Managing a Lesson with the Promethean Board Monday, August 4, 2014 Leanne Schrier <u>Ischrier@cbsd.org</u>

ActivInspire is a flexible platform for creating interactive lessons. Some of the basic features include: annotating slides using a pen or highlighter; creating action buttons (these can be used to reveal hidden information, link to another slide, open another file, link to a website, begin a timer, and much more); and saving annotated slides as PDFs. This handout willow To Im

- 1. Open a new Flipchart
- 2. Go to File Import
- 3. Here you can choose to either import the PowerPoint as "Images" or "Objects"

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How To Set Up a Personalized Toolbar for ActivInspire

ActivInspire offers hundreds of tools to create a personalized toolbar for making Flipcharts and teaching with ActivInspire. To browse the available tools go to Customize. Select the "Commands" tab. The left hand side lists all the available tools. The right side shows the tools that are currently on your tool bar.

To add a tool, select it on the left side and click the "Add" button. To remove a tool, select it on the right side and click the "Remove" button.

Reorder your toolbar by selecting the tool and then selecting the "Move Up" or "Move Down" button.

To put a separator in between tool sections, select the "Separator" from the top of the tool bar options on the left side.

Stort (Einn Slieith ExpressPoll Move Up Here is an example tool bar: Desktop Previous Select Sizes for Annotate Slide Buttons for Pen, Highlighter, Desktop Next Color Palette Select

Menu: Open Recer

All Commands

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Open an New Existing Flipchart Flipchart ActivExpressions and Eraser Tools Reset Undo Pen **Shapes** Compass Ruler Redo Eraser Clock **Equation Editor** Page

Duel Pens

Magnifying

Glass

How To Create an Action Button

Color Fill

Right Click on the object (this can be an image, shape, textbox, etc) that you want to be the action button.

Protractor

- 2. Select "Action Browser."
- 3. Select the Action you wish to use (see some special instructions below).

Text Box

Select Apply Changes.

Highlighter

To create an Action Button that opens a file: Select "Open Document, File or Sound." Click on the button with ".." to select a file. Select Apply Changes. To create an Action Button that opens a webpage: Select "Open Website." Type or Paste the web address into the URL box. Select Apply Changes.

Open Document File or So

Clear

Annotations

To create an Action Button that hides/reveals another object: Select "Hidden." Click the button with ".." to select an object, textbox, etc that you want to hide/reveal. Select Apply Changes. Now when you click the action button it will hide or reveal the target object.

After you have created action buttons, if you want to see where you have action buttons or manipulate them, change to "DI a hp2.5((o))0.5(t26u3.3(()10.5(a)1.5(e)()0d2(p).7()5(")8)30.00(ter)3.3(()7a)3

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