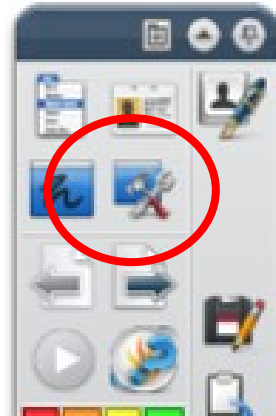# Using the Desktop Tools in ActivInspire

To activate the desktop tools, click on the **Desktop Tools icon** on the floating toolbar within ActivInspire	
ActivInspire will minimise to reveal your computer desktop. You should see a small desktop tools icon somewhere on your computer screen	
If you put the mouse pointer/pen over this icon, the desktop tools will open up to reveal the range of tools available	

Promethean Planet

On Screen Keyboard

Camera

Return to Flipchart

Express Poll

Screen Recorder

More Tools

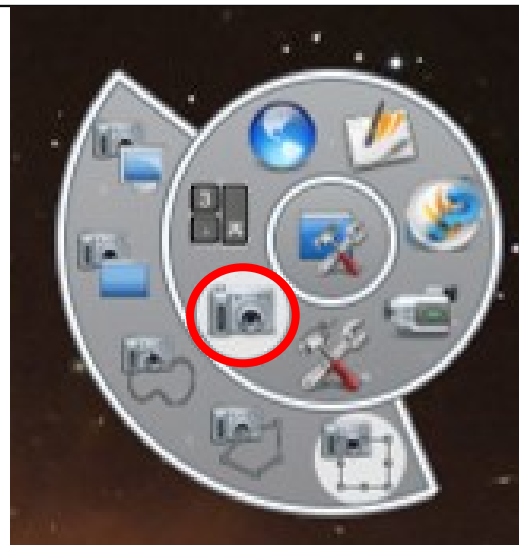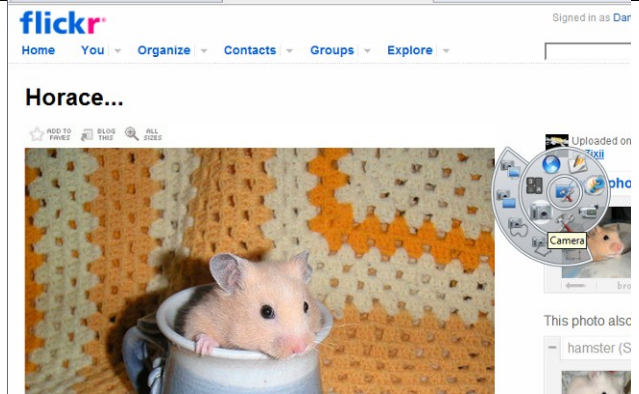|	
Mouse over the **More Tools** icon to reveal; Tickertape Clock Sound Recorder Calculator Dice	
Mouse over the **Camera Tool** to reveal the different options Full Screen Snapshot Window Snapshot Freehand Snapshot Point to Point Snapshot Area Snapshot	

To make a screen capture

To use the camera tool to grab an image first switch to desktop tools and open the application you want to make a screengrab from. In this case I am going to grab an image from Flickr.	
Click on the **Area Snapshot** tool (You could also use freehand or point to point snapshots to grab a specific area from the image)	
Click and drag to draw a rectangle around the part of the screen you wish to capture. You can drag the anchor points around this rectangle to fine tune its size if you wish.	

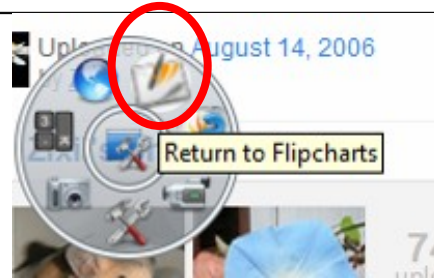|	
You can choose to add this image to your current flipchart page or a new flipchart page. If you wish you could even add it to your clipboard if you wished to paste it into a different application such as Word or PowerPoint. You can also add the images directly to the resource library.	
You can continue to grab images by repeating the above steps. When you want to return to your flipchart click the **Return to Flipcharts** button.	
Your image will appear in your flipchart page. You can move it and resize it as normal.	
Return to desktop tools mode at any time by clicking the **Desktop Tools** icon.	