

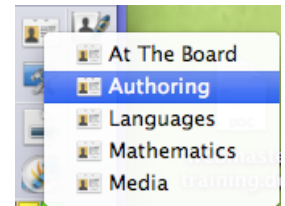
# Promethean ActivInspire

## What's New?

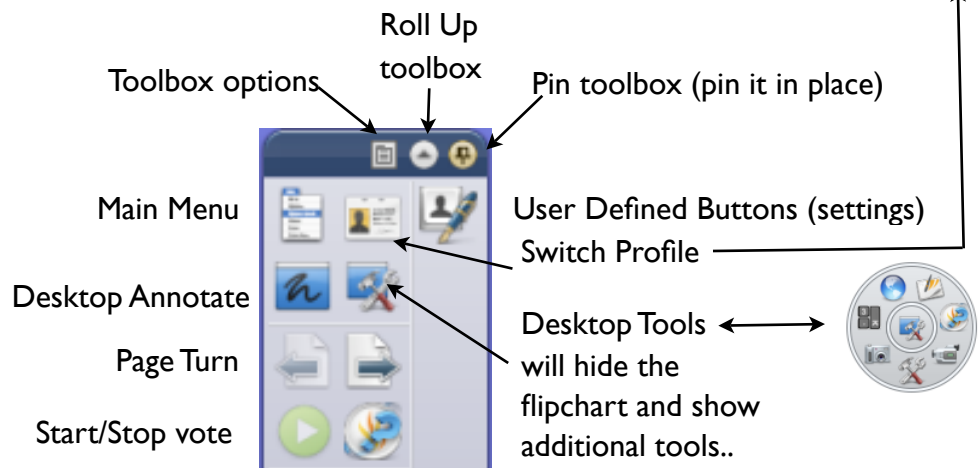
- The newest version of Promethean software, ActivInspire, can be used only on an Intel based Mac, such as a Macbook. It will not run on an iBook.
- The flipchart is already set to Best Fit so that the page fits on the screen nicely.
- Profiles are preset to the task at hand: authoring, at the board, languages, math or media.
- Open flipcharts show as tabs across the top. You can easily move between the flipcharts.
- The Browser window now includes: resources (library), page browser, objects, notes, properties, and action browsers. No more pop up boxes!
- Tools are added to your toolbox as you use them.
- Text boxes are more like regular word processing, with the tools across the top of the page.
- Handwriting and shape recognition works when not attached to the board.

## Profiles

- Select the profile for the task at hand.
- When creating a flipchart, use Authoring, but when using the board with students, select At the Board, Languages, Mathematics, or Media and the Toolbox will change accordingly.




## Toolbox



## Desktop Tools

- Click on the Desktop Tools icon to hide ActivInspire and use the desktop or other applications.



- The Desktop Tools Icon  will appear somewhere on the screen. You can move it to the side out of the way.
- Click the middle of the icon > then the Promethean symbol to go back to the flipchart.
- Click on the icons around the circle to get more tools quickly.
- Click and drag from the center to move the Desktop Tools.



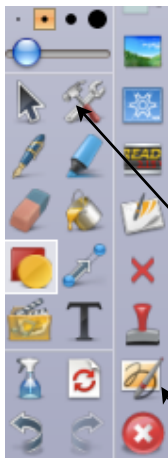
## Toolbox - New Tools

**Shapes Tool** - Shapes are now available in the toolbox (not the library). Click to see a list of available shapes.

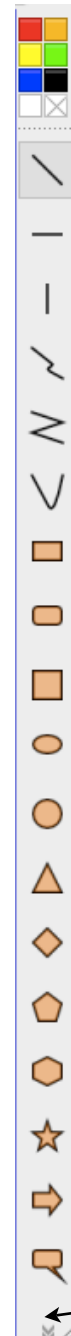
**Media Tool** - Browse for media files such as movies, sound, or photos.

**Tool** - Click to see a list of additional tools.

**Connector Tool** - Use to create a line to connect 2 or more objects.




**Toolbox**- The toolbox is set by the profile you are using. To see more tools, click on the Tool icon and select a new tool. As you use more tools, they will be added to the right of your toolbar.




**Shapes Tool** - This menu of shapes appears when the shapes tool is selected.

Click on a color to change the color of the shape.

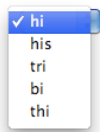
Click on the  to have no fill color.

Shapes are objects on the middle layer.

Click on the little arrow  at the bottom to see more shapes.



hi



### Handwriting Recognition

- Make sure Ink is turned on in the System Preferences.
- Click on the handwriting tool and start writing in either print or cursive.
- The handwriting will be automatically turned into typed text and a pull down menu of the possible spellings will appear.
- You can drag the text to a new location and the pull down menu will disappear.
- To change the font size for handwriting recognition, set the font size in a text box prior to using handwriting recognition.




## Browsers - pages, resources, objects, notes, properties, actions, voting

New Features

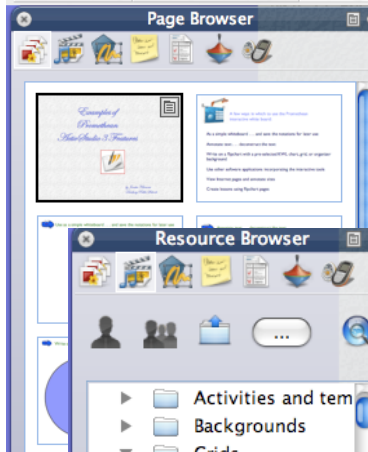
### Browser Window

The Browser is on the left of the screen, but you can use the toolbox menu to move it

Click on the Pin  in the upper right corner to free the browser to hide when not in use.

Move the mouse to the left of the screen and click, then the browser will reappear.

Change the icon size with the slider at the bottom of the browser window.



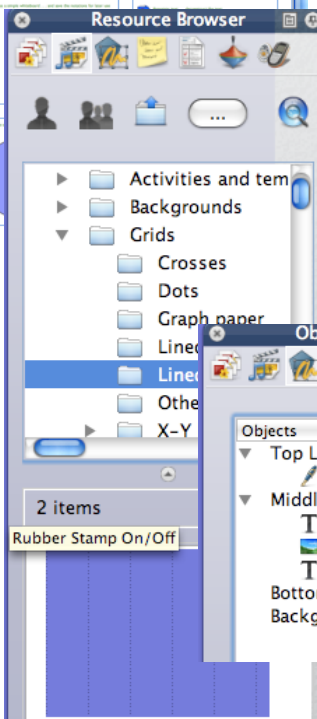
### Page Browser

- Use the Page Browser to see all the pages in the flipchart.
- You can navigate to specific pages using this browser.



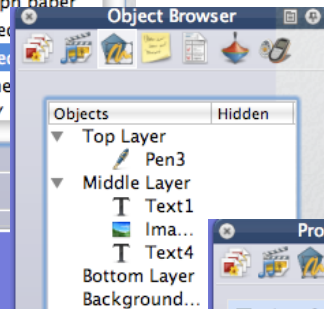
### Voting Browser

- Activate voting



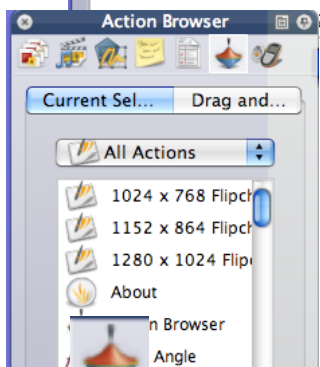
### Resource Browser

- This browser was the Library in the old version.
- Navigate to various folders to find resources.
- There are many new actions and activities.
- Use My Resources, or Shared Resources.
- ... is the "browse my computer" button.



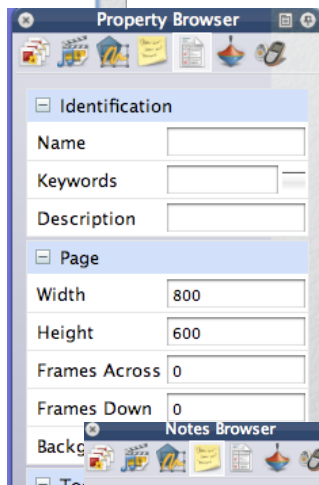
### Object Browser

- Drag and drop the objects into different layers on the page.



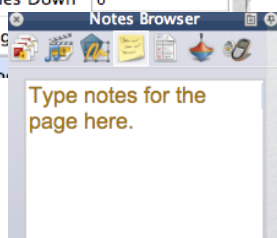
### Actions Browser

- Locate action objects and drag to page



### Properties Browser

- Use the properties for tasks like naming objects, keywords, rotating, restrictors, creating actions, and containers.
- Click on the ✓ for each topic to contract the folders you don't use.



### Notes Browser

- Type page notes here.
- You can also drag these notes to the page for directions.

## Text




### Text Box

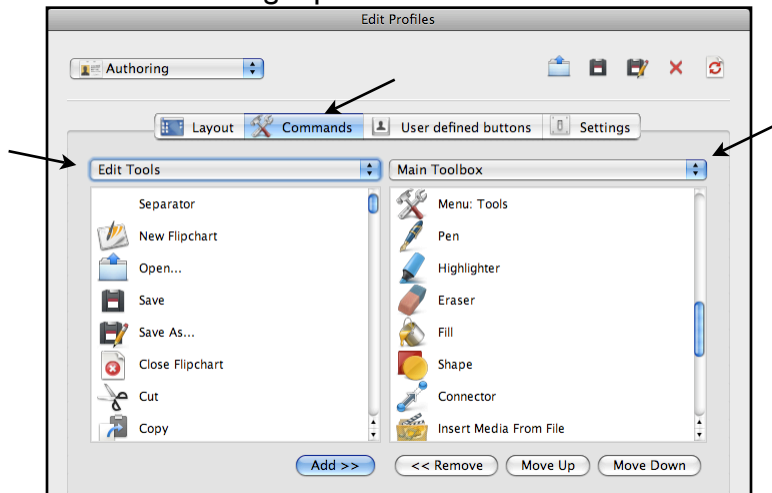
- Click on the T tool in the toolbox to create a text box.
- All of the text tools will appear in a strip across the top of the screen and work like any other word processing program.
- The Σ symbol gives you a variety of text symbols such as  $\neq$   $\sqrt{\quad}$   $\leq$   $\geq$

### Text Tools

- When you click on a text box with the Pointer tool, a menu of icons appear. You can change the icons to include more or less icons, depending upon what you like to use



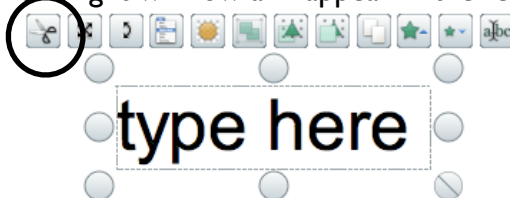
- To add/delete text tools, click on the Edit User Defined Buttons Icon  in the toolbar
- Click on Commands and select Edit Tools from the left pull down menu. Select Main Toolbox in the right pull down menu.



This example is for the Authoring Profile.

You can elect to make other changes like this for other profiles too.


- Click on the feature you want to add, such as cut, click on Add button and it will move to the right window and appear in the Text Edit menu for the text box.

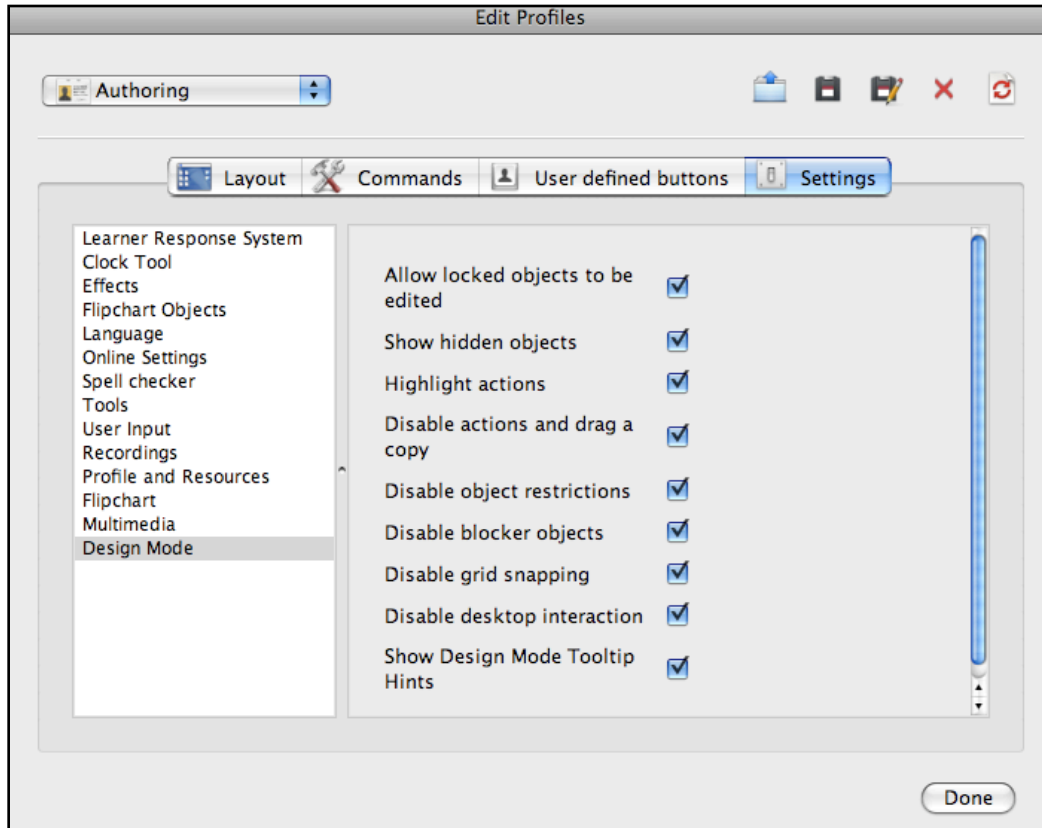


- To remove unwanted icons, go to settings and click on the icon in the right window and then click remove.

## Settings

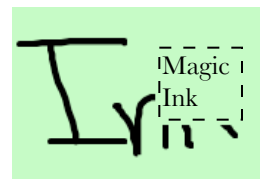
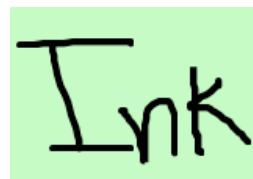
### Change Settings

- You can change many settings to better reflect the way you use the software, such as what tool is the default each time you open a page.
- Click on the User Defined Button Icon  in the toolbar.
- Click on Settings and explore the possibilities.
- You can change settings in each kind of profile.



### Magic Ink vs. Eraser Tool




- The eraser tool, now actually erases annotations such as writing or drawing with the pen. It does not erase typed text.
- The Magic Ink creates a drawing object over the annotation, much like the old eraser tool used to work.
- Magic Ink can be moved away from the annotation, showing what was under the Magic Ink.
- Magic Ink works on the top layer, “covering” the layers of objects in the middle or bottom layer.

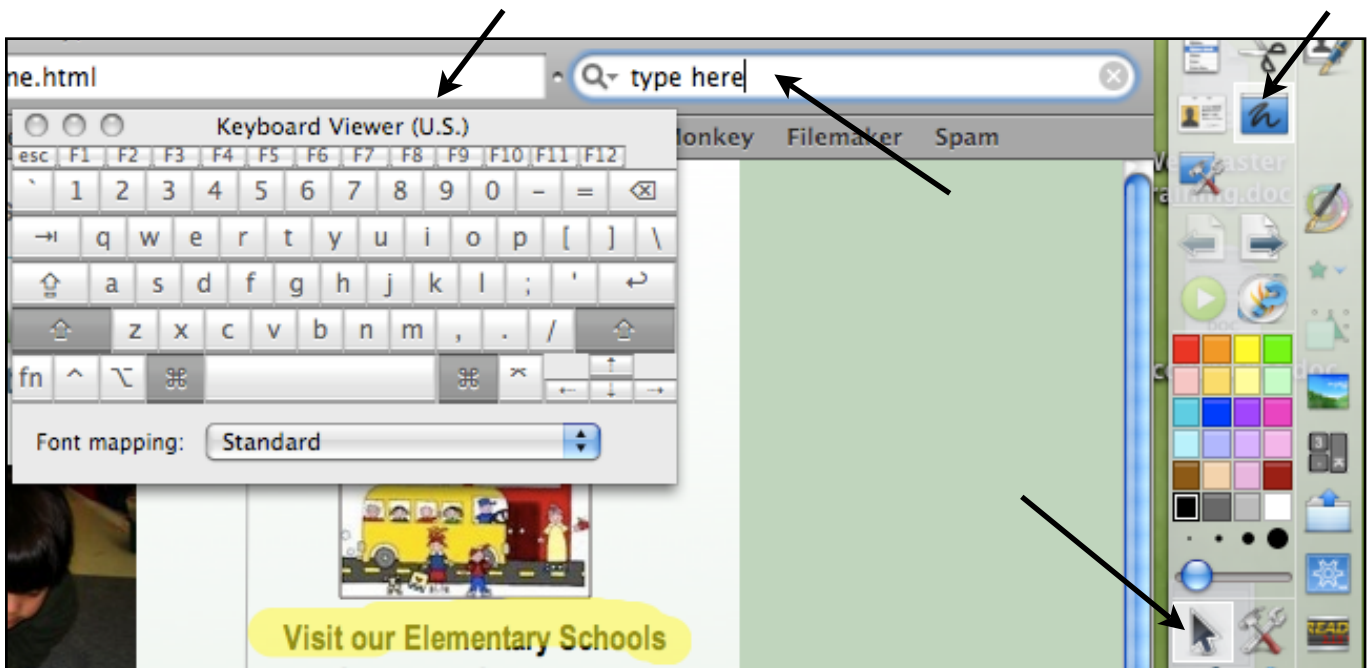


## Desktop Overlay




### Internet

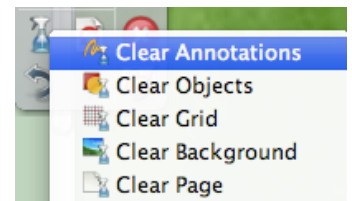
- Open the screen keyboard  from the Toolbox before you open the Internet browser.
- Click on the browser (Safari or Firefox) in the Dock.
- Click on the Desktop Overlay tool  This tool allows you to annotate over an Internet page with the pen or highlighter.
- The pen writes on a “transparency” clear page, allowing you to also use the select tool  to click on active links on the Internet page.
- When at the board, click on the select tool and use the onscreen keyboard to type in text on the web page (such as Google search)



- If you click on a link and change web sites, the annotations will still be visible on the overlay.

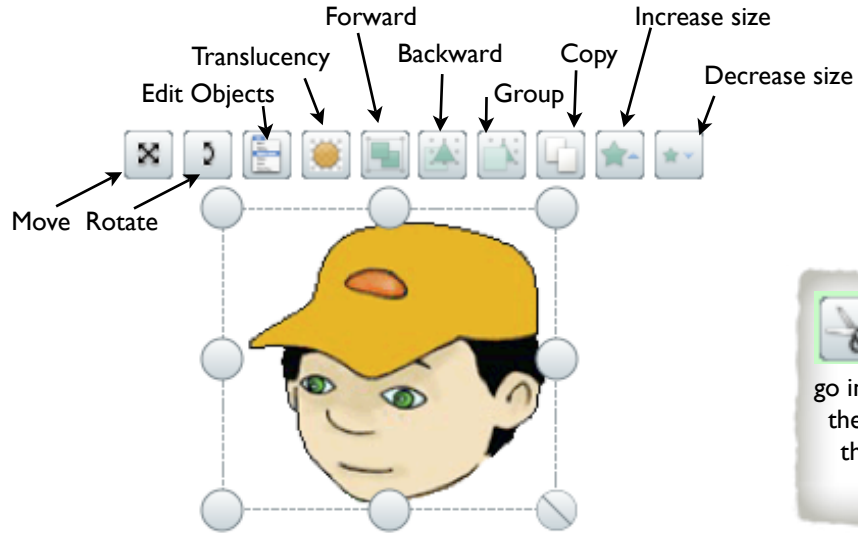
- Use the Clear tool  to erase the highlighter or pen marks and make new ones. (clear annotations)


- To go back to the flipchart, click on the Transparency Tool again. The annotations will disappear until you use the Transparency Tool again.

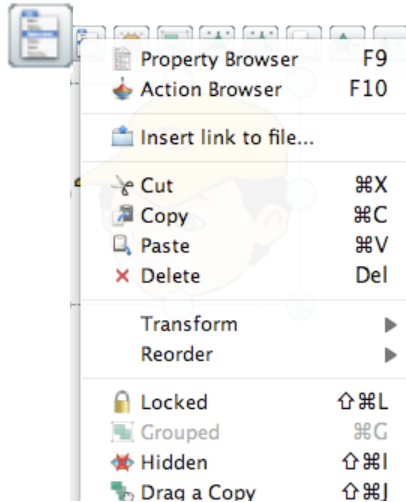


## Objects

### Toolbar for Objects



 You may want to go into settings and add the cut command to this object toolbar.



### Edit Objects Menu

- Insert link to a file: creates a hyperlink to any file on your computer.  
\* Be certain to click “store file in flipchart”
- Transform: flip, mirror, and align objects
- Reorder: change layers
- Locked: lock objects in place on the flipchart page.
- Hidden: hide an object (use with layers of objects)
- Drag a Copy: click and drag on an object and the object will duplicate unlimited times.

You can also find more object actions in the Actions Browser.