



## THE DASHBOARD

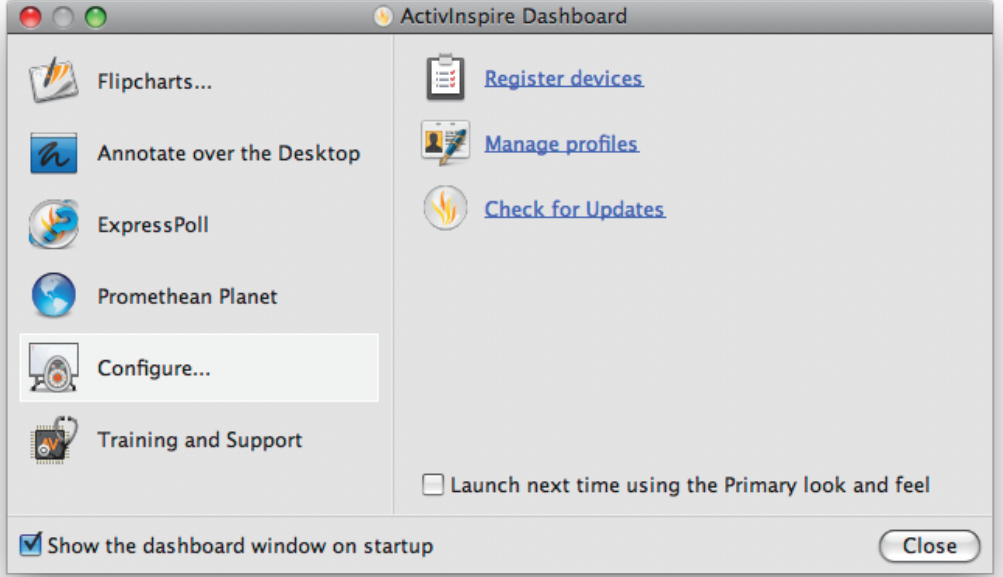
When ActivInspire opens, you are immediately greeted with the Dashboard. The Dashboard contains shortcuts to flipcharts and time-saving tools. The Dashboard remains open until it is closed.

### TIP: Make It Go Away

If you do not want this popping up every time you run ActivInspire, uncheck the 'Show the dashboard window on startup' box.

### TIP: Make It Come Back

From the VIEW menu, click on dashboard. If you decide you want it back everytime on startup, check the 'Show the dashboard window on startup' box.

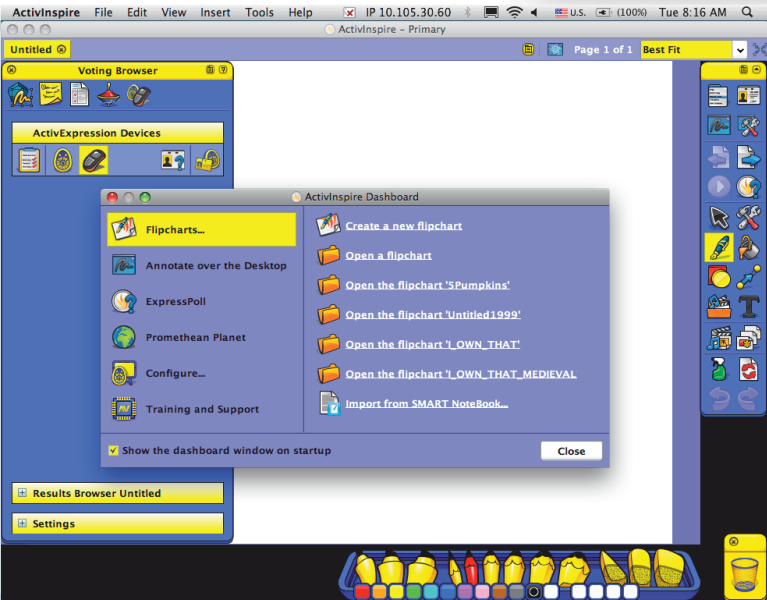


## CHANGE ACTIVINSPIRE'S LOOK AND FEEL

If you want to get a simpler interface better suited for younger grades, try Activinspire Primary. From the Dashboard (View -> Dashboard), choose configure. Check the box that says 'Launch next time with the Primary Look and Feel'. When you exit and re-launch ActivInspire, the interface will change. If you don't like that look, you can go back.

<- Primary

To go back, from the Dashboard (View -> Dashboard), choose configure. Check the box that says 'Launch next time with the Studio Look and Feel'. When you exit and re-launch ActivInspire, the interface will change back.



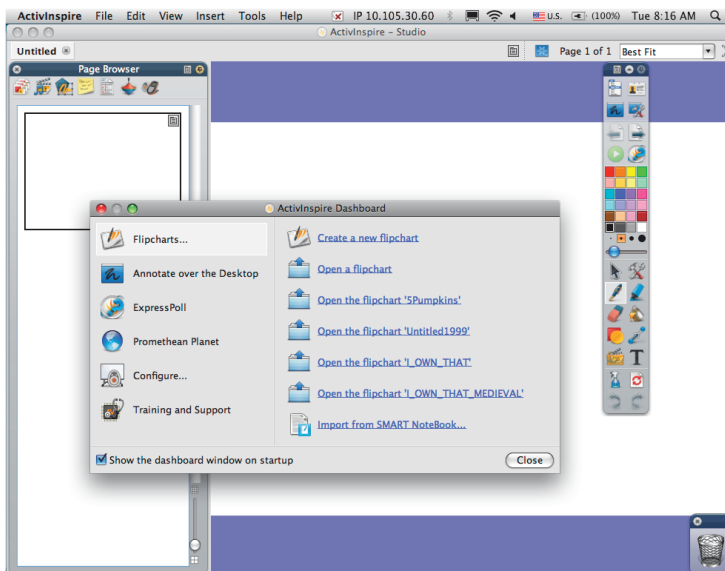
## ACTIVINSPIRE PRIMARY

ActivInspire Primary is designed for younger grades. The tools are simpler (fewer choices, big pictures to click) and ordered at the bottom for ease of reach for the "vertically challenged". Even with the low mounting of the interactive white boards to the walls, tool access can be an issue for young students. This configuration is ideal for elementary school.

## ACTIVINSPIRE STUDIO

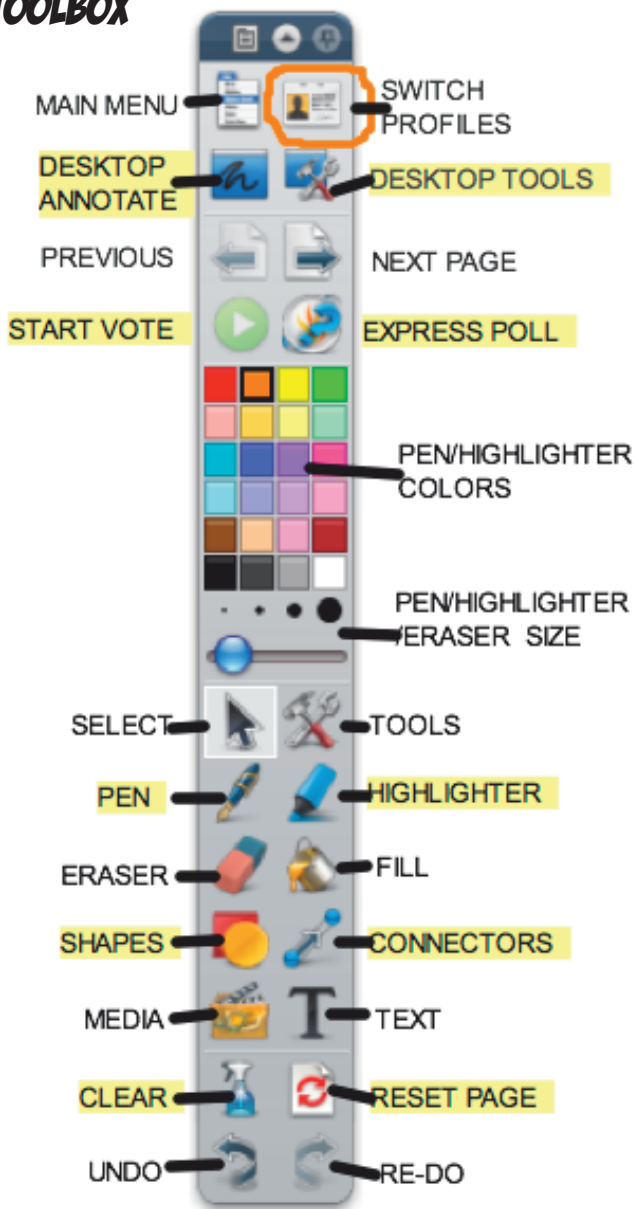
ActivInspire Studio has a more "grown-up" look and feel; there are more tools and more options. This configuration is ideal for the high school setting.

Studio ->





## TOOLBOX



## ADJUST YOUR TOOLBOX

ToolBox Options provides you with placement options. There are options menus on nearly every browser/box/window. Check them out!

Roll-up - just like rolling a window shade it hides it out of your way. Click roll-up again to restore the toolbox.

Pin Toolbox lets you make the tool box stick in place and not travel around freely. You can unpin it and scoot it about. Note that other windows (like the browsers) can also be pinned and unpinned.

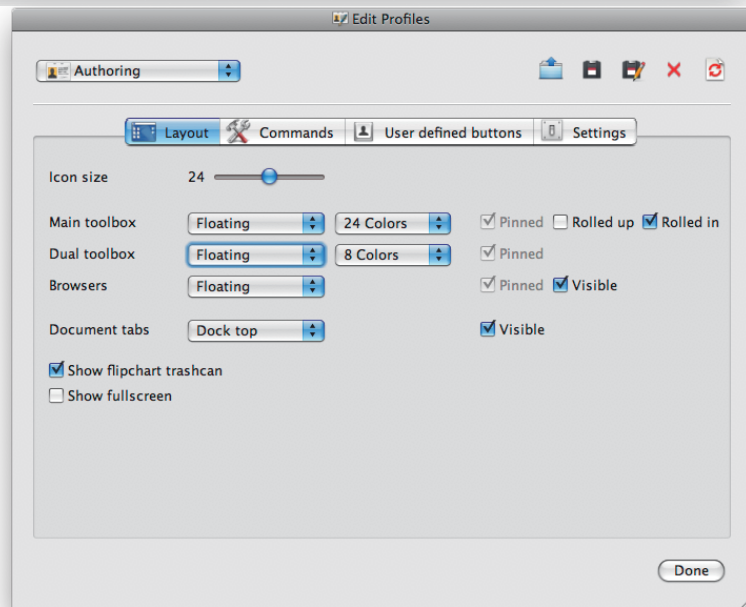
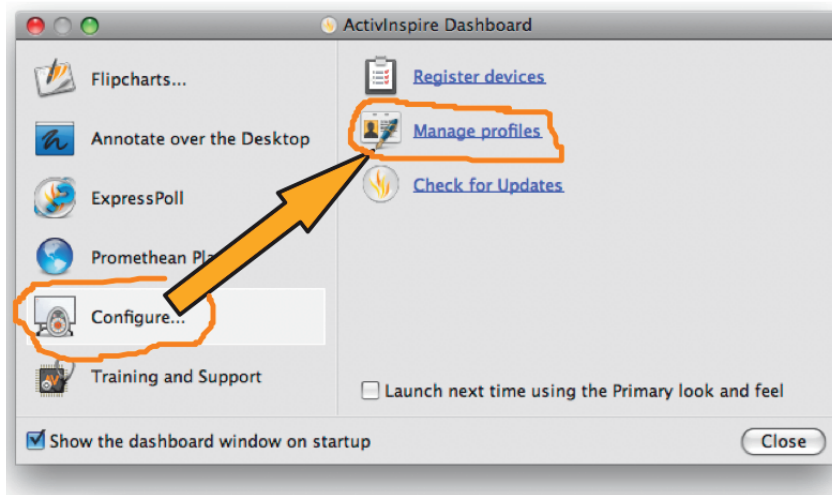


## PROFILES

A profile is simply a collection of settings. You can modify existing profiles to better suit your needs or even make your own profiles.

You can tweak a profile by clicking on the Dashboard's 'Configure' button and then choosing 'Manage Profiles'.

You can use the dashboard to switch between profiles, but you also have an icon in your toolbar to switch profiles (which is faster).



When you edit your profiles, the one thing you will definitely want is the most colors; be sure the main toolbox has 24 colors. Uncheck "Rolled in" if you do not like the toolbox hiding features from you.

The "Commands" tab will let you add more buttons for ActivInspire to your toolbox.

The "User defined buttons" tab lets you configure buttons for other applications (such as Firefox) that you might want as buttons on your toolbox.

The "Settings" tab lets you change behaviors for ActivInspire (such as how big the layout of the screen is, background colors, clock, etc.)



## BROWSER

The Browser starts off on your left.

## PAGE BROWSER

Like Microsoft PowerPoint's slide sorter, the Page Browser allows you to add, delete, duplicate or move pages. You can use the scroll bar to preview your flipchart pages. The slider at the bottom of the page browser allows you to resize the preview size of the pages.

## RESOURCE BROWSER

The Resource Browser lets you look for multimedia resources (pictures, photos, movies, sounds, etc.) to spice up your flipchart pages with.

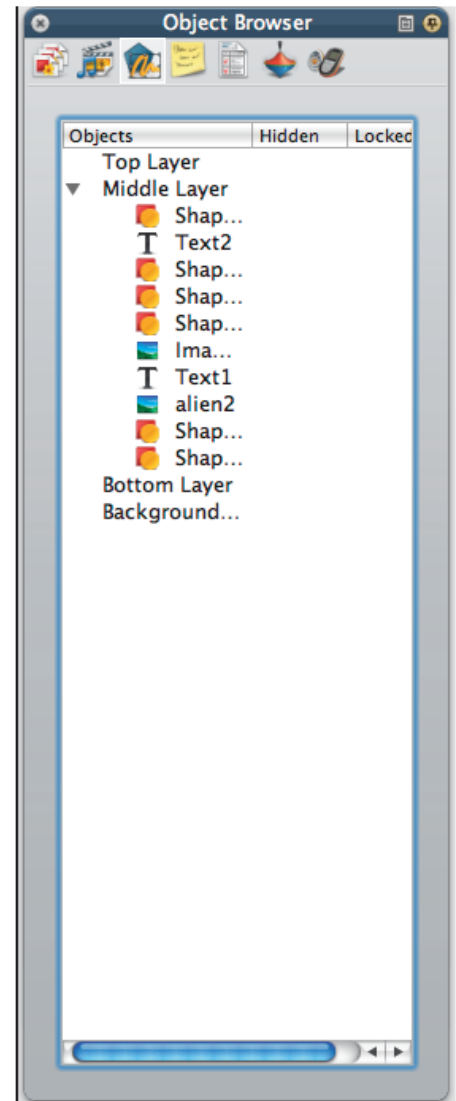
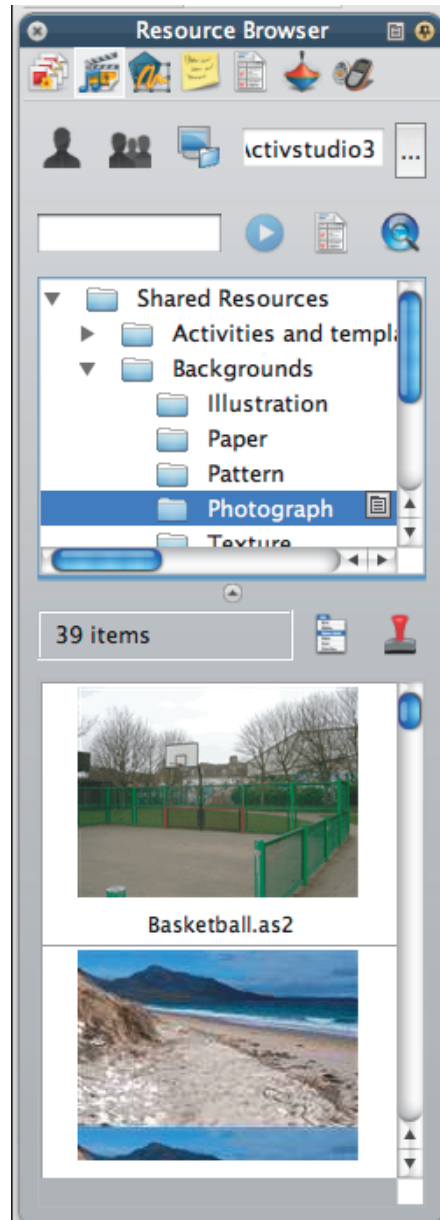
The single silhouette head is your personal stuff. The multiple heads are shared resources that anyone on that computer could use. The Blue Computer Screen is a link to another folder, which you can specify.

(+) means a resource can be expanded.

(-) means a resource can be collapsed.

## OBJECT BROWSER

The Object Browser lets you sort things from layer to layer and restack items within a layer. You can also lock things so that your students can't move them.





## NOTES BROWSER

The Notes Browser is a place to keep notes. At the bottom is a button that says 'Format ToolBar'; this lets you format the fonts in your notes.

If you're going to share this with others, this is the ideal location for you to put instructions for the next person who uses your flipchart.

Likewise, if you download a chart from [www.prometheanplanet.com](http://www.prometheanplanet.com), this is the place to get pointers on how to use their material.

## PROPERTY BROWSER

The Property Browser lets you change the appearance of the objects in your flipchart page. You can change things such as identification (such as how it identifies itself in the object browser), Appearance (make it translucent or switch layers), Position on the page, Labels (tooltips that popup), turn it into a container, rotate the object, place restrictions on how the object is moved, and so forth. If you edit a page's properties, you can custom design a grid.

## ACTION BROWSER

The Action Browser lets you assign an action (such as to open a webpage or start playing a movie) to the objects you have on your flipchart page. A pull-down menu lets you switch between all actions (more than 250) or by groups. There are also drag and drop actions.

## VOTING BROWSER

You can register devices (such as the ActiVote classroom response units), manage those devices, and export information (look for a head and a question mark icon). At the bottom you can manage your results. This provides:

The screenshot displays four overlapping windows from the software interface:

- Notes Browser:** Contains text about the browser's purpose, TN Grade 8 Science Indicator SPI 0807.Inq.1, SPI 0807.Inq.4, and SPI 0807.Inq.5. A 'Format ToolBar' button is at the bottom.
- Property Browser:** Shows settings for an object named 'alien2'. Categories include Identification (Name, Keywords, Question Tag), Appearance (Layer, Depth, Translucency, Visible), Position, Label (Caption, Font Name, Font Size, Font Color, Outline Style, Background Mod, Background Color), Behaviour, Container, Rotate, and Restrictors.
- Action Browser:** Features a 'Current Selection' and 'Drag and Drop' section. A list of actions includes 'All Actions', '1024 x 768 Flipchart', '1152 x 864 Flipchart', '1280 x 1024 Flipchart', 'About', 'Action Browser', 'Align Angle', 'Align Bottom', 'Align Centre X', 'Align Centre Y', 'Align Complete', 'Align Height', 'Align Left', 'Align Right', 'Align Top', 'Align Width', 'Angle', 'Angle Incrementally', 'Another Page', and 'Append Text'. 'Remove Existing' and 'Apply Changes' buttons are at the bottom.
- Voting Browser:** Shows 'ActivExpression Devices' and buttons for 'Results Browser Training' and 'Settings'.



## MARQUEE AND SIZING HANDLES

### TO EDIT AN OBJECT

Place your cursor on the object (text, shape, etc). The cursor becomes a small arrowhead with a cross (like the knight's red cross, only black). Click or tap on the object. This causes the "Marquee and Sizing Handle" (or just "Marquee Handles") to appear.

The name "Marquee" refers to the grey or yellow dotted outline around the object, which encircles (or "ensquares") the object like a movie marquee.

The Marquee Handles are a row of icons (often) above the object; they can appear to the side or below. Each icon allows a specific action (move, rotate, edit, make translucent (see-through), group objects, bring forward, send backward, duplicate, increase or decrease size. Text objects also allow the text to be edited.

The marquee (square outline) of an object has Sizing Handles (grey circles) at the corners and in the middle of each side. Click and drag a grey circle to alter the object's shape.

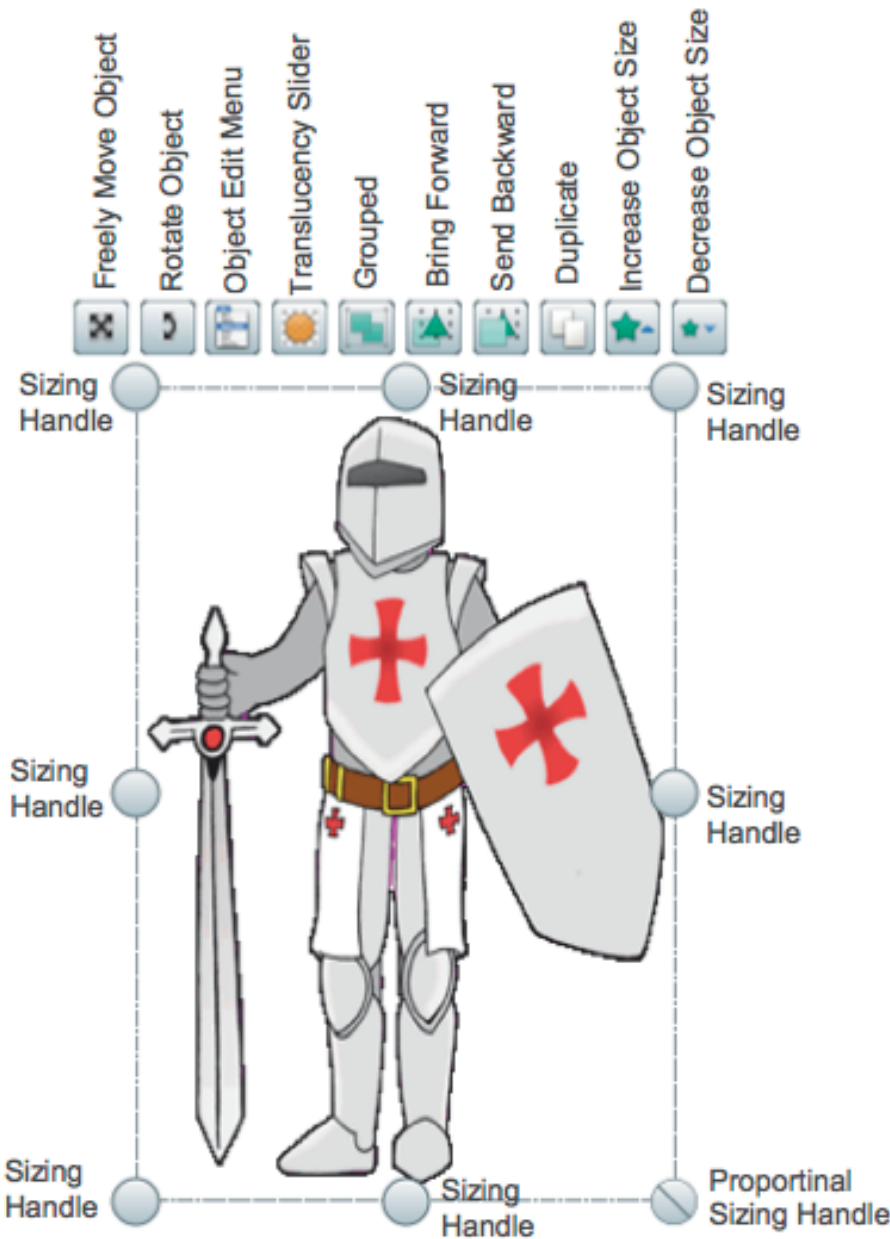
In the lower right corner is a circle with a line through it. This sizing handle changes the size proportionally (it gains or loses as much height as width, thus keeping the original look of the object).

### FAST ACCESSING CHANGES

As a Mac user, you can right click (if you have a mouse with a right button) or you can always hold down the control button when you click.

### CONTROL-CLICKING

This gives you really fast access to menus in ActivInspire (and other programs, such as Safari, Firefox, Microsoft Word, Excel, PowerPoint, etc).



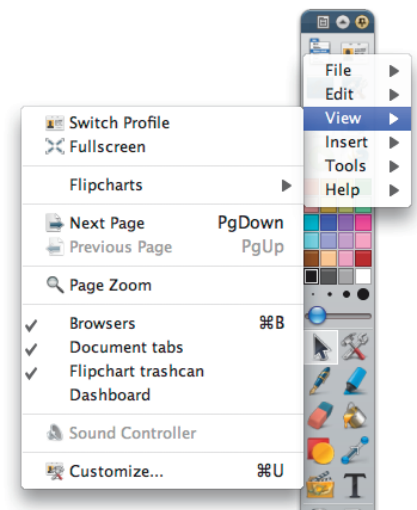
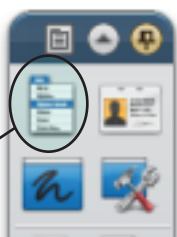
## MENUS ARE EASY -- AND EVERYWHERE!

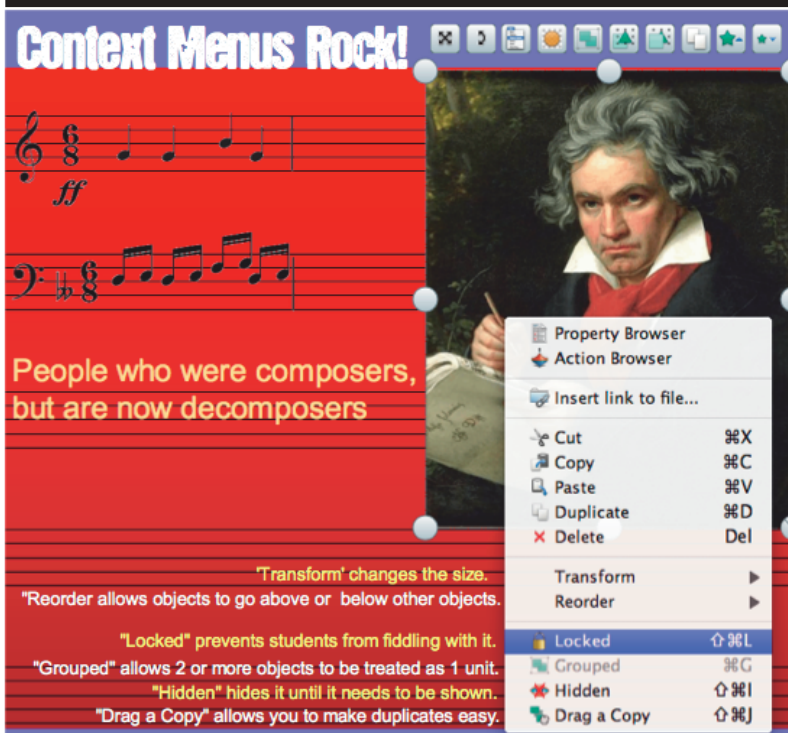
Menus are not only along the menu bar at the top, but you can control click (see above) or even use the built in menus from the toolbar. The Top Left icon is the Main Menu icon.

If you click the Main Menu icon, you have access to everything on any of ActivInspire's menus. This is especially helpful for when you switch your profile to "At The Board"; the menu bar at the top goes away, but you can still access the program's full features, right from the Toolbox.

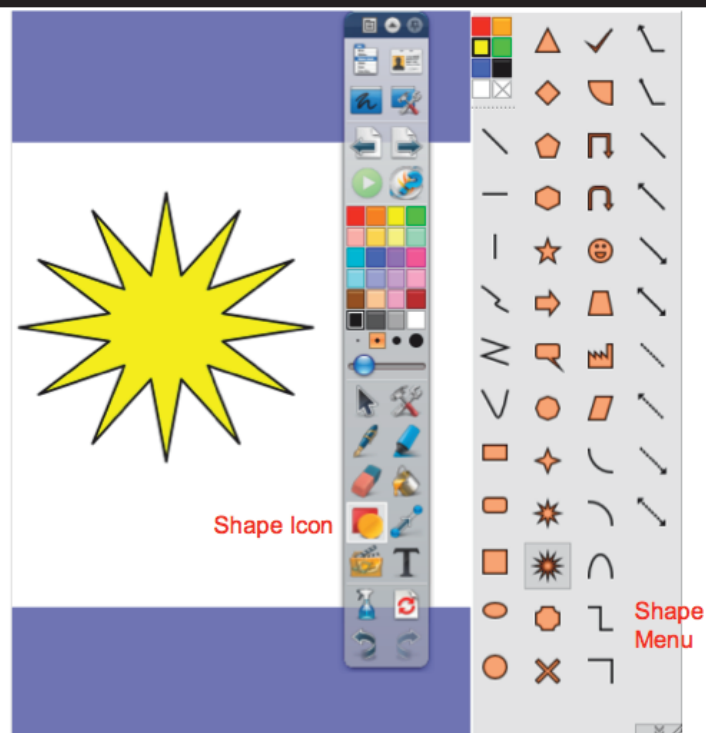
When you're designing a flipchart page, all the menus are useful. But when you're in class, the Tools menu will give you quick access to any tools you haven't configured in the Toolbox.

The Main Menu icon.







Right clicking (or for Macs with a single mouse button, control-clicking - holding the control key while clicking) opens up a world of easily accessible possibilities.



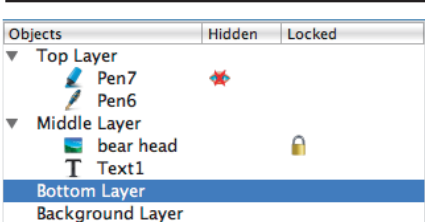
The shape object is re-vamped from ActiveStudio 3, making shapes more dynamic for presentation purposes.

 Design Mode	<p>The Design Mode/Presentation Mode icon is at the top right of the flipchart. Design Mode lets you work on objects that are locked or have actions attached without fear of the actions happening. Hidden objects will also be visible.</p>
 Presentation Mode	<p>Presentation Mode lets the flipchart function just like it would for you in class. If your flipchart actions aren't working, check if Design Mode is on. Click the icon to switch modes.</p>

The connector tool allows you to click and drag to create links between objects. This is useful for making concept maps. If you move a connected object, the line redraws itself, so that the two objects remain linked.



The eraser tool only erases the pen and the highlighter. It won't erase pictures or text. This means that you can safely remove highlighting from text without worrying about removing the text beneath it.



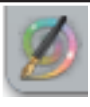
The object browser lets you see which layers objects are on, as well as if they are hidden or locked in place.

Pens, highlighters and magic ink start on the top layer. Other objects start on the middle layer. You can move items to other layers (including the bottom layer) if needed. Backgrounds and grids stay on the background layer.

Magic Ink is a special eraser that erases objects on the top layer.

If magic ink isn't in your toolbox, you can access it from the Tools menu -> Magic Ink.

Unlike the eraser, you could erase a picture (if that picture is on the top layer). Thus, you could hide a picture (placed on the middle layer) beneath another picture (on the top layer). Magic ink will let your erase the picture on the top layer to reveal the middle layer picture.



This icon allows you to insert media from a file on your computer. By Media, it means sound files (wavs, mp3s, etc.), movies (.mov, .flv, .avi, etc.), or pictures (.gif, .jpg, .png, etc.).

If you change the location of the media on your harddrive, the media will be a broken link (it won't work), so organize your files and then link to them.



Clear Annotations removes all pen, magic ink and highlighter marks.

Clear Objects gets rid of everything on the top, middle and bottom (but not background) layers.

Clear Grid and Clear Background do just what they say they will do.

Clear Page removes it all.



The Text Tool lets you create text on your flipchart pages. As will most computer programs, you can change the font, the size and the color of the text you type.

Tools menu -> More Tools -> Spell Check Flipchart is also handy.



If you don't save your flipchart, then the reset icon works just like the Clear Page tool (removes it all). However, if you save your flipchart, this puts all your objects back as when you started. Between classes, use this rather than re-opening a flipchart to reset it.

