Getting Started with Inspire

How do I open a new flipchart?

- When Activstudio first opens, it defaults to a new flipchart page. You will see the toolbox and the dashboard. Close the dashboard so that it does not obstruct the flipchart.

- Another way to open a new flip chart is to click File > New

- On the main toolbar, you will see the buttons "Next Page" and "Previous Page", which will allow you to move back and forth between the pages of your flipchart,

- Use the "Next Page" button to add a new flipchart page.

How do I write on the flipchart with the pen? Change colors? Change thickness?

- Click the "pen" button.

- Use the pen to write or draw on the Promethean board
  To change the pen color, make sure the pen is selected.

- Pick a color from the "Color Palette" to change the color.

- If the color you want isn't on the color palette, right-click on any of the colors and a larger palette will open. Then click the color wheel for even more choices.

- To change the thickness of the pen, choose one of the pre-selected thickness circles or slide the "Pen Width Selector" to the size you desire. (This tool will also change the thickness of the highlighter and the eraser.)

How do I erase what I've written? (Eraser Tool)

- Select the "Eraser Tool."

- "Erase" over any mistakes you have made with the "Pen Tool" or the "Highlighter Tool."

How do I undo and redo?

- To undo a mistake or mistakes, click the "**Undo**" button once or multiple times.
- To redo a mistake or mistakes, click the "**Redo**" button once or multiple times.

How do I erase text and objects? (Clear Tool)

- Click on the "Clear Tool."

- You will then be given options as to what you would like to clear.

- You can also clear most objects in ActivInspire by clicking the object so that it is selected and clicking "delete" on the keyboard.

- Finally, you could select the object, and drag it into the trashcan to delete it. If the trashcan does not appear on your flipchart page, go to "View" on the top toolbar, and select "Flipchart Trashcan".

How do I change the background color? (Color Palette and Fill Tool)

- To change the color of the background on your flipchart, select a color from the color palette.
- Click on the "Fill Tool."

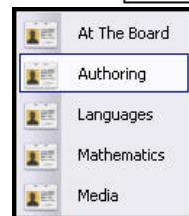- Click on the flipchart page and the color will change.

How do I add text to my flipchart? (typing)

- When ActivInspire opens, the default profile is called "Authoring". If the profile changes to "At the Board" it does not show a text tool button. To make the button visible, you will need to switch profiles. To do this, click the "Profile" button at the top of your main toolbar.

- Then select the profile that says, "Authoring".
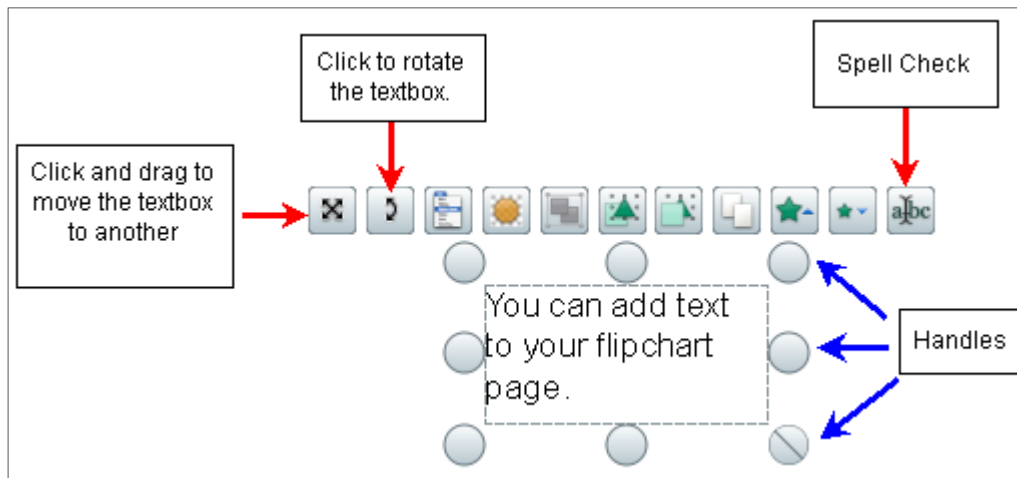
- Click the "Text" button on the main toolbar.

- Click on the flipchart page where you want the text to appear. You will see this appear on the flipchart:

- Type your text. When you are finished click the "Text" button again to turn off the text tool, otherwise you will continue to add textboxes to your flipchart page.

How do I edit text (change font, size, color, rotate, move?)

- Double-click your text box to select it. The formatting toolbar will appear at the top of the flipchart. Select your text. Choose a button from the formatting toolbar to change your text.

  To move or rotate your textbox, click the textbox with the "Select Tool" to select it. Handles will appear around the textbox. Click and drag the handles in or out to decrease or increase the size of the box.

- *Note*: The "Spell Check" button only appears on the toolbar for textboxes, and not on the object toolbar.

How do I use the ActivInspire tools with other applications on the desktop?
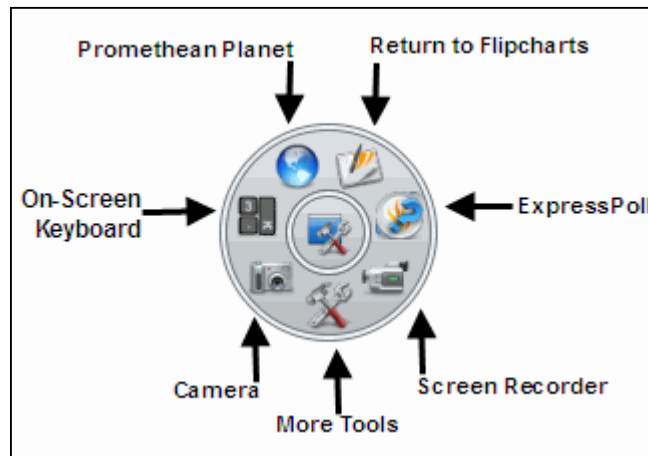
- Use the "Desktop Annotate" button to use ActivInspire tools with websites and software applications. When the "Desktop Annotate" button is selected, a transparent flipchart is created. You can then write, highlight, etc. on top of websites and software programs.

- When you save a desktop flipchart, it only saves the objects onto an invisible background, omitting the desktop image.

- To go back to your flipchart, simply click the "Desktop Annotate" button again.

How do I hide ActivInspire and use the Desktop to use tools such as Camera and Screen Recorder?

- Clicking on the "Desktop Tools" button allows users to quickly hide ActivInspire and access the Desktop.

- The following icon will appear in which you can drag to anywhere on your screen.
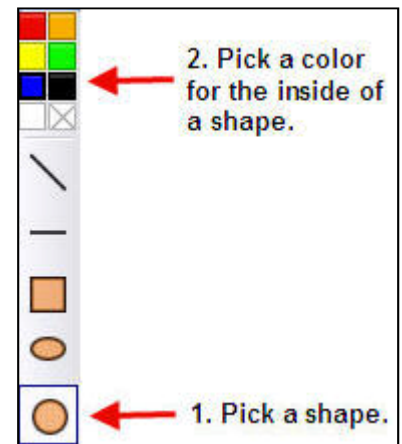
- The "Desktop Tools" button expands to bring you more tools

How do I add shapes? Change color? Size?

- Click on the "Shape" Tool.

- Click on the desired shape.

- Select the color you would like for the inside of the shape.

- To change the outline color of the shape, click on a color on the "Main Toolbar."

- Click on the flipchart page and drag with your mouse until you get the size of the shape that you wish to create.

2. Pick a color for the inside of a shape.

1. Pick a shape.

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