



Promethean and ActivInspire

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CFF Coach

**For ActivInspire -
Studio look and feel**

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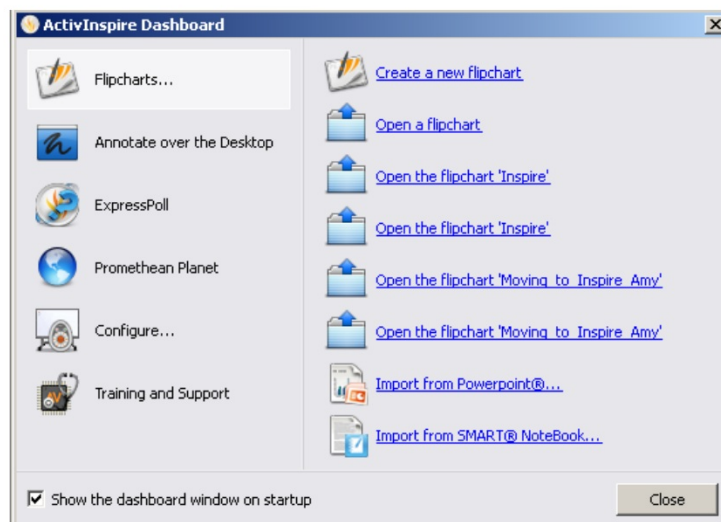
Tips for Using the ActivPen

The ActivPen works like a mouse.

- Keep the pen as close to perpendicular to the board.
- Press hard when writing. The board is sturdy.
- When double clicking, use short, rapid taps on the board.
- To right click, hover the pen and click the orange button.



Dashboard



Calibrating the Board

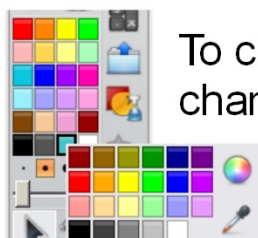
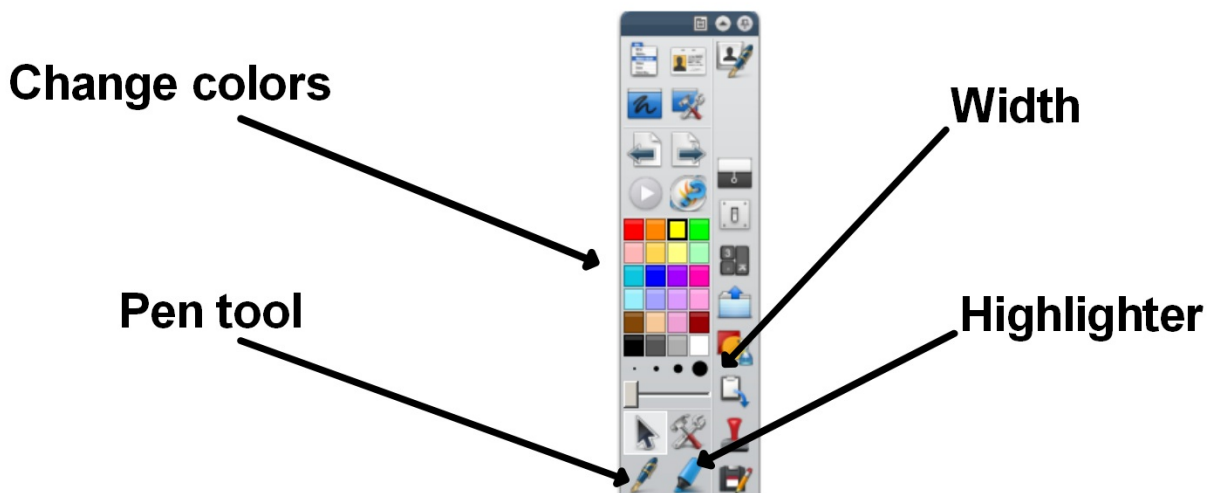
If your pen does not match where you place it on the board, then you need to calibrate it.

To calibrate:

Hover your pen perpendicular to the flame in the upper left of the board. You will then be prompted to touch five points on the board with your pen to complete the calibration process.



Pen and Highlighter



To change a color, right click on the color to change and select the desired color.

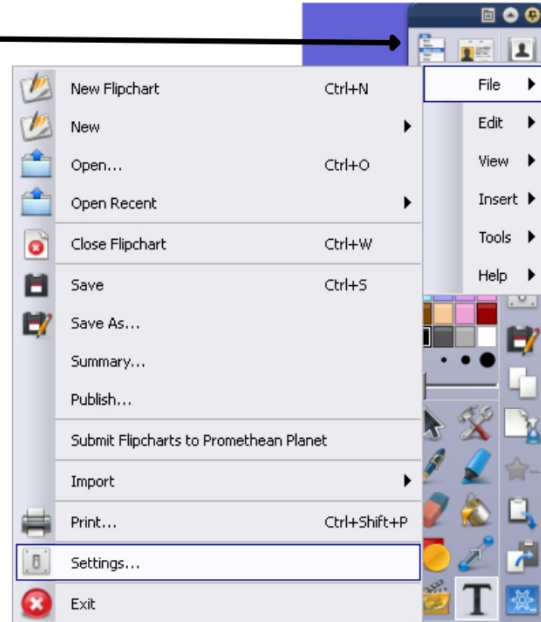
Adding More Colors

To have 24 colors instead of the default of 8 in your toolbar, follow these steps.

1. Go to the Main Menu

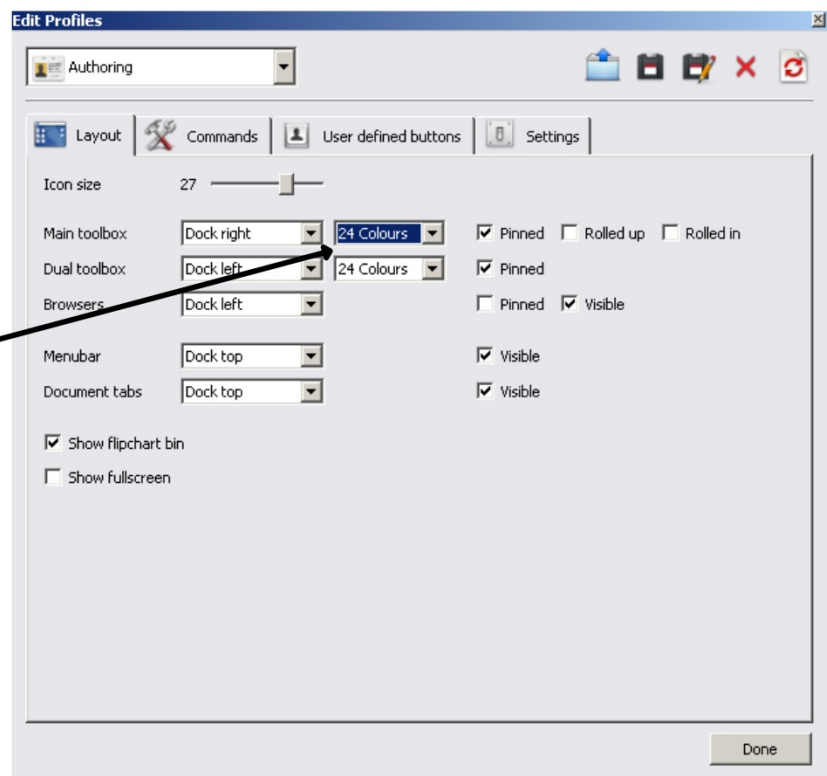
2. Select File

3. Select Settings

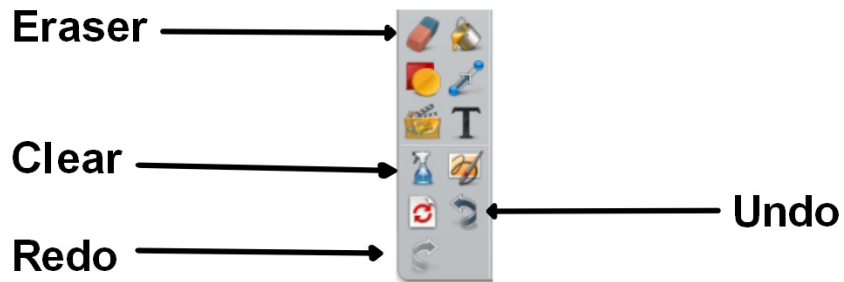


4. Select 'Layout' tab

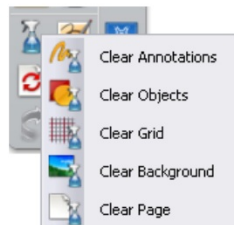
5. Main toolbox change to 24



Tools to Erase



Clear Tool



The clear tool will erase all marks, i.e., annotations, or objects, or grids, or backgrounds, on the entire page.

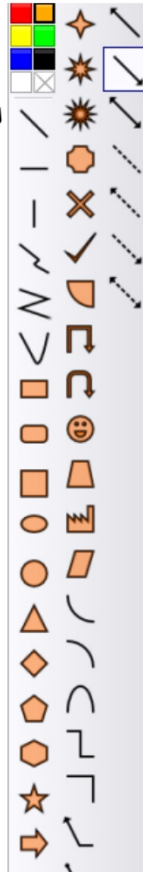
Desktop Annotate

Creates a transparency over your desktop and allows you to use Promethean's tools.

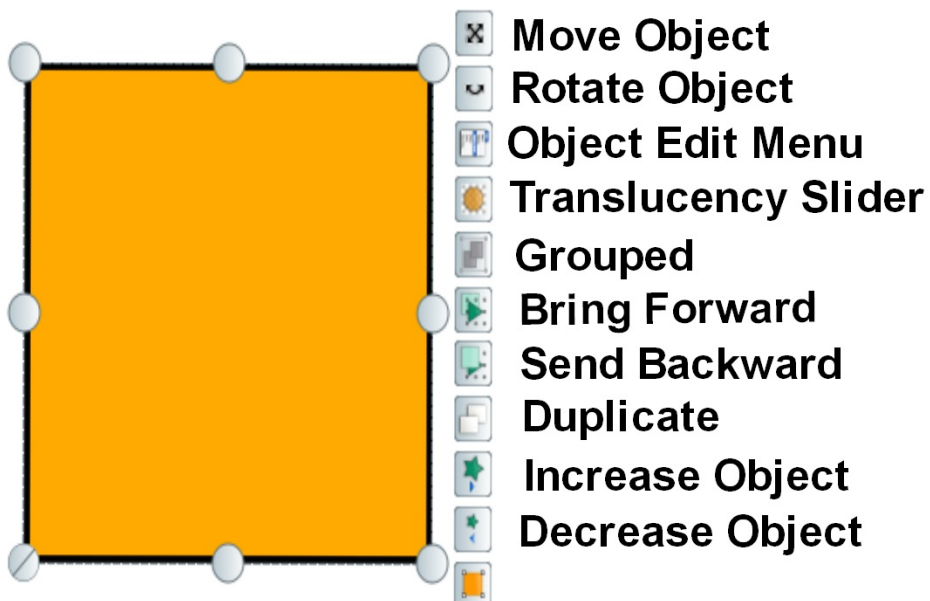
HINT - The transparency does not clear when you go to a different webpage. You will have to use the Clear tool to clear it.

Shapes Button

Fill color



Object Toolbar

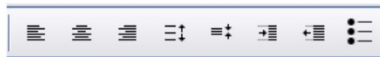


Adding Text

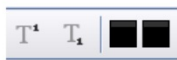
When you add text to your page, the text toolbar appears at the top of the page.



→ Fonts and Sizes



→ Position of Text, Bulleted



→ Superscript, Subscript, Text Color, Background Color



→ On Screen Keyboard, Select All, Symbols














Floating Keyboard

Use this tool when you are at the board and not near your desktop keyboard.

To change the appearance of the floating keyboard, right click on a gray area.



Tools Button

	Desktop Annotate	Ctrl+Shift+A
	Desktop Tools	F6
	Dual User	F4
	ExpressPoll	F3
	Pen	Ctrl+P
	Highlighter	Ctrl+H
	Eraser	Ctrl+E
	Fill	Ctrl+F
	Magic Ink	Ctrl+Shift+M
	Handwriting Recognition	Ctrl+Shift+H
	Shape Recognition	
	Revealer	Ctrl+R
	Spotlight	▶
	Camera	▶
	Maths Tools	▶
	More Tools...	▶

Find more tools!

Hand Recognition Tool

Changes your handwriting into text

Shape Recognition Tool

Focus Tools

Revealer



Acts as a window shade

Spotlight



Circular, Solid Circular, Square, Solid Square

Page Zoom



Press and hold the pen on the spot to magnify.
Double tap the board to return to its original size.

Management Tools

Clock



Digital, Analog, Count Up, Count Down

Tickertape



Displays scrolling message on the screen

Sound Recorder



Records audio

Screen recorder



Records what is on your computer screen

Web Browser



Insert links to your page or open browser with one click.

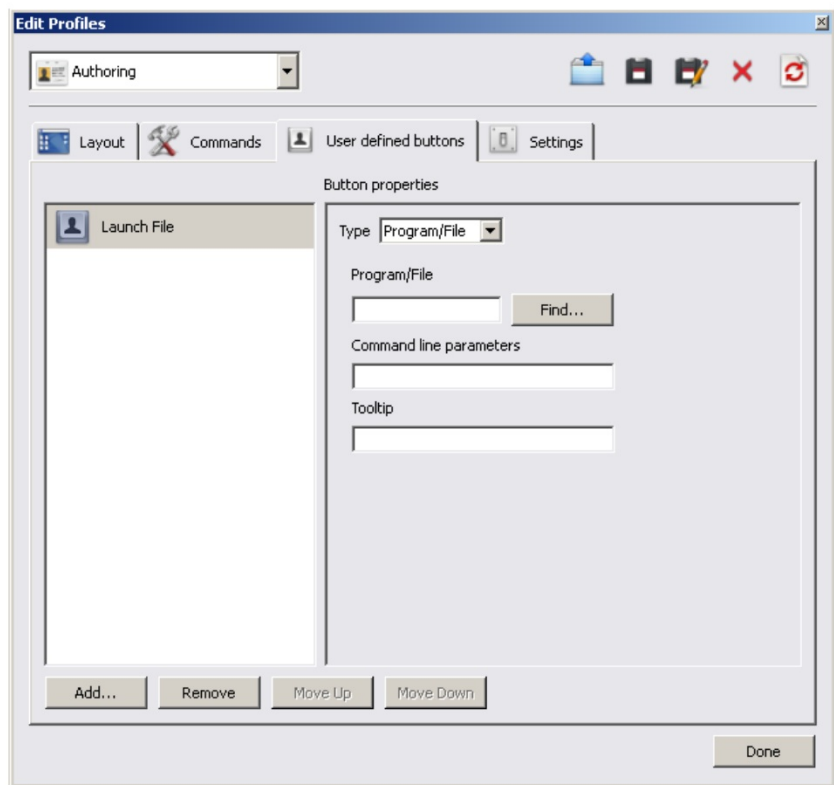
User Define Button



Assign as a PowerPoint, Word Document, or PDF for easy transitions.

User Define Button

Click on Add and browse your computer.



Page 19

Math Tools

Ruler



Protractor



Compass



Calculator



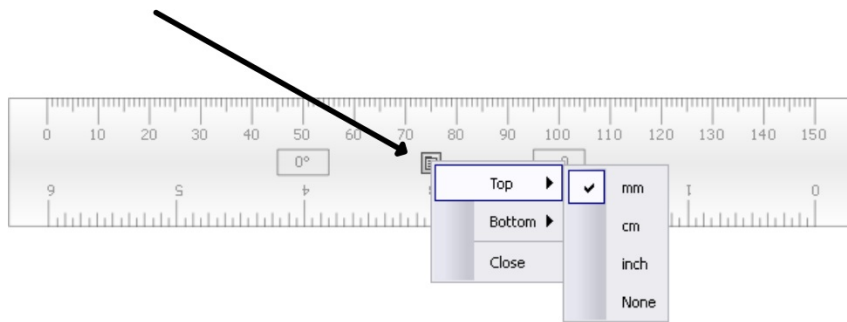
Dice Roller



Ruler



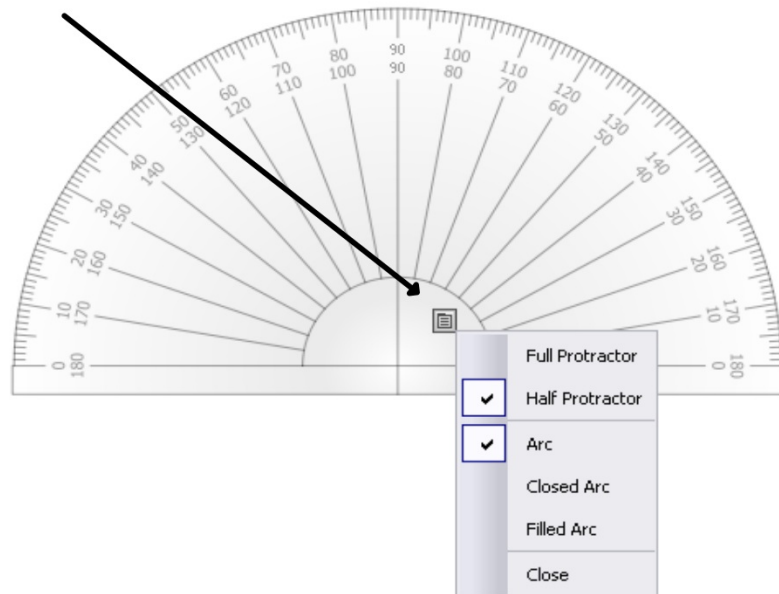
Menu



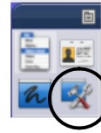
Protractor



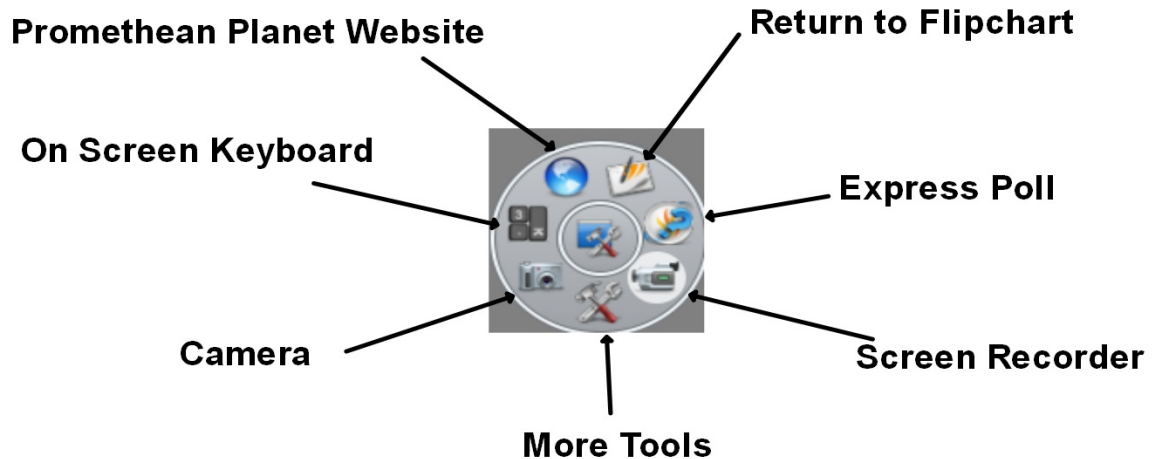
Menu



Desktop Tools



Use these tools on your desktop. ActivInspire will minimize and this icon will appear. The icon expands to reveal the desktop tools below.



Camera Tool



The camera tool can be used to take pictures of anything on your screen and save to your computer.

Different options to take a picture

1. Full Screen Snapshot
2. Window Snapshot
3. Freehand Snapshot
4. Point to Point Snapshot
5. Area Snapshot



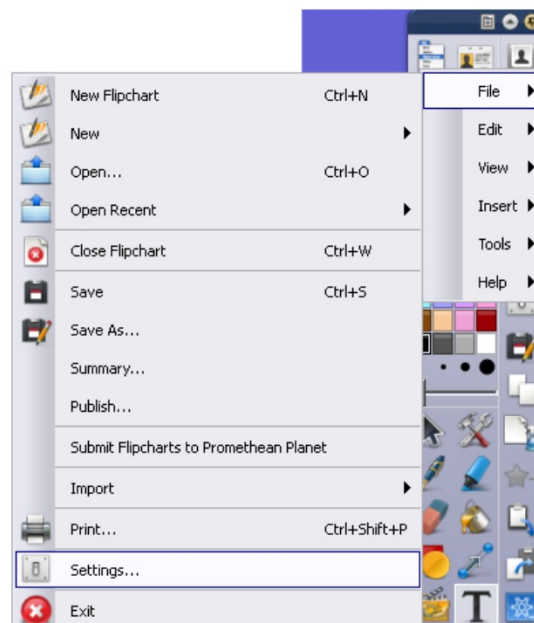
Camera Tool

After you take the snapshot, decide where you would like to place or save the snapshot.

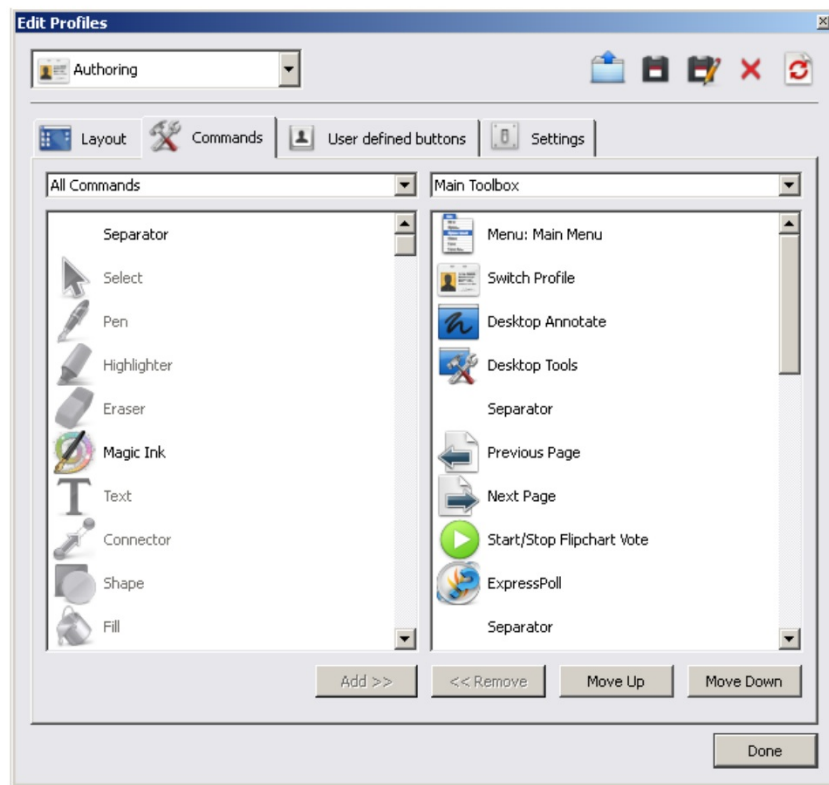


Adding Tools to the Toolbar

1. Click on Main Menu
2. File
3. Settings



4. Select the Commands Tab

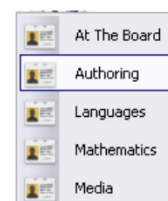


Switch Profile

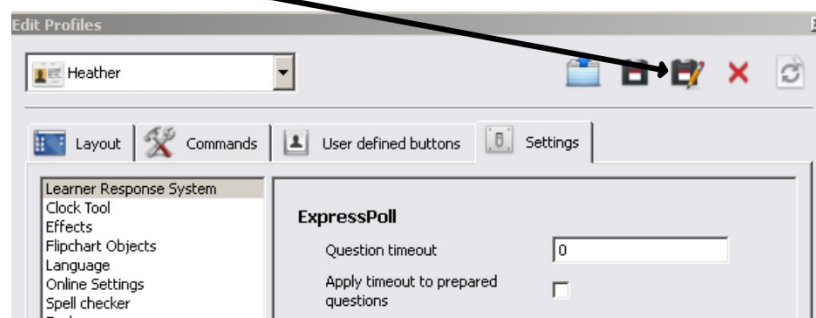


A profile is your customized toolbar. You can add the tools that you use most often and place them in the toolbar.

ActivInspire has 5 predetermined profiles.

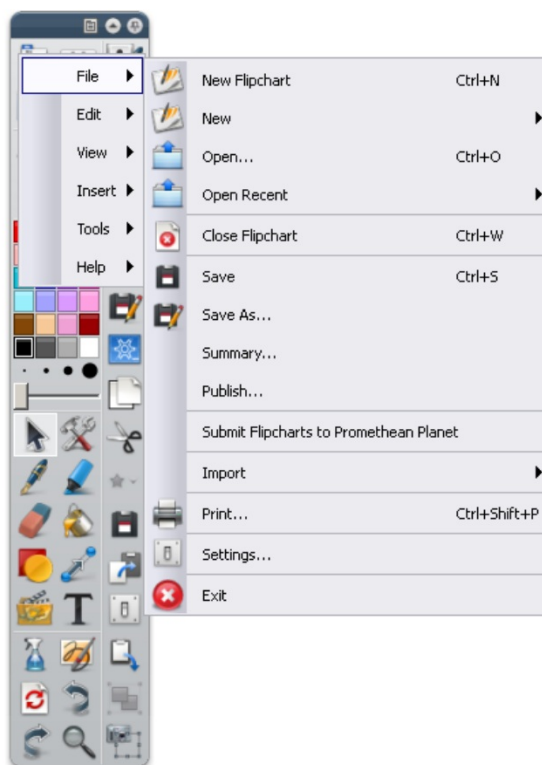


You can add your own by going to File - Settings - Save Profile As



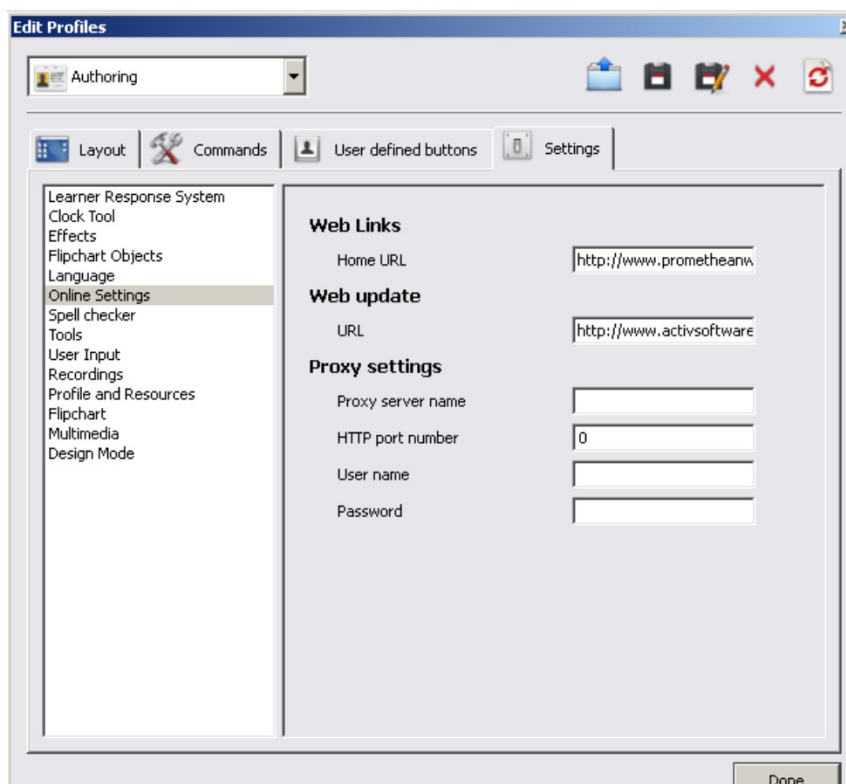
Main Menu

- New Flipchart
- Open Flipchart
- Close Flipchart
- Save Flipchart
- Print Flipchart
- Settings

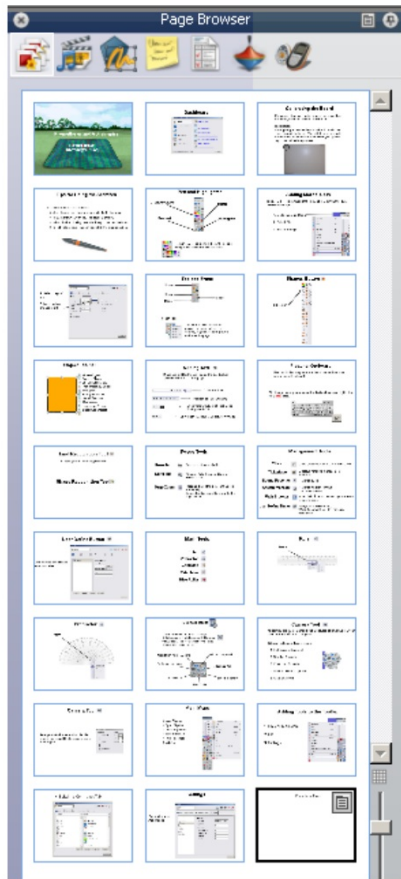


Settings

Customize
ActivInspire



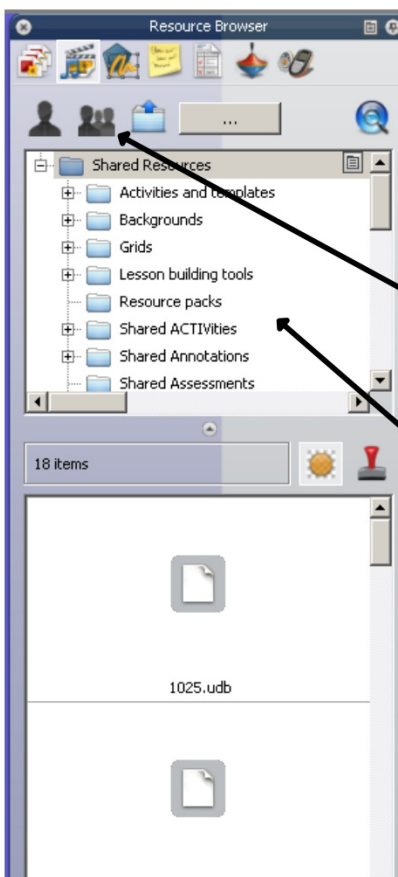
Page Browser



See all flipchart pages in flipchart.
To move pages, click and drag them.

This slider makes the thumbnails larger or smaller.

Resource Browser



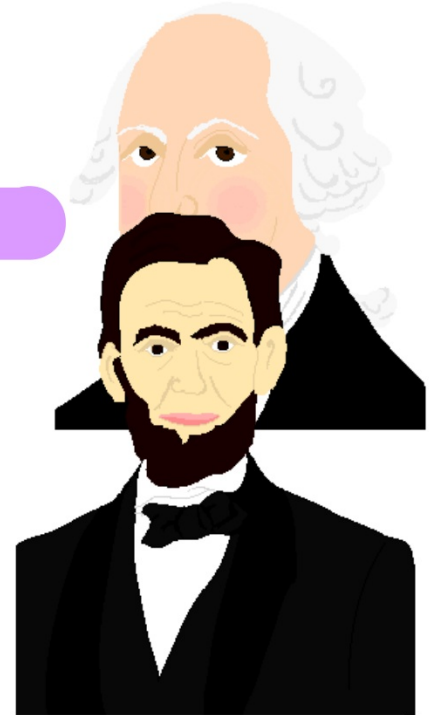
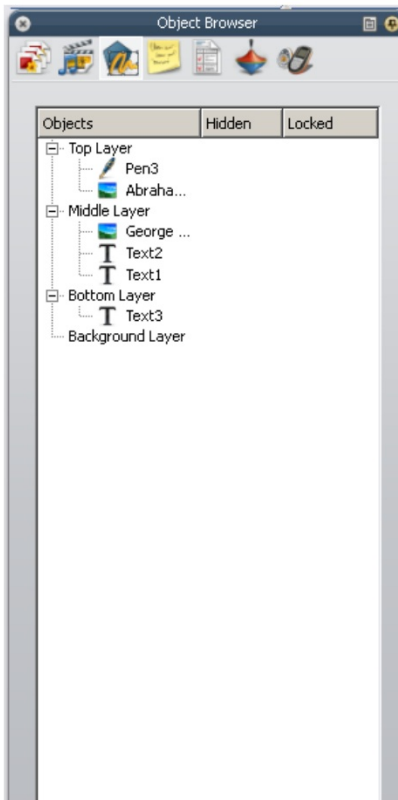
Contains thousands of images, backgrounds, sounds, shapes, flipcharts in multiple content areas.

Be certain to select Shared Resources to see all the free resources

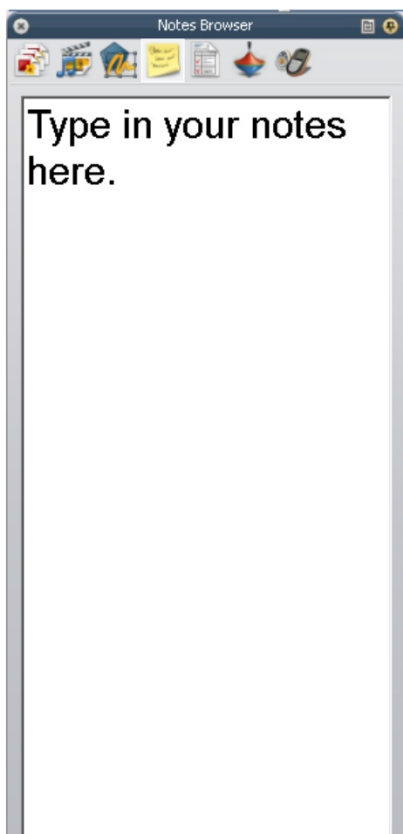
Categories to scroll through

Object Browser

Identifies the layout or order of the page.



Notes Browser



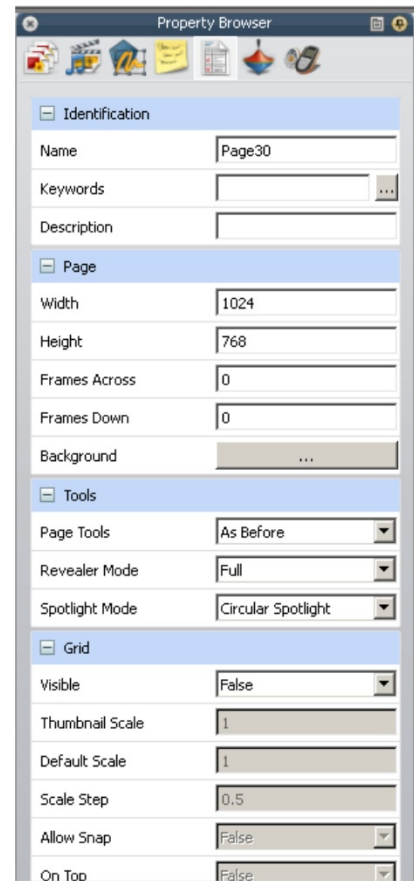
← Type in page notes.

On top, there will be a yellow note indicating that there are notes on this page.



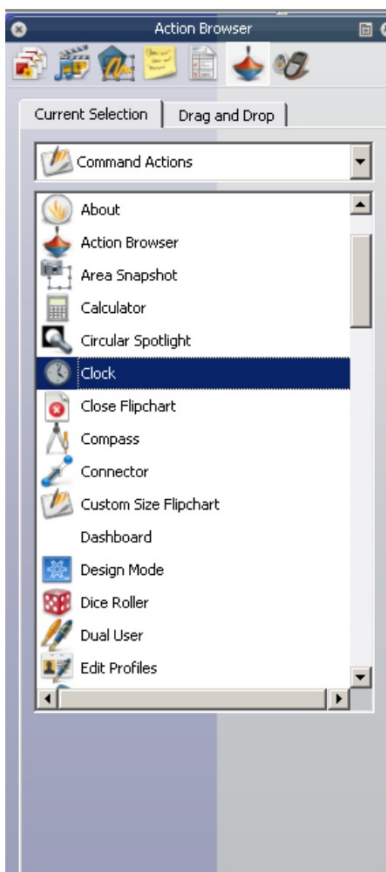
Property Browser

Pages and objects have properties that can be manipulated, including but not limited to name, reveal tool, captions, containers, and rotation.



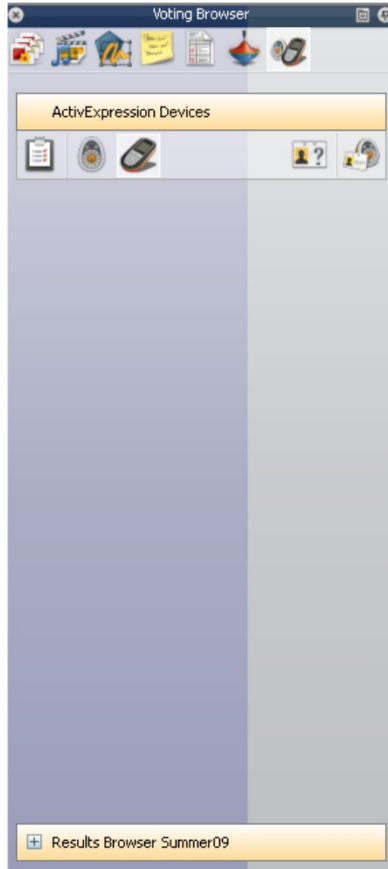
Action Browser

Easily add actions to an object.



Now when the object is clicked, the clock will start.

Voting Browser



Activate and register devices here.

Promethean Planet

www.prometheanplanet.com

Forum - Ask the Promethean staff questions

Resources - Search lessons/resources for already created flipcharts in your content area and grade level.

Online Support:

Download instructions, Version 3 Windows User Guides, Mac User Guides, Other products, ActivVote, ActivExpression, Self-Paced Learning, Self-Paced for Maths, Self-Paced for English.

ActivInspire

New Features

Download this PDF to find out about the latest features of ActivInspire, including how to calibrate the ActivBoard, use the dashboard and more.

[▶ ActivInspire in the ActivClassroom](#)

Why not also check out this great forum post, with a link to an ActivInspire manual, created by a Planet member in the UK?

[▶ ActivInspire Manual & Forum Link](#)

ActivInspire Online Course

Visit the ActivLearning section to find out more about a range of professional development courses on offer to enhance your knowledge of ActivInspire.

[▶ ActivLearning](#)

ActivInspire Flipcharts

Why not view these excellent quick-start flipcharts created by other Promethean Planet members for tips and tricks on getting started with ActivInspire?

[▶ ActivInspire Actions](#)

[▶ ActivInspire Overview](#)

[▶ First Look at ActivInspire](#)

[▶ Introduction to ActivInspire](#)

[▶ Starting With ActivInspire](#)

<http://www.prometheanplanet.com/server.php?show=nav.1156>

Online Training Support:

Free Course, Level 1, Level 2, Level 3, ActivInspire Online Courses, Introduction to ActivInspire, Migration to ActivInspire, About the Course, Enroll Now, Primary, Studio.

Enroll Now

[▶ Primary](#)

[▶ Studio](#)

<http://www.prometheanplanet.com/server.php?show=nav.20253>