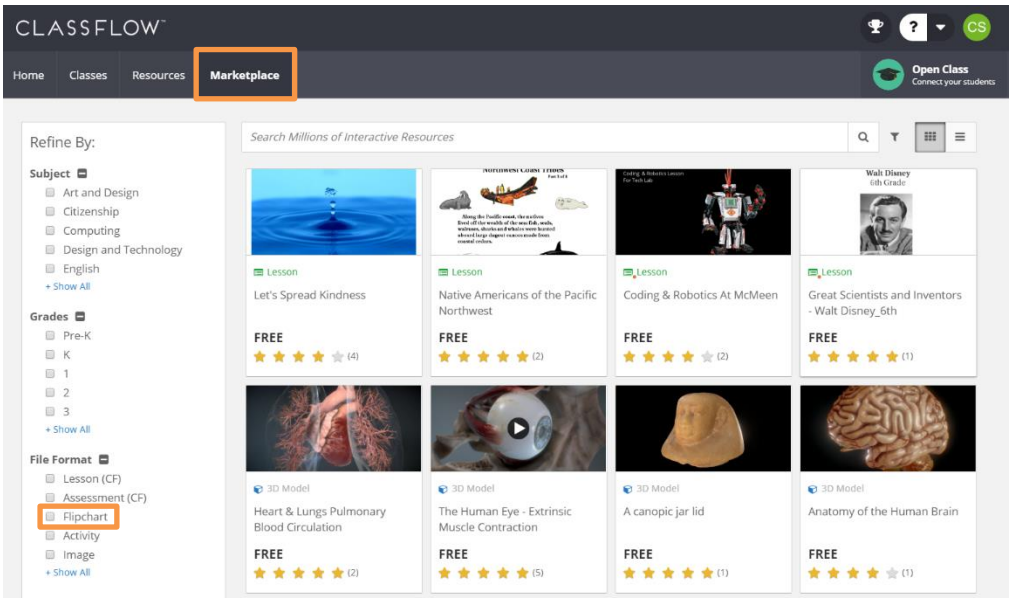
ClassFlow Marketplace

ClassFlow is another Promethean software and is free to use. Visit www.classflow.com to create your own free account.

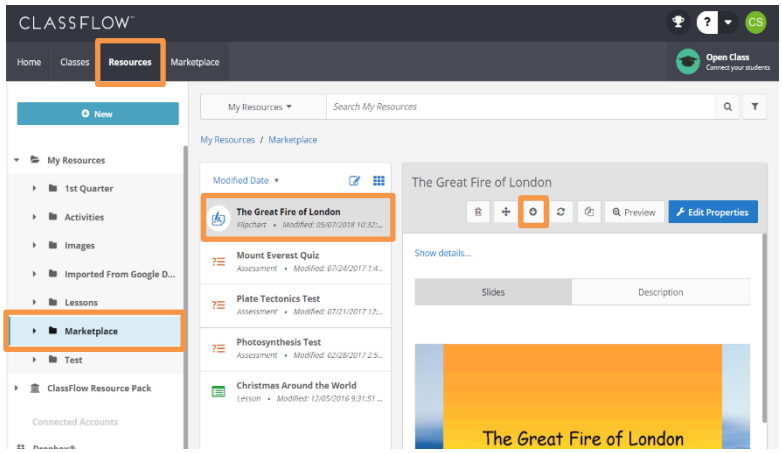
The ClassFlow Marketplace is home to millions of free and paid resources, including ActivInspire flipcharts. To peruse and download flipcharts in Marketplace, log into ClassFlow and select the **Marketplace** tab.



Filter content with the parameters on the left side and search using keywords. Isolate the filetype to **Flipcharts**.

To preview a resource, simply click the thumbnail. Scroll down for more details and to flip through the flipchart. To download, click **Add to My Resources**.

Return to the **Resources** tab and select the **arrow** to the right of the Marketplace folder to locate the flipchart. Select the **Download** icon to download the file onto your device for use in ActivInspire. If the Download icon does not appear, check within the cog.



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