

Toolbox

Menu – Allows you to select from any of the icons that are also available on the menu bar (File, Open,

Desktop annotation – Click this button to temporarily shrink ActivInspire, leaving only the toolbox. You can now use pen, highlighter and other tools to mark up Internet Explorer and other programs.

Pen color – The default toolbox displays a limited number of colors. Right-click on any color square, then click the color wheel to select among millions of colors. Use the **Edit User Defined Buttons** option, then click the **Layout** tab to show more or fewer colors on the toolbar.

Selection Tool – use this tool to manipulate objects on your slide, instead of writing with the pen.

Eraser – erase pen and highlighter annotations. The eraser width is controlled by the pen width tools.

Shapes toolbar –opens the shapes toolbar on the right.

Insert Media – Insert a picture, video or sound file onto a slide.

Docking Options – “dock” the toolbar in different places on the screen.

Pin – lets you to pin the toolbar to the desktop or hide it off to the side (only active if the toolbox is on the edge of the screen).

Edit User Defined Buttons allows you to control almost all of the settings in ActivInspire. Perhaps the most useful is to add new tools to the toolbox (See sidebar).

Advance Page – these buttons advance or backtrack within your presentation.

Pen Width – either the circles or the slider can control the width of the writing that appears when using the pen/ highlighter in ActivInspire.

Pen and Highlighter Tools These work just like their real world equivalents. Remember you can change the colors and widths (see above).

Fill Tool – This can be used along with the color selector to fill shapes with a particular color.

Text Tools – use this tool to type text into a box which can be placed anywhere on the slide.



- Clear Annotations
- Clear Objects
- Clear Grid
- Clear Background
- Clear Page

Browser Pane

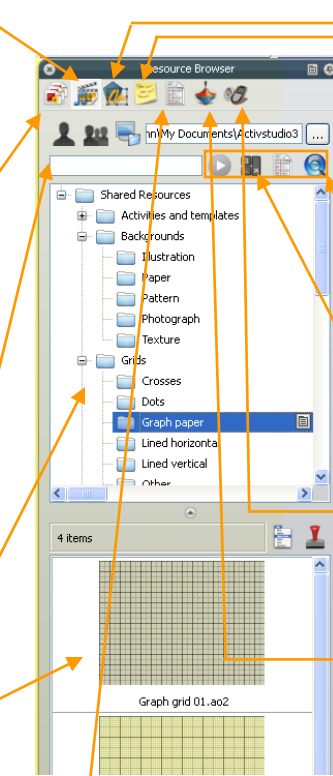
Resource Browser (shown) – This is a folder list of media

Page Browser – This allows you to move through and edit slides within the currently open presentation.

Search – Search the resource folders by keyword. You must 1st index your libraries before searching them.

Folder View- this allows you to navigate and browse the folders which contain media resources.

Item View – This section of the browser window displays the individual resources that can be added to a slide. To add a resource, drag it onto a flipchart page.



Properties Browser– This browser displays all of the properties for the currently selected object.

Shapes toolbar

Object Browser– Allows you to select the layer in which each object resides. You can drag & drop objects between layers.

Notes Browser– Type notes in this pane to associate them with the currently selected slide.

Search– Search Promethean Planet resources.

On-screen keyboard– alternative for typing on screen.

Voting Browser (if ActivVote or ActivExpression devices are available)– allows you to select the type of voting device and register/assign devices.

Action Browser –Select an object, then pick an associated action from this browser.

Shapes toolbar –This toolbar has arrows at the bottom that open a secondary set of shapes. A shape’s fill color can be selected at the top but you can also change it with the fill tool.



Adding Buttons to the Toolbox

- Click the **Edit User Defined Buttons** icon in the toolbox.
- Click the **Commands** tab.
- Select the tool you would like (on the left hand side), then click **Add**.
- Select it (on right) and move it up or down in the toolbox.

Commonly added Tools

Magic Ink



Dual User



Revealer



Keyboard



Getting Started

When you first open ActivInspire the **Dashboard** opens. Close the Dashboard and go right to work.

To add slides to your presentation simply click on the advance slide arrow and it will add an additional slide each time you reach the end of your presentation.



To reorder slides, click the open the Page Browser pane. Click and hold on a slide, then drag it to the desired location.

To delete an object – Click and hold down on the object and drag it to the garbage can in the lower right hand corner.

Add hyperlink – Right-click on the object that will be the hyperlink. Select **Action Browser**. Use the pull-down menu at the top to select **Document/Media Actions**. Select **Open Website** and type (or copy/paste) the website address. Click **Apply Changes**.

ActiVote Student Response System (SRS)

Register Devices -Before using the Activote student response system you must pre-register each device. Plug in the USB hub before registering the devices. Click on the **Voting Browser** pane and click the device registration button (looks like a clipboard). Registration may have been done by a previous user. If (in the middle pane) you see the activates, and the number in the upper right corresponds to the number in your case, then the devices have been registered.

Click the activote icon in the middle pane and click **register**. Type in the number of devices and click **Next**. On each device, hold down the orange center button until the red and green lights flash. Type the designated three letter code into the device, then move on to the next one. Click **Done** when completed.

Add a Question – Select **Insert > Question**. Choose the type of question (multiple choice, true/false, etc). Chose the desired number of responses and where to add the question (new page, current page). Click **Next**, check the **Replace page** box, and choose a question template. Type your question and choose answer parameters. You must manually type your answers into the template using text boxes. Click **Next** and **Finish**.

Results – When on a question slide, you must activate the vote gathering by pressing the triangular **green** PLAY button. When all students have answered, select the **Red STOP** button. By default, a bar graph with results will appear after you stop the voting.

Insert, Rotate & Lock Objects

Insert a shape: Use the shape toolbar from the toolbox.

Insert a Picture/Movie: Use the **Insert** menu to select **Media**. Navigate to the picture or movie.

Insert a Resource: Click on the resource icon in the browser pane. Find the resource, click and hold, drag onto slide.



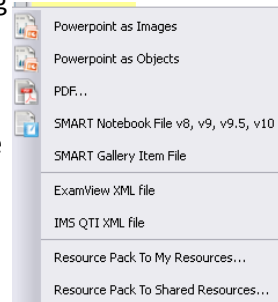
Rotate – Click the object until the object too bar appears. **Rotate** is the second icon from the left. Click and hold the mouse button, move your mouse to the left or right.

Lock–Click the object to open the **object browser**. Click the **properties** icon. Select lock/unlock. Locked objects can't be moved.



Import Powerpoints, PDFs as slides

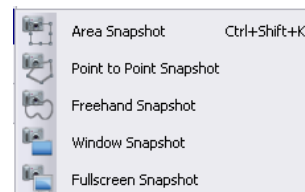
Click **File> Import** to bring PowerPoint slides into ActivInspire. Each slide/page in PowerPoint, pdf, smartnotebook will come in as a separate slide in ActivInspire. Please note any animations you have in Powerpoint will NOT convert.



Screen Capture w/ annotation



Click on the **Tools** icon in the toolbox. Select **Camera**. Then choose the desired selection tool. Once you have defined the snapshot area, choose where you would like the snapshot to be saved. Choices include Current Page, New Page, Clipboard, My Resources and Shared Resources.



Install ActivInspire Software & Driver

To install **ActivInspire**, click on **Start > My Computer > Instructional Share > Software > IWB > Promethean**

Double- click the **ActivInspire** icon. After it has completely installed, double-click the **ActivDriver** icon. Choose **USB** when prompted.

When you launch ActivInspire the first time a registration screen appears. Type your name and Shenendehowa CSD. Use the license number from your board, or use the one in the **license.doc** file in the folder with the installation files.

Changing Path to My Resources

Any resources you add should be added to My Resources not Shared Resources.

Change Default path to MY Resources –Click the **Edit user defined buttons** icon > **Settings** tab> **Profile and Resources**. **Uncheck** “Use Default ‘My Resource’ path.” Click the Browse button (...) and specify location in F drive. * It is highly suggested you create a Promethean folder in your F: drive FIRST, then browse to it in the previous step.

Optional: change the **Shared Resources** folder. Follow the instructions above. When specifying the location for Shared Resources choose **G:\Instructional Services\Teacher Resources\EdTechResources\Promthean**

Add resources in My Resources

Add to an existing folder in the Resource Library:

- 1)Open the folder in the Resource Browser.
- 2)Click and drag the object into the folder in which you want to insert it, then release it. The newly-added resource now appears in the items section of the Browser. It has the default name of '**ResourceN**' where '**Resource**' identifies the type of resource, for example, Image, and '**N**' is a number.