Have you ever wondered about...

★ What just happened to my screen?

★ And how do I get it back?

★ How do I keep my students from clicking on the wrong tool or deleting objects or even deleting the whole page (accidentally OR on purpose)?

★ What does that funny looking icon do?

This session will cover the entire ActivInspire interface as well as the tools included with each Profile.

Objectives

★ Learn how to use the Activpen

★ Learn how to calibrate the Promethean board

★ Learn about the ActivInspire interface

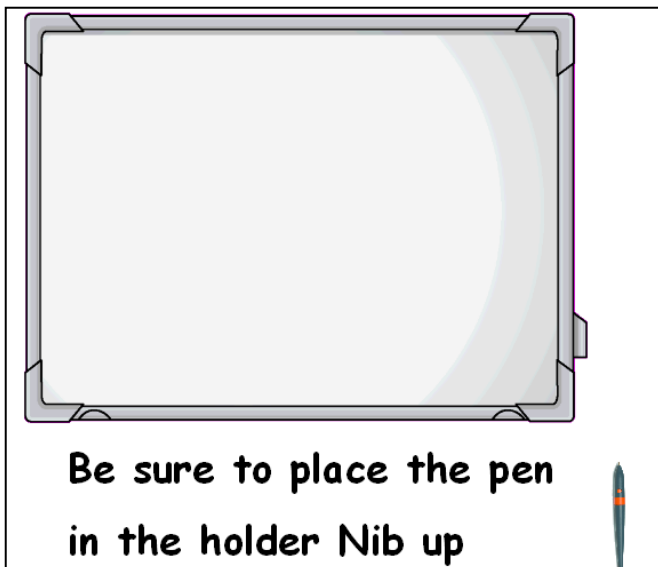★ Use Profiles to change the ActivInspire interface

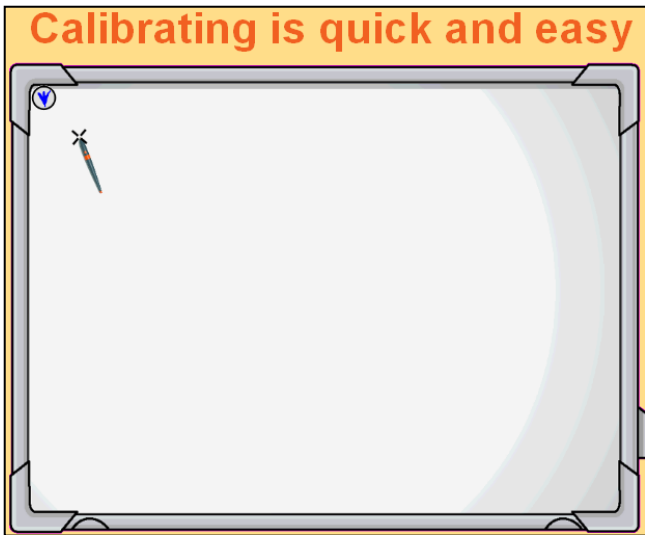This session will cover the entire ActivInspire interface as well as the tools included with each Profile.

Activpen

- Controls your computer as you draw on the Activboard.
- Pen Nib works as left mouse button.
- Orange button works as right mouse button.

Pen Nib
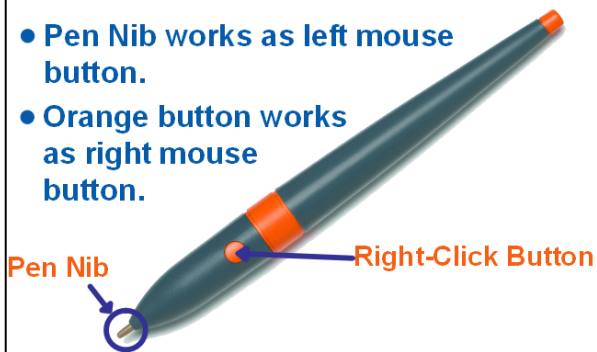
Right-Click Button

★ Acts as the mouse.

★ Need to keep contact with board!!!! Especially when click and drag

★ Right-click usually pops up a menu.

★ Do not hold button except to right-click

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Be sure to place the pen in the holder Nib up

Calibrating is quick and easy

Calibration screen.

Method 1 - Hover the ActivPen over the Calibration light in the top-left corner of the ActivBoard for a few seconds.

Follow the on-screen instructions.

Method 2 – At your computer, right-click on the ActivManager icon in the bottom right-hand corner.
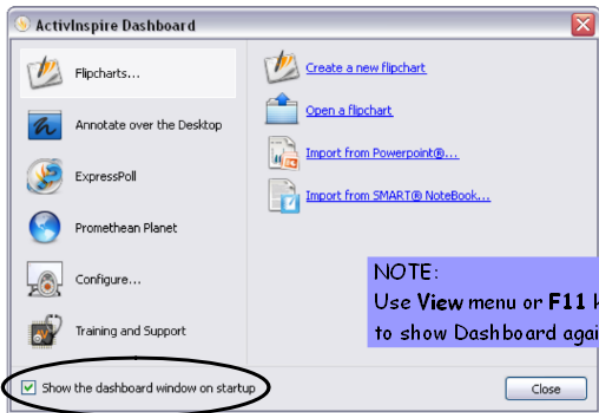
Select Calibrate.

Follow the on-screen instructions.

When finished, check that the tip of your ActivPen lines up with the cursor on the ActivBoard

NOTE: It is very important that you touch in the middle of the crosshairs on each of five crosses.

Dashboard

When you run ActivInspire, the first thing you see is the **Dashboard**. The **Dashboard** will remain open until you close it.

ActivInspire Dashboard

- Flipcharts...
- Annotate over the Desktop
- ExpressPoll
- Promethean Planet
- Configure...
- Training and Support

- Create a new flipchart
- Open a flipchart
- Import from Powerpoint®...
- Import from SMART® NoteBook...

NOTE:
Use **View** menu or **F11** key to show Dashboard again.

☑ Show the dashboard window on startup   Close

If you uncheck the **'Show the dashboard window on startup'** box, the **Dashboard** will not open next time you run ActivInspire.
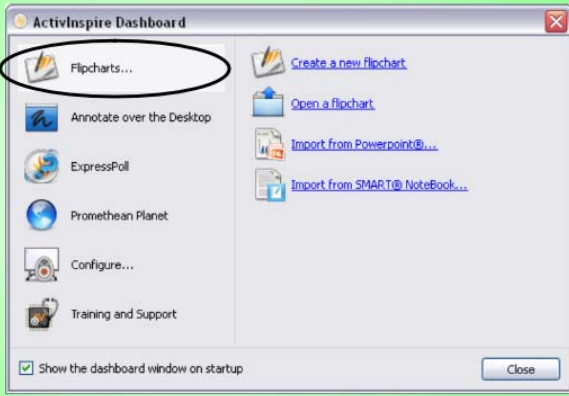

View the Dashboard

From the Menu
Choose View > Dashboard
OR press F11
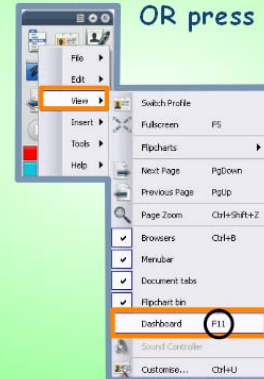
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Dashboard

The right side of the screen changes depending on what is selected on the left.

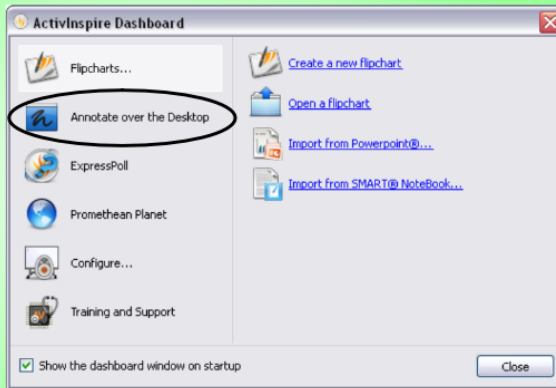Click on Flipcharts to create or open flipcharts, OR Import PowerPoint or SMART Notebook files.

Click on Flipcharts to create or open flipcharts, OR import PowerPoint or SMART Notebook files. NOTE: The right side will get populated with recently opened flipcharts.

Dashboard

The right side of the screen changes depending on what is selected on the left.

Click on Annotate over the Desktop when you want to use ActivInspire tools, such as the Pen, Highlighter or even the On-screen Keyboard on your desktop or any application you have open on your desktop such as MS Word or the Internet.

NOTE: Select objects from applications or websites and copy them. From the clipboard you can paste into flipcharts.

Annotate over the Desktop
The desktop is displayed in between ActivInspire's Browser and the Main Toolbox.
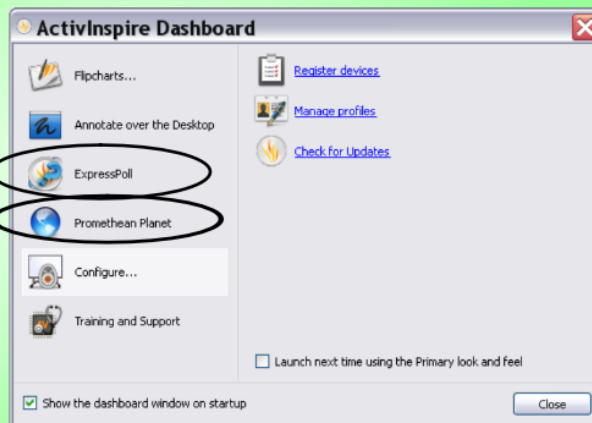This will be covered in another session.

Dashboard

The right side of the screen changes depending on what is selected on the left.

Allows students to respond to a quick question using ActiVote.
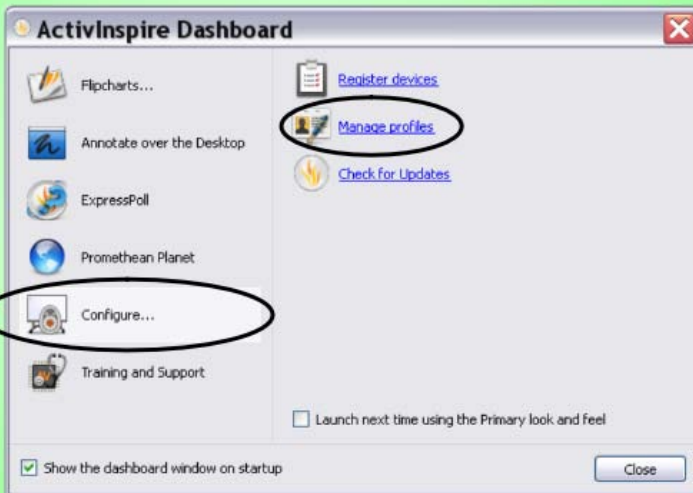
Takes you to Prometheanplanet.com

ExpressPoll, ActiVotes and ActivExpressions will be covered in a later session.

Promethean Planet will be covered in a later session.

Dashboard

The right side of the screen changes depending on what is selected on the left.

ActivInspire Dashboard

Flipcharts...
Annotate over the Desktop
ExpressPoll
Promethean Planet
Configure...
Training and Support

Register devices
Manage profiles
Check for Updates

Launch next time using the Primary look and feel

☑ Show the dashboard window on startup   Close

Click Configure and explain the right side of the screen:
You will use Register devices when ActivVotes and ActivExpressions are connected. This comes in a later session.
NOTE: Do not check for updates. Until tested, we can't predict if a flipchart will be backward compatible.
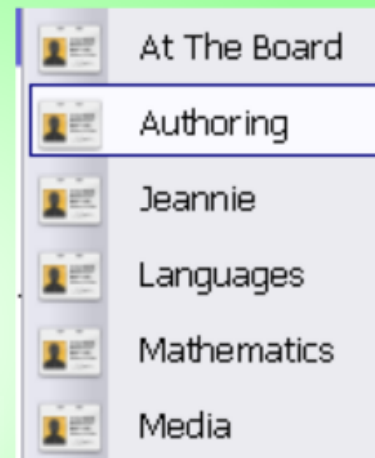
What is a profile?

When you start ActivInspire, it displays items such as tools according to a profile file. Whether you need lots of tools on your board, or just plenty of space – ActivInspire suits all teaching styles.

You can create different profiles for different circumstances and save your preferences in as many profiles as you wish.

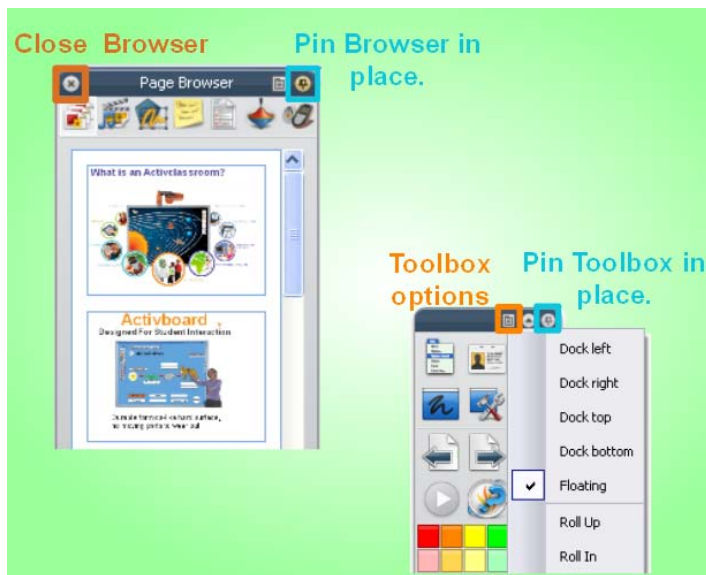Your profiles are stored in the My Profiles folder in your ThawSpace:

V:\Activ Software\ActivInspire\My Resources\My Profiles

At The Board
Authoring
Jeannie
Languages
Mathematics
Media

Browser Window includes:
- Voting Browser
- Action Browser
- Property Browser
- Notes Browser
- Object Browser
- Resource Browser
- Page Browser

Main Toolbar

Flipchart Page

Flipchart Trashcan

The ActivInspire Window

Flipchart page
Main Toolbar
Trashcan
Browser window

NOTE: The Browser Window and the Flipchart Trashcan can be viewed or hidden using the View Menu.

Close Browser

Pin Browser in place.

Toolbox options

Pin Toolbox in place.

Dock left
Dock right
Dock top
Dock bottom
Floating
Roll Up
Roll In

Browser Windows and Toolbox are pinned/unpinned.
View menu to View the Browser.
Position the toolbox where it is the easiest to use.

Menu bar
Same as the Main Menu icon in the Main toolbar. Allows you to work from the right side of the board.
Multiple Flipcharts and Document Tabs
Every time you open or create another flipchart, anew Document Tab appears in the Menu Bar. To move from one flipchart to another, click the Document Tab of the flipchart you want to work on. The name of the flipchart appears in bold in its Document Tab. To close the flipchart, click on the X.
NOTE: If you have many flipcharts open, you can use the Document drop-down menu to view other open Flipcharts.

Menubar

Document Tabs
Flipchart Name

Document Menu

The ActivInspire Window
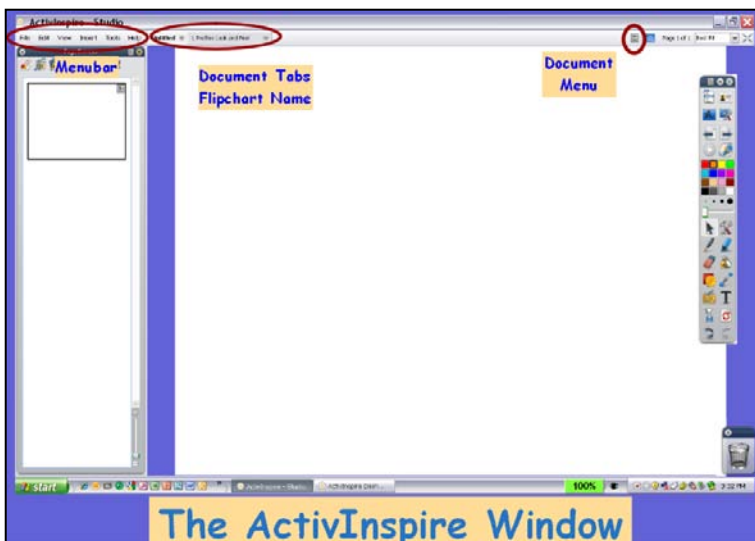
Increase and decrease the page size with Page Scale Options

With 'Best Fit', you can see the whole page. You can change this with the drop-down menu at the top right-hand corner of the window.

Welcome to the World!

If you select a setting that is smaller than 100%, the size of the flipchart page will be proportionally reduced in the ActivInspire window. This opens up an area around the flipchart page called the World. You can use the World like a blotter, to position objects temporarily outside the boundary of the flipchart page, for later use. These objects can then remain hidden when the page is scaled to fit the ActivInspire window. For example things you don't want to make visible to your students, or items you want to reveal at a certain point in a lesson.

The default color of the World is blue. You will learn how to change this in the settings.

Page Scale

The ActivInspire Window

Design Mode

The ActivInspire Window
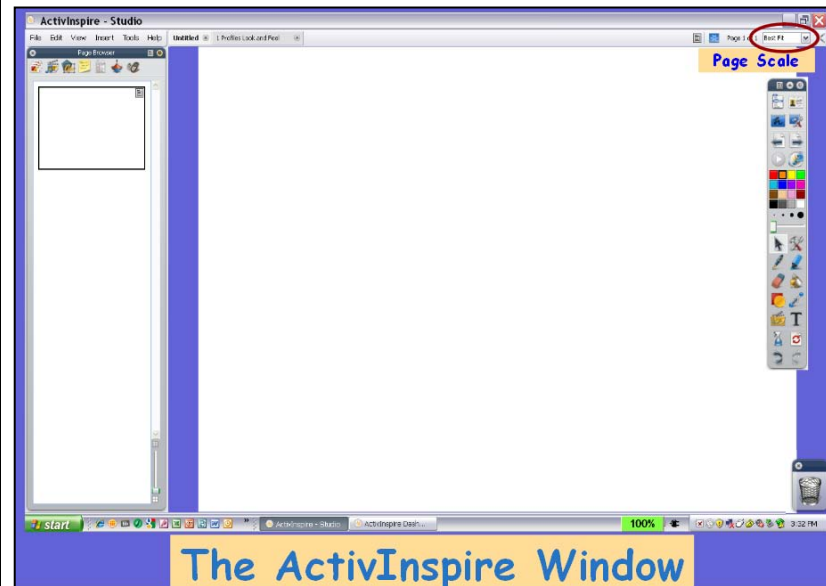
**Design and Presentation Mode**

After you have completed a flip chart, one thing you may want to do is lock items so that they can not be **accidentally** move. If you need to edit it, instead of going through each object and unlocking them, you would use **Design Mode**.

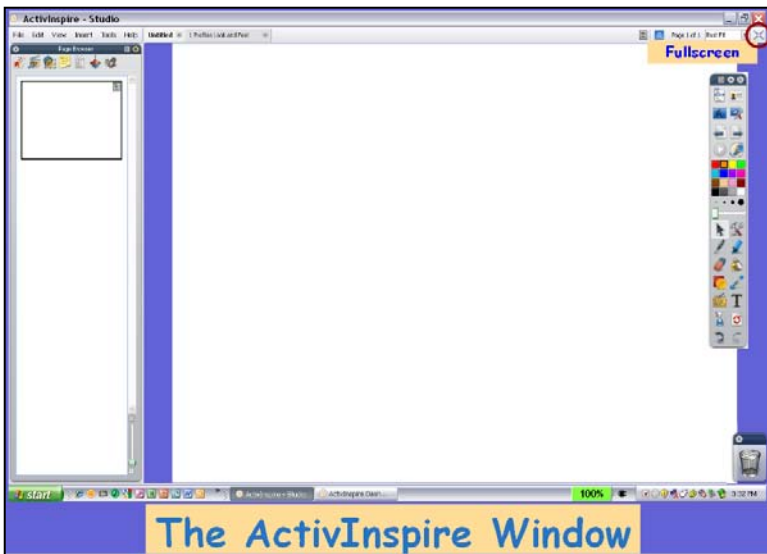**Design Mode:**

Allow locked objects to be edited

Show hidden objects

Disable Actions and Drag a Copy

Disable object restrictions

Disable blocker objects

NOTE: Blue is for Presentation Mode and Red is for Design Mode.

Tip - Use when you download a flipchart to analyze it.

The ActivInspire Window
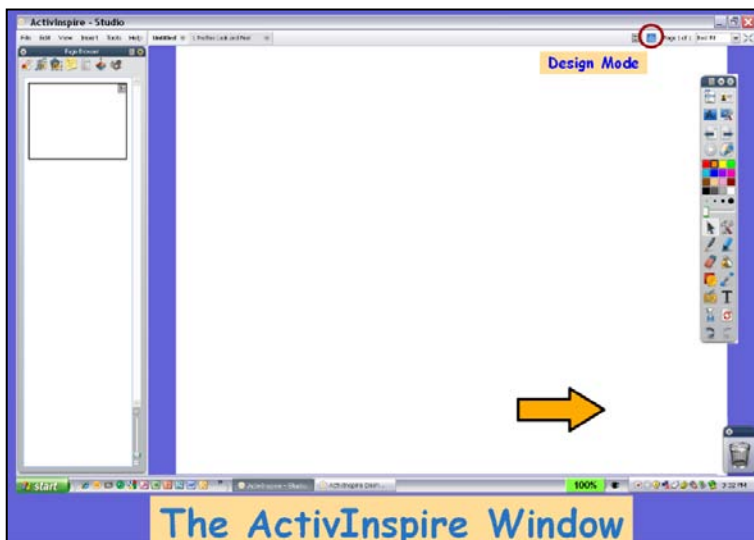
Fullscreen:
Hides the taskbar and Title bar, including control boxes. Click the Fullscreen button again to view taskbar and Title bar again.
Have participants switch between Authoring and At the Board profiles and see how the full screen mode is part of the At the Bard profile.
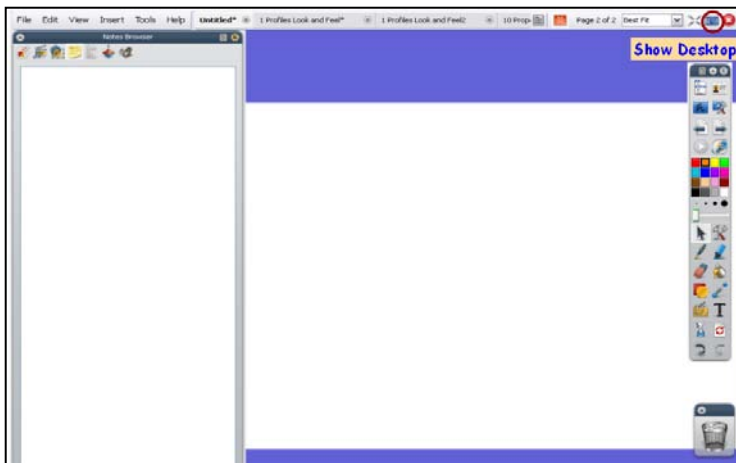
Because the control boxes are gone, two new icons appears -
Show Desktop which minimizes ActivInspire to the taskbar. To restore the ActivInspire window, click on the taskbar.
A red **X** appears. Use this to Exit ActivInspire.

Use the Switch Profiles Menu to instantly switch between profiles.

At The Board
Authoring
Languages
Mathematics
Media
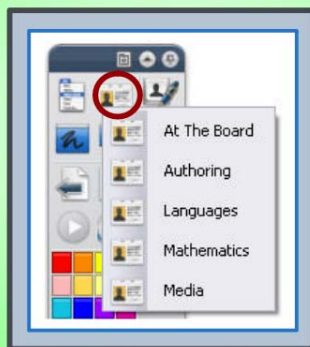
Show the Switch Profiles Menu. Switch between Authoring and At The Board to demonstrate the change in the Toolbox, etc.

Create And Edit Profiles

Now that you have learned about the ActivInspire interface in Session 1, let's set up your ActivInspire interface to work for you.

Weather you are creating a flipchart, presenting a lesson, or having your students work on lessons independently, set up the ActivInspire interface to include the tools that you need and exclude the tools that are unnecessary.

In this session you will customize your ActivInspire interface by editing and creating Profiles to fit your needs.

Objectives

★ Use Profiles to customize the ActivInspire interface
★ Create User Defined buttons
★ Change settings
★ Learn about Marquee Handles
★ Use Help

In this session you will customize your ActivInspire interface by editing and creating Profiles to fit your needs.

What is a profile?

When you start ActivInspire, it displays items such as tools according to a profile file. Whether you need lots of tools on your board, or just plenty of space – ActivInspire suits all teaching styles.

You can create different profiles for different circumstances and save your preferences in as many profiles as you wish.

Your profiles are stored in the My Profiles folder in your ThawSpace:

V:\Activ Software\ActivInspire\My Resources\My Profiles

| At The Board |
| Authoring |
| Jeannie |
| Languages |
| Mathematics |
| Media |

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Use the Switch Profiles Menu to instantly switch between profiles.
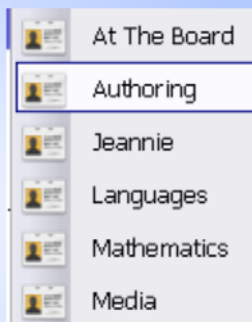
| At The Board |
| Authoring |
| Languages |
| Mathematics |
| Media |
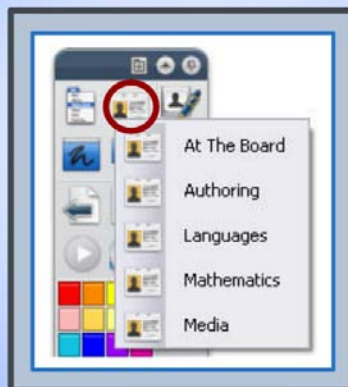
Switch Profiles Tool Menu. Switch between Authoring and At The Board to see the change in the Toolbox, Fullscreen view, etc.

From the Menu Choose
Edit > Profiles

OR click the
Edit User Defined Buttons...
icon on the toolbar
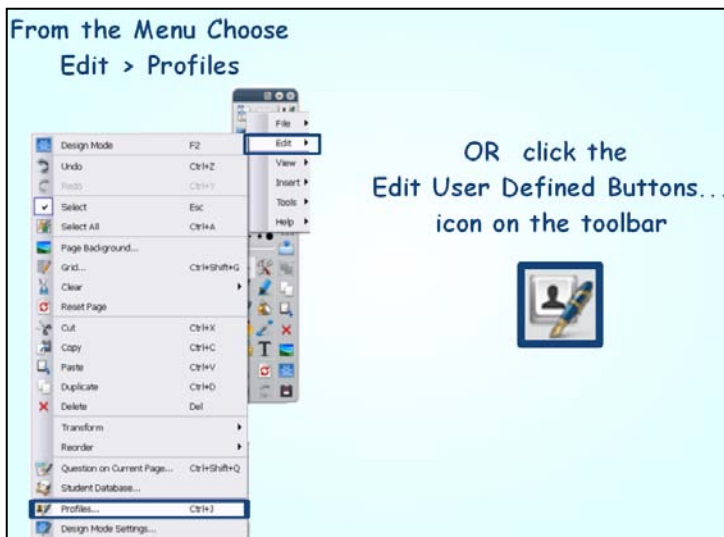
You can also edit profiles through the Dashboard

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The Layout Tab
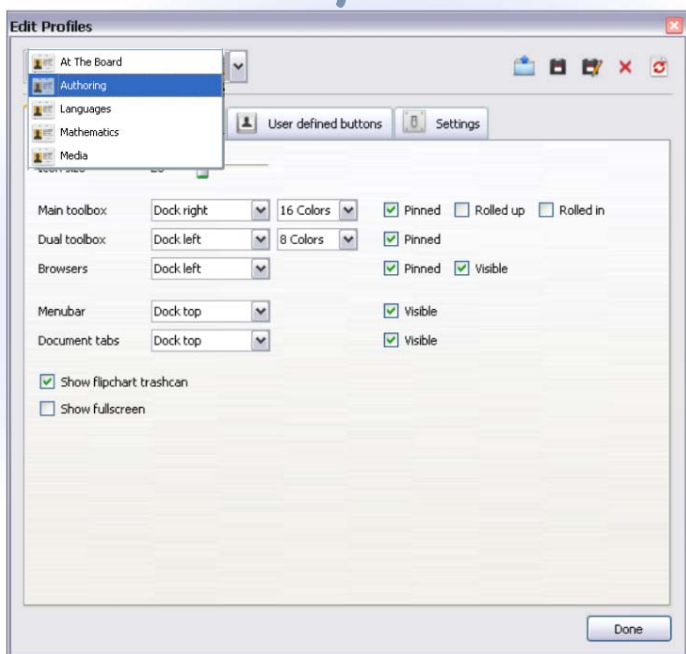
Use the dropdown menu to load different profile files.

Layout tab:

NOTE: Watch the changes take place as you make selections.

Change size of icons

Main toolbox- change the number of colors OR Dock top, bottom, left, right or floating

Attach the Main Toolbox to the inside edge of the ActivInspire window in the chosen position, or leave it floating, so that you can drag and drop it as required.

The Layout Tab
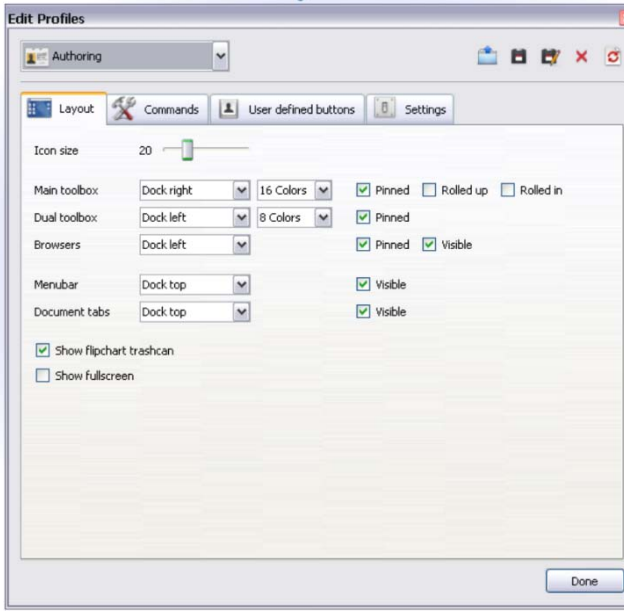
The Layout Tab

Tip: When creating a Profile for student use, make these selections.

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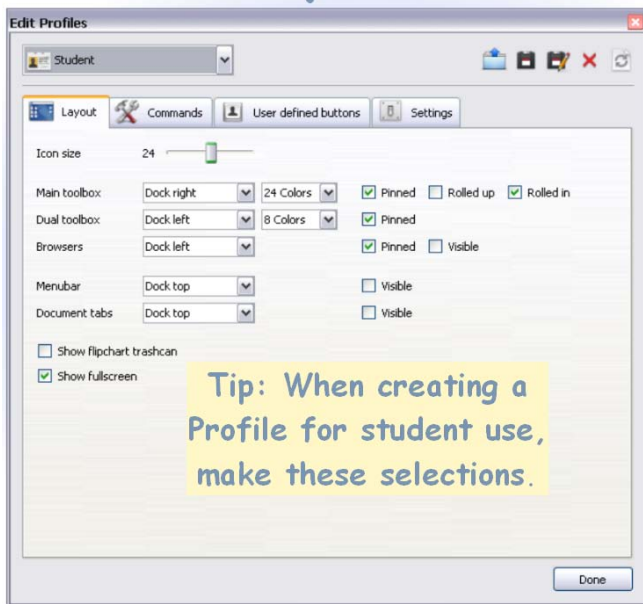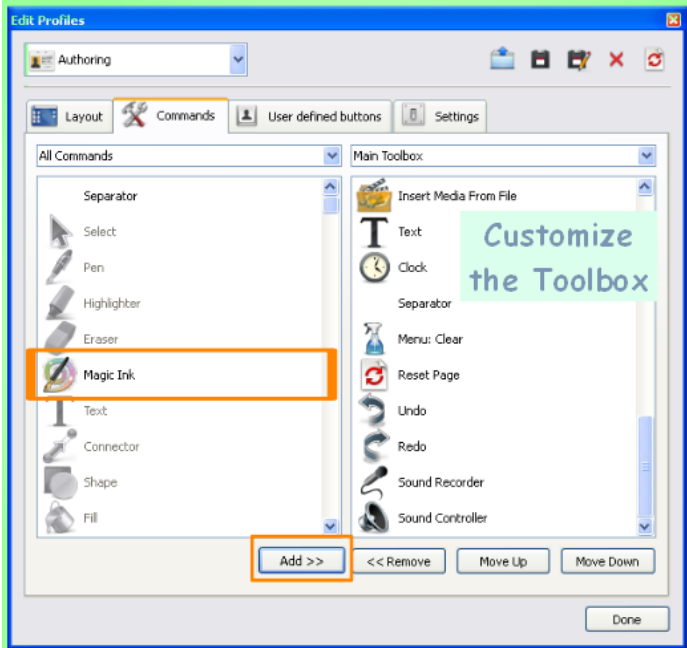
The Commands Tab

Commands tab:
Main Toolbox
NOTE: Watch the changes take place as you make selections.
Personalize the Main Toolbox and Marquee and Sizing Handles, by adding or remove items to suit your circumstances.
Any tool may be added and positioned on the Toolbox OR on the Marquee Handles.

Continue to create a custom Student profile by customizing the Main Toolbox.

Marquee and Sizing Handles Toolbar
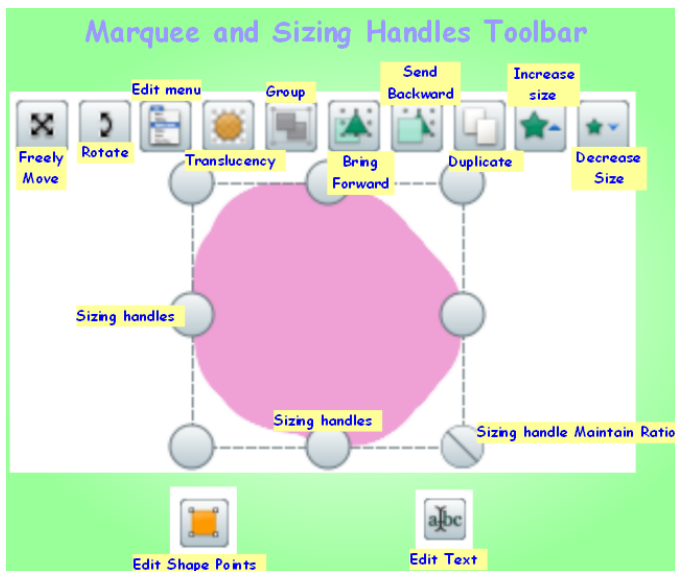
Commands tab: continued
Marquee and Sizing Handles - the icons that appear when an object when selected.
The **Edit Shape Points** icon is added when a shape is selected. Allows you to chance the shape of the shape.
AND
Edit Text icons is added when Text is selected. Opens the Format toolbar which allows you to edit the text.

Add and Remove Marquee and Sizing Handles
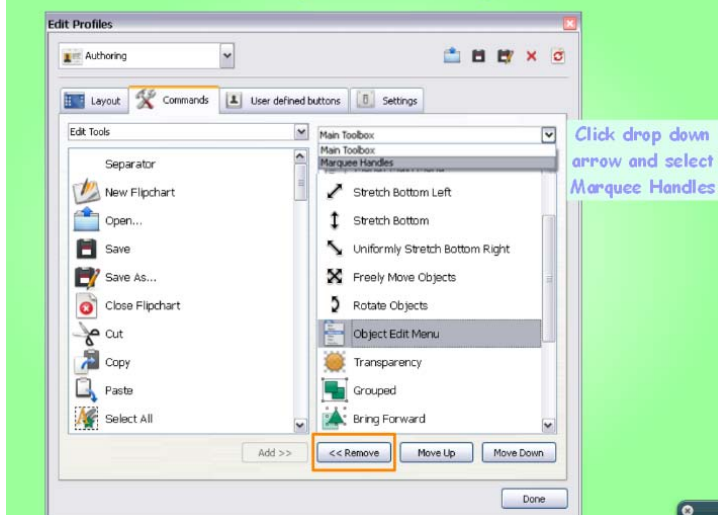
Commands tab: continued

NOTE: Customize **Marquee and Sizing Handles** by adding or remove items to suit your circumstances.

Tip - remove all **Marquee and Sizing Handles** so that when you or your students select an object, you don't see them.

Save Your Profile

Save this profile with a new name using the Save As icon.

Save Your Profile
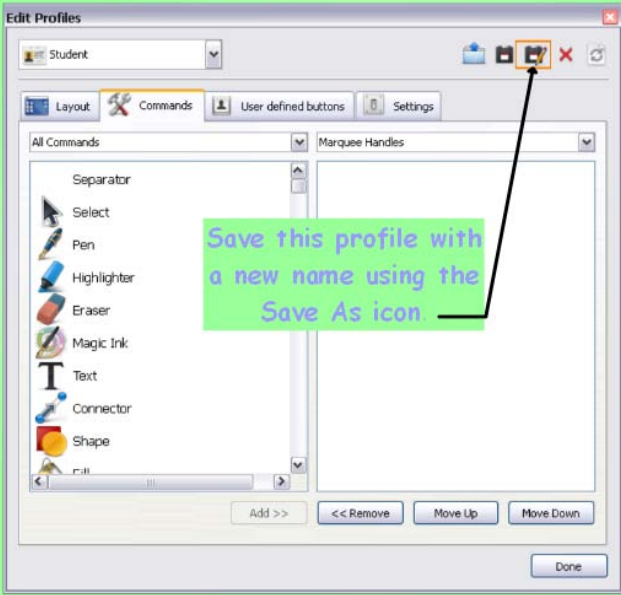
1. Browse for My Profiles folder
2. Type a name
3. Click Save
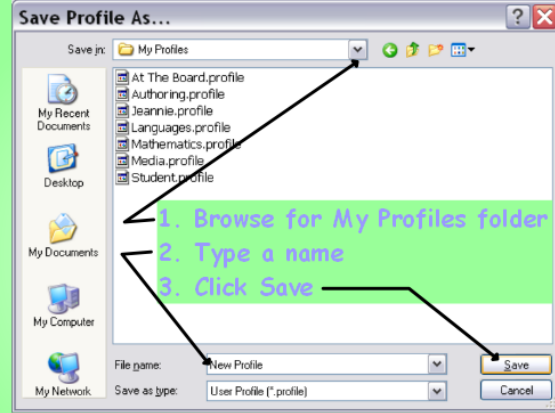
Your personal profiles are stored in the My Profiles folder in your Thaw Space:
V:\Activ Software\ActivInspire\My Resources\My Profiles

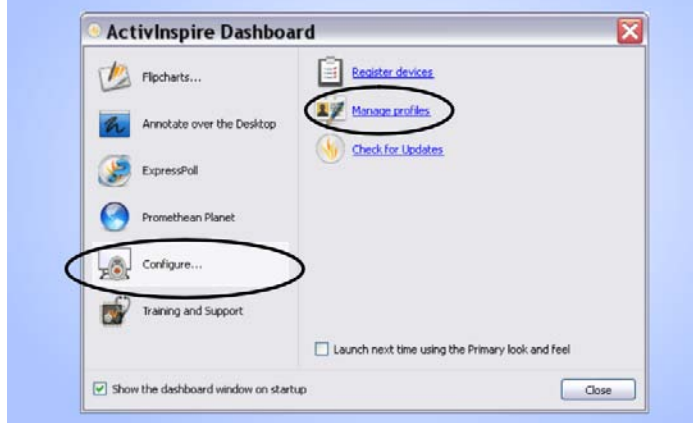Save this profile with a new name - **'Student'** - using the **Save As** icon.
Browse to the **My Profiles** folder.
NOTE: If they don't save it here, it will not appear in the Switch Profiles dropdown menu.
Type a name for the profile.
Click **Save**.
Load different profiles and see how the screen changes.

Save Your Profile

- Browse to another folder
- Save current profile
- Delete profile
- Restore current profile to Defaults
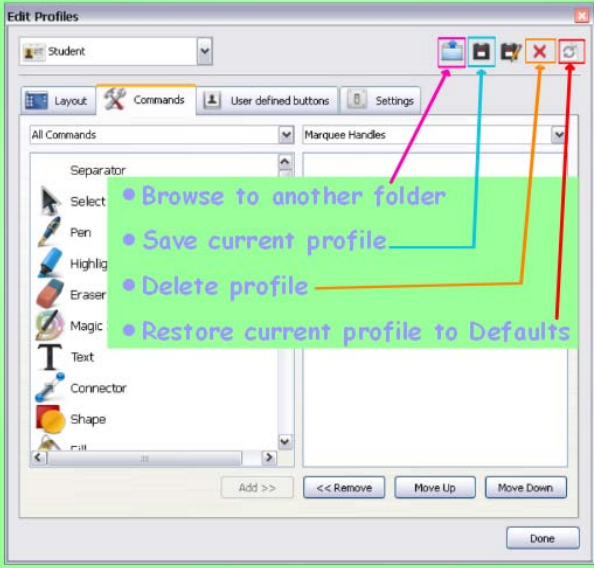
NOTE: Do not browse to another folder to save.

User Defined Buttons Tab
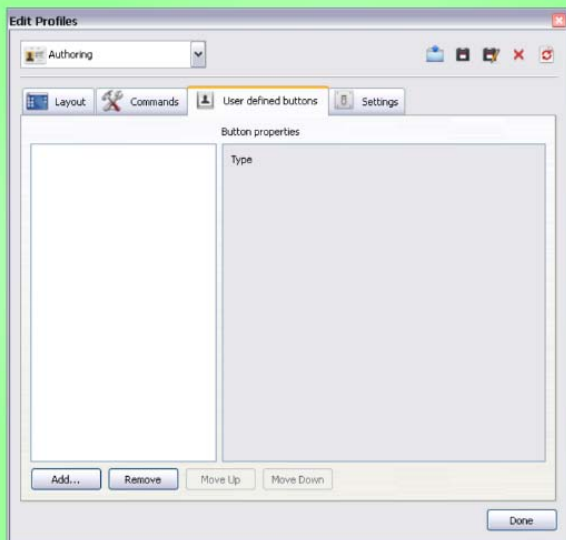
User Defined Buttons tab:
Create your own shortcuts so that you can open a file or launch a program from your Toolbar.
Tip: Great for adding Web site links to your toolbar.
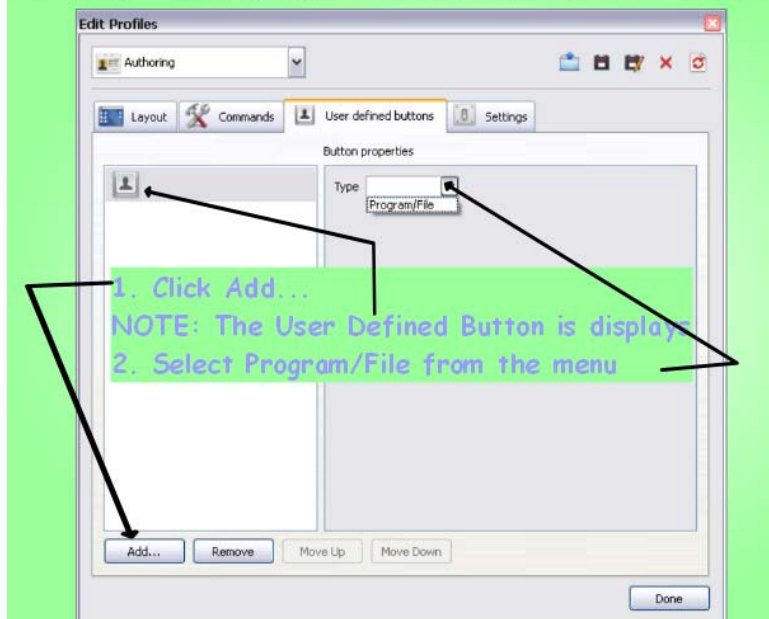
Add User Defined Buttons

1. Click **Add....**

NOTE: The User Defined Button icon is displayed.

2. Select **Program/File** from the menu.

Action Button - Click on **Program/File** to go to the next page to finish the step.
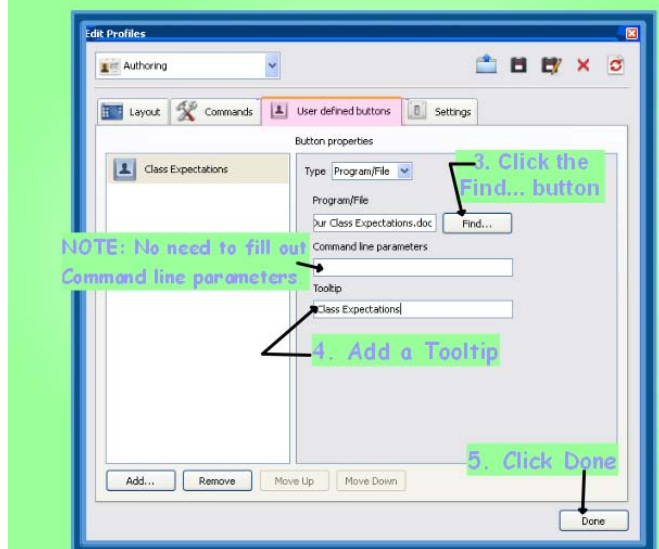
Add User Defined Buttons (continued)
3. Click the **Find** button to browse for a file or application.
OR
3. Enter a url for a Web site.

4. Add a Tooltip.

Tip: Copy and paste a url from a web site.

Materials created by Jeannie Rybak – jeybak@westgenesee.org
Updated 01/01/10

6

Settings Tab

Edit Profiles

Authoring

Layout | Commands | User defined buttons | Settings

Learner Response System
Clock Tool
Effects
Flipchart Objects
Language
Online Settings
Spell checker
Tools
User Input
Recordings
Profile and Resources
Flipchart
Multimedia
Design Mode

Default tool	Select
Show pen width indicator	☑
Highlighter Translucency	128
Image fill tolerance	5
Camera captures main toolbox	☐

Maths Tools
Tool color
Tool text color
Translucency — 100
Tool scale — 150

Dice Roller
Dice speed — 7
Number of dice — 5

Calculator
Use calculator supplied with operating system ☐
Use calculator specified by user — C:/Program Files/Activ Soft

Done

NOTE: Select something on the left - make changes on the right.

Select **Tools**.

You can change your default tool to the **Select** tool.

This is the setting to change the size of the Compass and make other changes to the Tools.

Settings Tab

Use the Help menu for an explanation of each setting

Open Help > References > Settings

If Help file doesn't open, go to:

C:\Program Files\Activ Software\
Inspire\help\en_US\help_en_us.htm

Help -

Use the Help menu to find information on Settings.

Basic Tools

Objectives

* Use Pen and Highlighter Tools to create annotations
* Create and Edit Shapes
* Use Fill Tool
* Use Undo Redo
* Use Select Tool

Pen and Highlighter Tools

Select the Pen or Highlighter tool
Select the color by clicking on a choice in the color palette
Change the width using the preset widths or using the slider

Objects created with the Pen or Highlighter Tool are called Annotation Objects.
Annotation Objects will always cover other objects because they go on the top layer.

Pen and Highlighter tools

Pen creates an annotation that is opaque. The Highlighter creates an annotation that is translucent.
NOTE: The default translucency can be changed in the Settings.
Setting will be covered in detail in another session.
Right-click on the color palette to access additional colors.
Click the color wheel to select custom colors.
Click the Color Picker (eye dropper) to match a color.

Pen and Highlighter Tools

Color Palette

Right-click on Color Palette to select additional colors
OR - Click the Color Wheel to create a custom color
OR - Click the Color Picker (Eye Dropper) to copy a color

Pen and Highlighter tools

Right-click on the color palette to access additional colors.
Click the color wheel to select custom colors.

Pen and Highlighter Tools
Color Palette

Click the Color Wheel to create a custom color

Select color

Basic colors

Custom colors

Add to Custom Colors

1. Select the color

Hue: 302   Red: 255
Sat: 225   Green: 30
Val: 255   Blue: 244

OK   Cancel

2. Click Add to Custom Colors button   3. Click OK button

Pen and Highlighter tools
Create a custom color.

Pen and Highlighter Tools
Color Palette

Right-click on Color Palette to select additional colors
OR - Click the Color Wheel to create a custom color
OR - Click the Color Picker (Eye Dropper) to copy a color

Pen and Highlighter tools
Use the Color Picker (eye dropper) to copy a color.

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Pen and Highlighter Tools

Change the width using the preset widths or using the slider

Preset widths

Slider

Pen and Highlighter tools
Use the preset widths and slider. Preset widths are different for Pen and Highlighter.
NOTE: Largest preset width for Pen is the widest that is still legible for writing.
NOTE: In the Settings, if 'Show Pen Width Indicator' is selected, you will see the size when you mouse over the page.

Pen and Highlighter Tools

Caution!!! Be sure to change to the Select tool or you may end up with more than you expected.

How many objects are on this page?
Look in the Object Browser to find out.

Pen and Highlighter tools
Warning!!!!
When finished using the Pen or Highlighter, be sure to change to another tool or you may end up with more than you expected!!!
Delete extra Annotations
- in **Object Browser**.
OR - use **Clear Annotations** from **Clear** icon.
NOTE: Object Browser will be covered in detail in another session.

Select Tool

Click once to select an object
Use the Marquee Handles to edit the object

OR

Click and drag to move an object without opening the Marquee Handles toolbar

OR

Double-click to edit Text

Use the Select tool to:
Click
Click and Drag
Double-click

Deleting Objects

Using the Eraser 🖊 - only works on Annotations

NOTE: Change the size of the Eraser
using the preset widths or using the slider

Using the Clear icon to Clear Annotations or other
items on the page

Use the Trashcan 🗑 – Select Object then Click Trashcan
OR – drag object to Trashcan

Use the Object Browser
OR
Select object and press Delete key
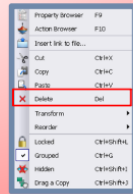
Use Object Edit menu

Delete Objects
Use the Eraser on Annotations.
Change the size of the Eraser using the Width selectors.
Use the **Clear** icon
Use the **Trashcan**
Use the **Delete** key
Delete in **Object Browser**.
NOTE: Object Browser will be covered in detail in another session.

Undo and Redo Tools

Undo - is your friend!
 - Reverses the last action performed on your flipchart

Redo
 - Reapplies actions that have been undone by the Undo Tool

Use the Undo and Redo tools. Draw or highlight on this page use the Undo and Redo tool to see how actions are reversed and reapplied.

Shape Tool

3. Select fill color
or select no fill

4. Select outline color
and
outline width

2. Select Shape

1. Select
Shape tool

5. Click and drag
to create shape
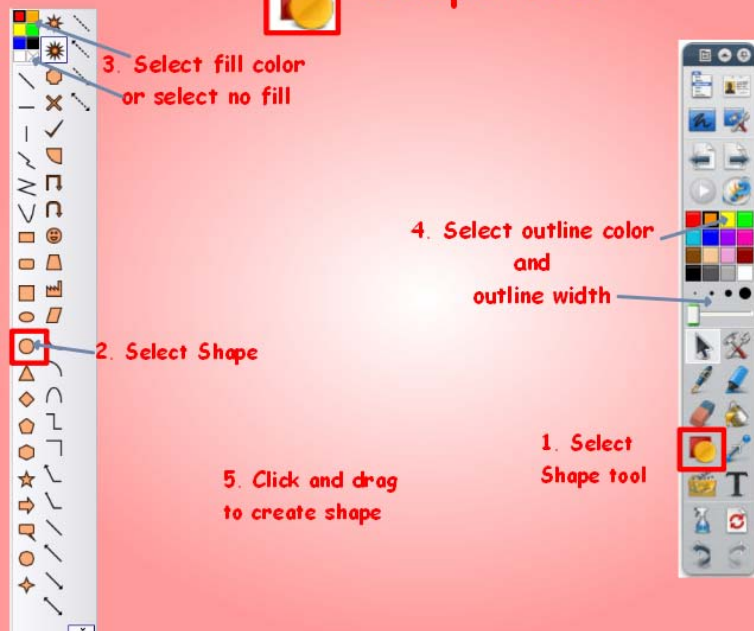
Shape tool
Click on the shape tool. Expand the shape menu to show all of the choices.
Use the Fill Color Palette for fill. The color and width of the outline is controlled by the Main Color Palette and width slider on the Main Toolbox.
Draw one shape without a fill.
Draw a filled shape using a standard color from the Shapes Fill Color Palette.

Shape Tool
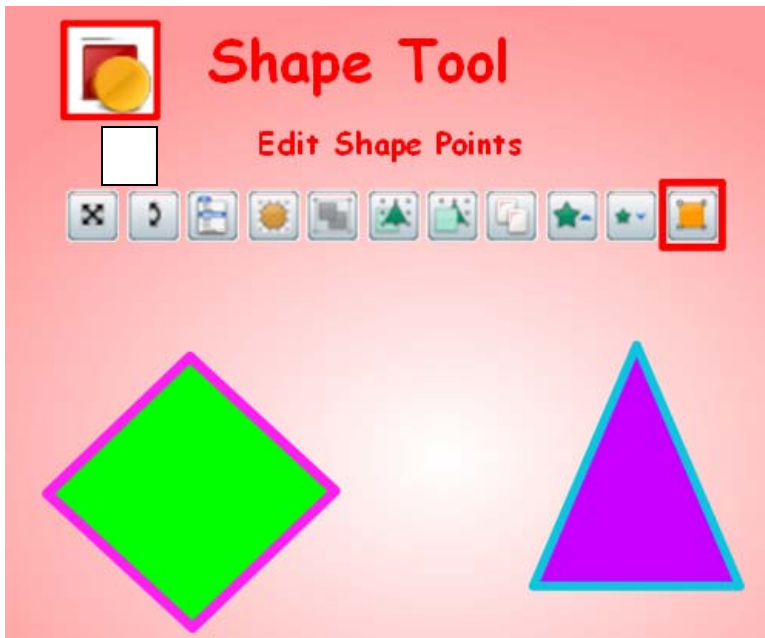
Edit Shape Points

Have participants follow along using one of the shapes they made using the Shapes Tool. Click on a shape to open the Marquee Handles toolbar.

Choose the Edit Shape Points Tool.

Show how various shapes can be changed using the Shape Points.

Fill Tool

Use the Fill tool to change the shape color

Use the Color Palette to change the outline color
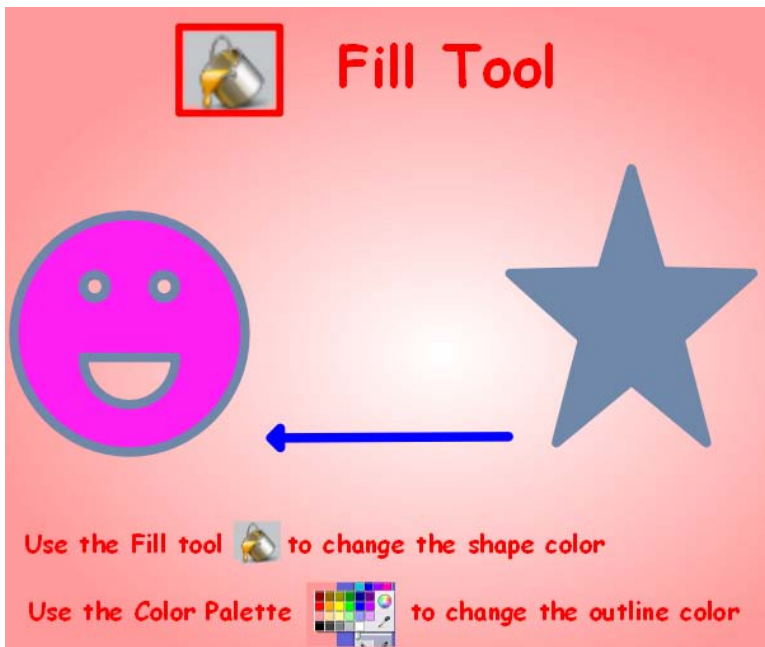
Fill Tool
Use this page to demonstrate who to change the color of a shape using the **Fill Tool.**
Draw one shape without a fill.
Draw a filled shape using a standard color from the Shapes Fill Color Palette.
Draw lines - color is outline color.
Show participants how to change the color using the fill tool.
Select the shape and change color of outline.
Allow Participants time to work with the shapes on their flipcharts.

Fill Tool

Use the Fill tool to change the color of words within a text box.
Change the color of the nouns in this text box.

Use the Fill tool to change the background color to reveal hidden words.

Fill Tool

Use the Fill tool to change the color of words within a textbox.
Change the color of the nouns in this textbox.

Use the Fill tool to change the background color to reveal hidden words.

Follow the page directions. Changing the background color will display additional text.

Grouping Objects

Not Grouped   Grouped

aluminum

square

Grouping Objects
To group objects, you need to select them first.
To select multiple objects:
Hold down the **Ctrl** key and use the Select Tool.
OR
Click and drag around the objects.
Then, click on the **Grouped** icon to group them together.
Show how the icon changes when the objects are grouped.
Demonstrate grouping and ungrouping using the the square and the text.
NOTE: You can also select objects using the Object Browser. Object Browser is covered in another session.
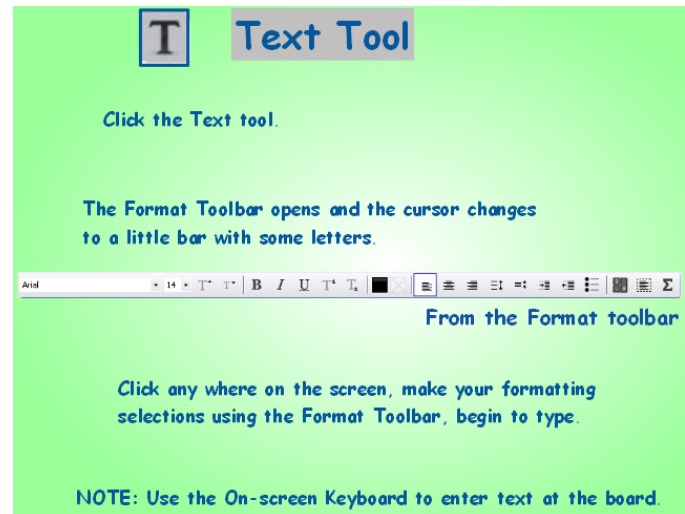
Using the Text Tool and On-screen Keyboard

Objectives

- Add Text to flipchart pages
- Format Text
- Spell Check Text
- Copy Text from other applications
- Extract Text
- Use the On-screen Kayboard

T **Text Tool**

Click the Text tool.

The Format Toolbar opens and the cursor changes to a little bar with some letters.

From the Format toolbar

Click any where on the screen, make your formatting selections using the Format Toolbar, begin to type.

NOTE: Use the On-screen Keyboard to enter text at the board.
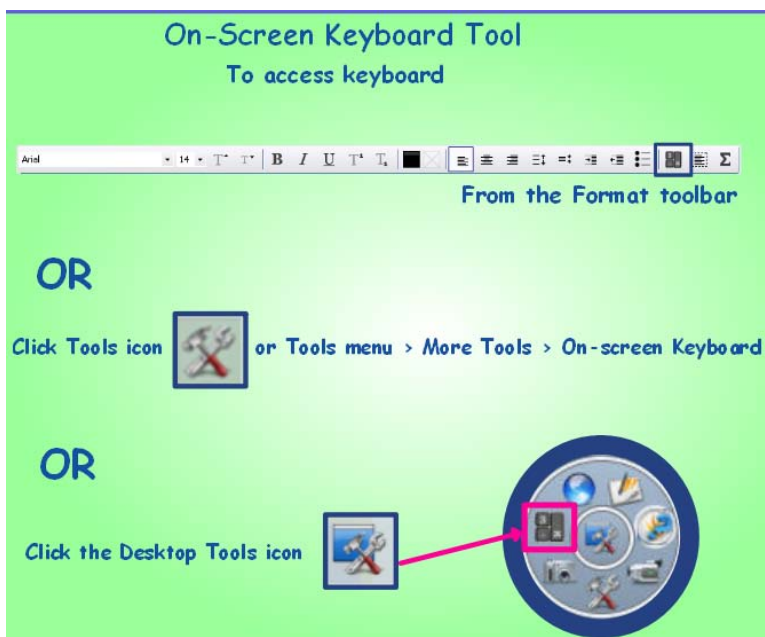
Create a text box.
Each time you click in a different area of the page, a new textbox is created making it quick and easy to make multiple boxes for manipulation by students. Great for matching or sequencing activities.
When you are at the board, you will be using the on-screen keyboard to enter your text.
It is a floating tool.
When working at a computer, use the computer's keyboard.

On-Screen Keyboard Tool
To access keyboard

From the Format toolbar

OR

Click Tools icon   or Tools menu > More Tools > On-screen Keyboard

OR

Click the Desktop Tools icon

Access and use the On-screen keyboard.
 - May be used to add text to a flipchart, or type in another application such as entering a URl in Internet Explorer.

On-Screen Keyboard Tool

Click to show Function keys

Click for Symbols

Click to close

| F | | | | | | | | | | | | | | S | X |

Es ' 1 2 3 4 5 6 7 8 9 0 - = ← ↑

q w e r t y u i o p [ ] ↓

Cap a s d f g h j k l ; ' \ ← ↔

z x c v b n m , . / →

Ctrl Alt Del AltGr PUp PDn

Click for Extended Keyboard
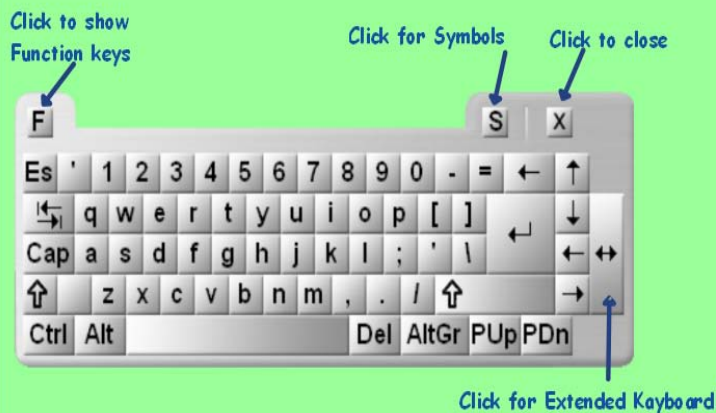
Use the keyboard.

- Click F - Show function keys
- Click S - Show Symbols
- Click double arrow - Show number keypad
NOTE: Use the solid arrows for Shift

Practice using the Floating Keyboard in another application.

On-Screen Keyboard Tool

? ! . " , ' & $ ←

0 1 2 3 4 5 6 7 8 9

a b c d e f g h i j +

k l m n o p q r s t -

caps lock u v w x y z 🗑 =

Click to close
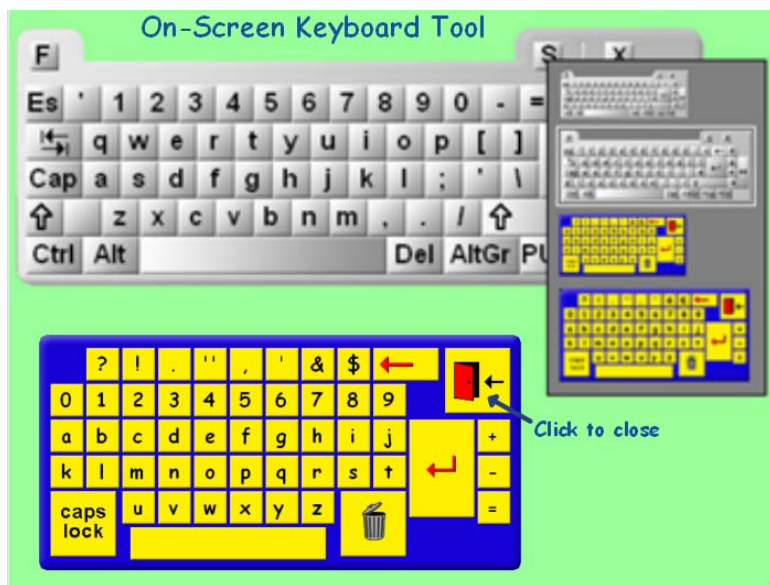
Right-click to access different keyboards.

Change to Child - Adult - small-large.

NOTE: The Child keyboard does not have the same functionality.

Edit Text

Click on the Textbox you wish to edit.
From the Marquee Handles Toolbox, click on the [abc].

You can also double-click on the text.

Clicking on the text box will bring up the Marquee Handles Toolbar. Clicking on the Edit Text Icon will bring up the Text Formatting Toolbar and allow you to edit the text.

Create a text box and practice editing the text.

Spell Check Text

Spell Check Text from the Object Edit meun:

Right click on text
OR
Select text and click the Object Edit menu on the Marquee Handles toolbar.

Spellcheck Text

Spell Check Text

Right click on text to get the Object Edit menu
OR
Clicking on the text box will bring up the Marquee Handles Toolbar. Click on the Object Edit menu Icon > select Spellcheck Text.

Spell Check Text

You can also righte click on the text.

Spell Checker

Not in Dictionary:

You can also **righte** click on the text.

Ignore
Ignore All
Add
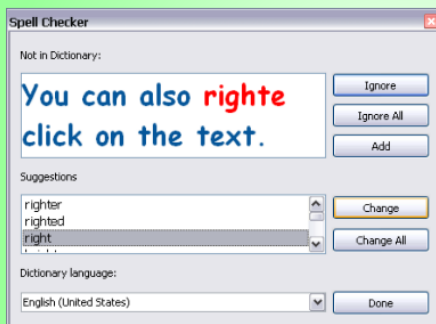
Choose to **Ignore** or **Add**

OR

Suggestions:

righter
righted
right

Change
Change All

Pick from the list of **Suggestions** > click **Change**
Click **Done**.

Dictionary language:

English (United States)

Done

NOTE: The entire flipchart can be checked using the **Tools** > **More Tools** menu.

Use the text box on this page to demonstrate Spell Check. Point out the entire flipchart can be checked using the Tools > More Tools menu.

Use the Fill tool to change the color of words

Directions:
Make the nouns blue
Make the verbs red
Make the adjectives pink

It was a rainy gray Saturday. I was bored. All of my friends were out of town, and I had nothing to do. My two little sisters, Allison and Brooke, were playing in the next room. I decided to see what they were doing. I walked into the room that they had shared and saw the bags of candy that they had brought home from the party the night before.

Practice using the Fill tool with Text.

Copy Text from other applications

Highlight text > copy > paste

OR

Highlight and drag
NOTE: You need to view both windows at the same time

Copy text from a Word Doc and the Internet.

NOTE: To Highlight and drag - resize both windows - Word and ActivInpire.

Try this.

Extract Text

It was a rainy gray Saturday. I was bored. All of my friends were out of town, and I had nothing to do. My two little sisters, Allison and Brooke, were playing in the next room. I decided to see what they were doing. I walked into the room that they had shared and saw the bags of candy that they had brought home from the party the night before.

Highlight any word or phrase then
drag it to another area of the page

OR

Right click on a word and select
Extract Text from the object Edit menu

Extract text.

Try this.

Using the Page Browser and Notes Browser

Objectives
Use the Page Browser to:
- View pages as thumbnails
- Quickly navigate to another flipchart page
- Reorder pages
- Copy pages to another flipchart
- Use the page pop-up menu to:
  - Cut, copy, paste, and duplicate pages

Use the Notes Browser to:
- Add directions for students
- Add notes and comments

Page Browser

View pages as Thumbnails

Click on page to go there

Click and drag to reorder pages

Use the Slider to change the Thumbnail size
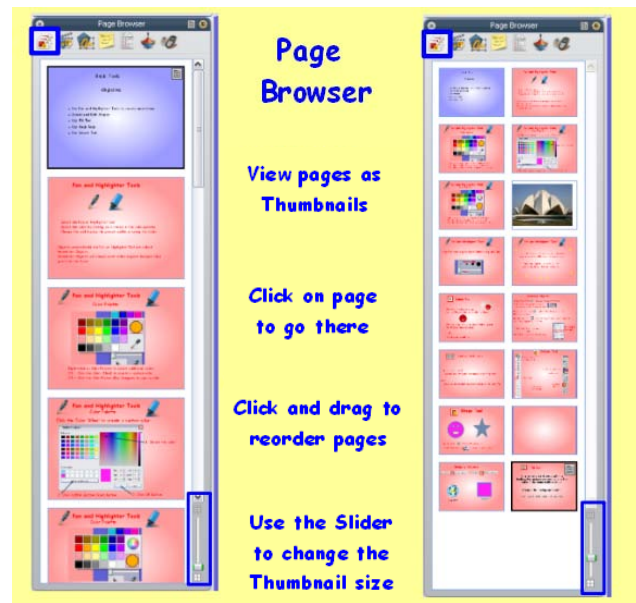
Page Browser   Copy pages to another flipchart

Click and drag page thumbnail to the document tab of another open flipchart

Page Browser

Popup Menu

Insert Page		▶
Insert Question	Ctrl+Q	
Export Page	Ctrl+Shift+E	
Set Background		
Grid Designer	Ctrl+Shift+G	
Hide Grid		
Snap to Grid		
Add to Resource Library		▶
Cut	Ctrl+X	
Copy	Ctrl+C	
Paste	Ctrl+V	
Duplicate	Ctrl+D	
Delete	Del	
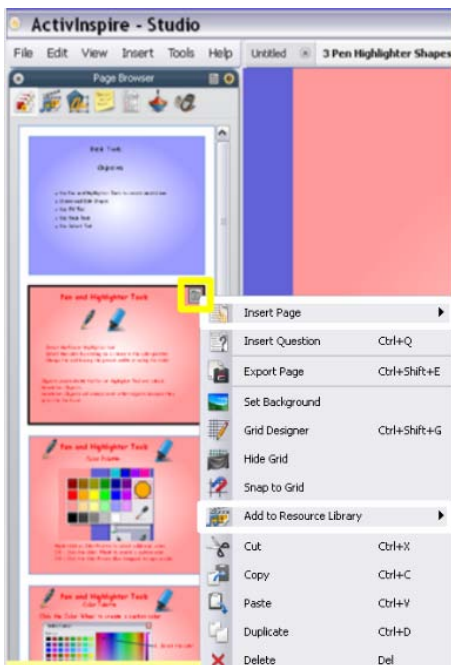
Page Browser - Popup Menu
Have participants follow along as you cover the menu items:
Action button - Click on Insert Page to get another menu
Insert Page Menu - Desktop Snapshot and Page Templates (takes you to Shared Resources)
Insert Question - (covered in another session)
Export Page - exports as a picture file
Background and grids - (covered in another session)
Action button -Click on Add to Resource Library to get another menu Point out the **Add to Resource Library**
**** Duplicate Page** - very useful
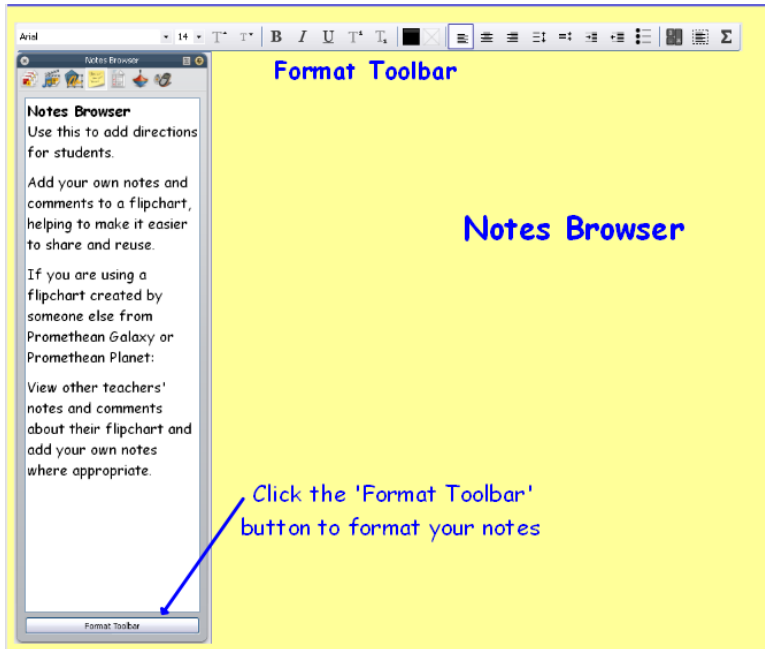
Format Toolbar

Notes Browser

Notes Browser
Use this to add directions for students.

Add your own notes and comments to a flipchart, helping to make it easier to share and reuse.

If you are using a flipchart created by someone else from Promethean Galaxy or Promethean Planet:

View other teachers' notes and comments about their flipchart and add your own notes where appropriate.

Click the 'Format Toolbar' button to format your notes

Notes Browser

When you add notes to a page, a new icon appears on the menu bar

The Notes Browser will open when you click this icon

You can create an action to open the Notes Browser

Notes Browser

Use this to add directions for students.

Add your own notes and comments to a flipchart, helping to make it easier to share and reuse.

If you are using a flipchart created by someone else from Promethean Galaxy or Promethean Planet:

View other teachers' notes and comments about their flipchart and add your own notes where appropriate.

Notes Browser

Demonstrate - open the Notes Browser with the icon.

Demonstrate using the action button.

NOTE: Actions are covered in another session.

_____

_____

_____

_____

_____

Add Multimedia, Web Sites and File Links

Objectives

- Add Multimedia, video and sound, to flipchart pages
- Add File links to flipchart pages
- Add Web Site links to flipchart pages

Insert Media
Insert pictures, video, and audio files quickly

Insert menu >

Insert	Tools	Help
Page		▶
Question...		Ctrl+Q
Media...		Ctrl+M
Link		▶
Text		Ctrl+T
Shapes		Ctrl+Shift+S
Connectors		Ctrl+Shift+C
Timestamp		

Media

Insert Media
Insert video files quickly

Control your video

Stop Take a snapshot
Pause Volume Control
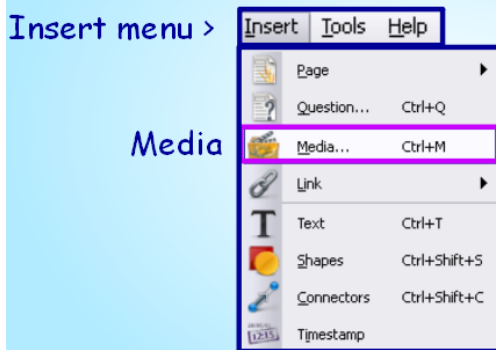
To insert a file quickly -
Select Insert menu > Media >
Browse to find the file.
Tip - great way to insert .tif files that were scanned to email.
Media files (video, sound, flipcharts) will be embedded automatically. You are not given options for embedding or controlling the file using this method.
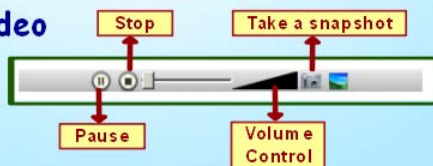
Videos start automatically when page is opened.
Mouse over the video to get the controls.
Tip – Use Take a Snapshot to get a picture of a slide.
NOTE: If your Snapshot is black, you need to -

- Right-click on desktop
- Click Properties
- Click Settings tab
- Click Advances button
- Click Troubleshoot tab
- Change Hardware Acceleration to just below 1/2
- Click OK

NOTE: Don't forget about DeepFreeze!

Insert Media
Insert video files quickly

Click Design Mode
to get resizing handles

> Click Design Mode to get resizing handles.

Insert Media
Insert sound files quickly

Close

Sound Controller

606.mid

Play

Stop

Volume Control

Click this icon to
Stop All Sounds
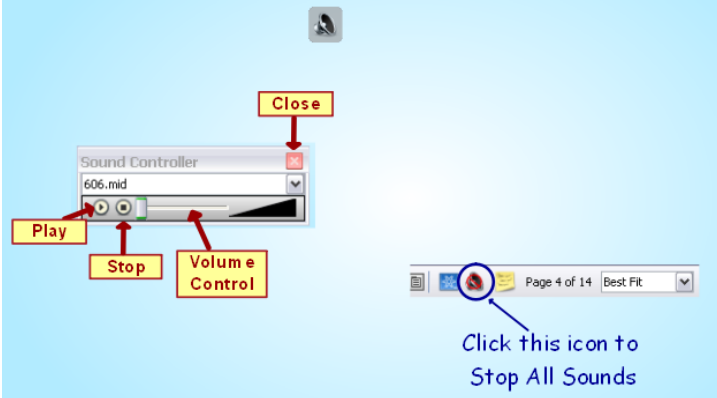
> Audio files will have sound icon. Click the icon to start the sound. The Sound Controller launches. It can be repositioned on the page. NOTE: Play, Stop, and Volume. After the sound file is played, an new icon appears next to the Design Mode icon. You can click here to stop the audio.

Insert Link
Links to Files or **Web sites**

Insert menu >

| Insert | Tools | Help |

Page
Question...   Ctrl+Q
Media...   Ctrl+M
Link >   Link
Text   Ctrl+T
Shapes   Ctrl+Shift+S
Connectors   Ctrl+Shift+C
Timestamp

File...   Ctrl+L
Website...
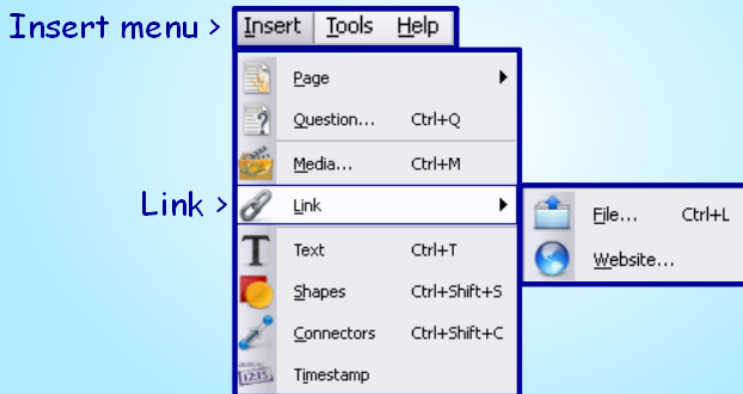
> Links to video, audio, and data files, as well as web links, may be inserted into a page.

Insert Link
Link to Web site

Insert | Tools | Help
Page
Question...   Ctrl+Q
Media...   Ctrl+M
Link
Text   Ctrl+T
Shapes   Ctrl+Shift+S
Connectors   Ctrl+Shift+C
Timestamp

File...   Ctrl+L
Website...
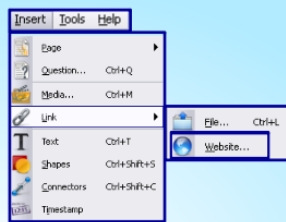
Type in OR
Copy and paste
Web Address

Insert Website
Enter a website to link to, e.g. 'www.google.com'

Add link as
○ Text   ○ Image Icon   ○ Action Object   ○ Existing object
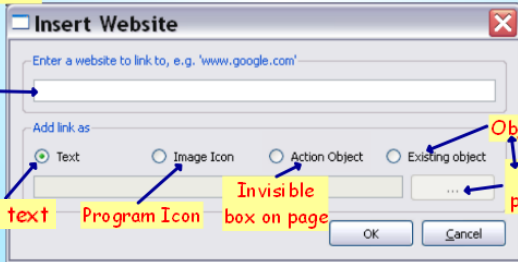
url text   Program Icon   Invisible box on page   OK   Cancel

Object on Page

Browse to pick Object

Links to Website
When you insert the link as an Action Object in Design Mode, you will see the link object. It will be invisible in Presentation Mode.
NOTE: Pick Existing Object and the Browse button is activated so that you can pick on object on the page.

Insert Link   Link to File....

Links to Files
When you insert a link to a video file, you have more options than with Insert Media.
How the file is displayed;
How it's stored;
And, with multimedia, how it is controlled or played.

Insert Link

Link to File....

Browse to select file
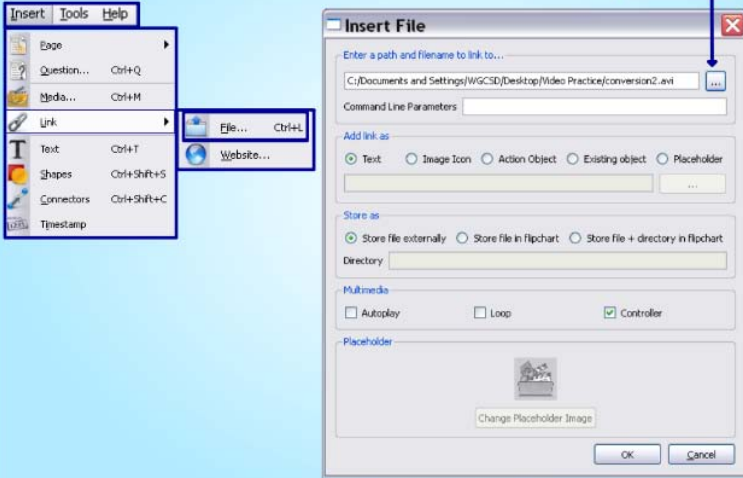
Links to File
A "Select File" window opens. Browse to select the file. NOTE: You can change the selection at any time by clicking on the box next to the file path and name.

Insert Link   Link to File....

Select how the link is displayed

Name and file path

Program Icon

Object on Page

Browse to pick Object

Invisible box on page

Links to File
How file is Displayed:
Text
Image Icon
Action Object
Existing Object
NOTE: When you insert the link as an Action Object in Design Mode, you will see the link object. It will be invisible in Presentation Mode.
Pick Existing Object and the Browse button is activated so that you can pick on object on the page.

Insert Link

Link to File....

Select how it's displayed

Insert File

Enter a path and filename to link to...

C:/Documents and Settings/WGCSD/Desktop/Video Practice/video practice.wmv

Command Line Parameters

Placeholder

Add link as

○ Text ○ Image Icon ○ Action Object ○ Existing object ● Placeholder

Store as

● Store file externally ○ Store file in flipchart ○ Store file + directory in flipchart

Directory
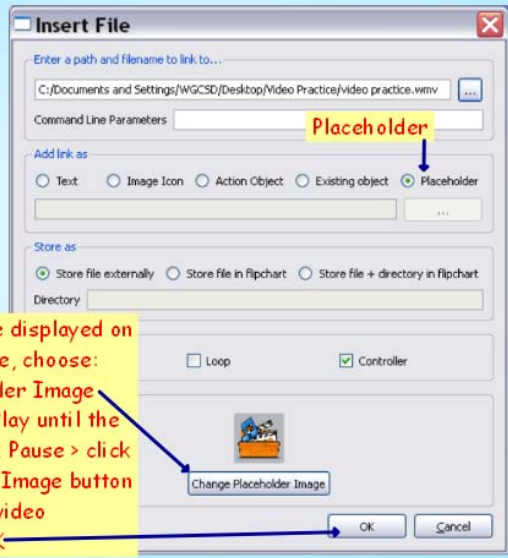
To set a frame to be displayed on the flipchart page, choose:
Change Placeholder Image
The Video opens. Play until the desired frame. Click Pause > click Change Placeholder Image button > close the video
click OK

☐ Loop   ☑ Controller

Change Placeholder Image

OK   Cancel

Links to File

How file is Displayed: continued
Placeholder option allows you to pick a frame of the video.
When you select Placeholder, the change placeholder image (at the bottom of the page) becomes available.
NOTE: Not all video formats work with Placeholder.
These Video files format may be added as placeholders:
.avi
.flv (Flash)
.gif (Animated Gif)
.swf
.wmv

Insert Link

Link to File....

Insert File

Enter a path and filename to link to...

C:/Documents and Settings/WGCSD/Desktop/Video Practice/conversion2.avi

Command Line Parameters

Add link as

● Text ○ Image Icon ○ Action Object ○ Existing object ○ Placeholder

Store as

● Store file externally ○ Store file in flipchart ○ Store file + directory in flipchart

Directory

Select how the file is stored
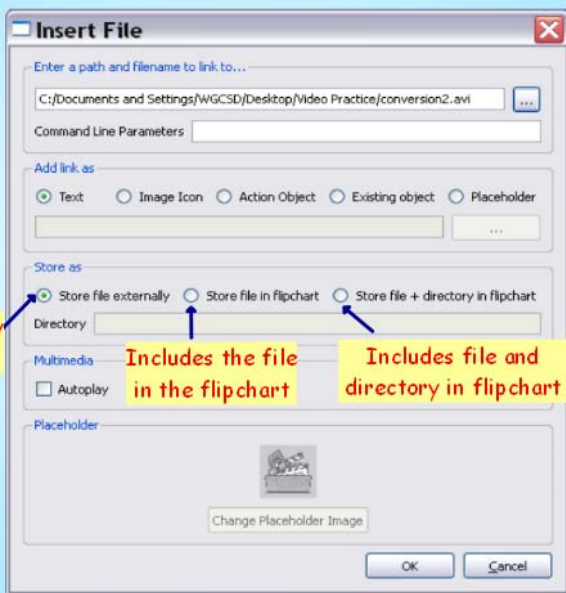
Stores file separately from flipchart

Multimedia

☐ Autoplay

Includes the file in the flipchart

Includes file and directory in flipchart

Placeholder

Change Placeholder Image

OK   Cancel

Links to File

How file is stored:
- Externally - creates a link to the file; keeps file size smaller but don't use this choice if you plan to share your flipchart.
- In flipchart - embeds the file; makes flipchart file larger, but when you move or share the flipchart, the file goes with it.

File and directory in flipchart - adds the file and directory to the flipchart.

Insert Link — Link to File....

Insert File

Enter a path and filename to link to...

C:/Documents and Settings/WGCSD/Desktop/Video Practice/conversion2.avi

Command Line Parameters

Add link as
- ⦿ Text ○ Image Icon ○ Action Object ○ Existing object ○ Placeholder

Store as
○ ...e file in flipchart ○ Store file + directory in flipchart

Multimedia
☐ Autoplay ☐ Loop ☑ Controller

Placeholder

Change Placeholder Image

OK Cancel

For multimedia files only: Select how the file is played

File plays automatically

File plays in a continuous loop

Mulimedia controller is displayed

When done making selections, click OK

Links to File

How Multimedia files are played:

- Autoplay - file plays as soon as you go to the page
- Loop - file plays repeatedly until stopped

Controller - allows you to pause, start and stop.

Insert Link — Link to File...

Stop Take a snapshot

Pause Volume Control Change Placeholder
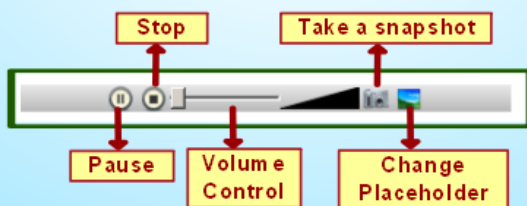
Click to start video
Explain and demonstrate controls
Tip – Use Take a Snapshot to get a picture of a slide.
Change Placeholder will replace the slide that appears on the screen.
NOTE: If your Snapshot is black, you need to -

- Right-click on desktop
- Click Properties
- Click Settings tab
- Click Advances button
- Click Troubleshoot tab
- Change Hardware Acceleration to just below 1/2
- Click OK

NOTE: Don't forget about DeepFreeze!

Tickertape

Objectives

- Create Tickertapes
- Format Tickertapes
- Save Tickertapes

Tickertapes
Create a scrolling message for:
announcements
reminders
site words
Tickertapes can be displayed in any application or on the Desktop.

Tickertape Enter your text message
Default scrolling message

Tickertape Controller

Tickertape Speed

Tickertape Dialog box

Tickertape
File
Enter the Tickertape message
Enter your text message   Loop ☑
Text   Font...   Color
Drop shadow   0   Color
Background   Screen   Color
Position   Top
Show Tickertape   OK
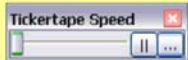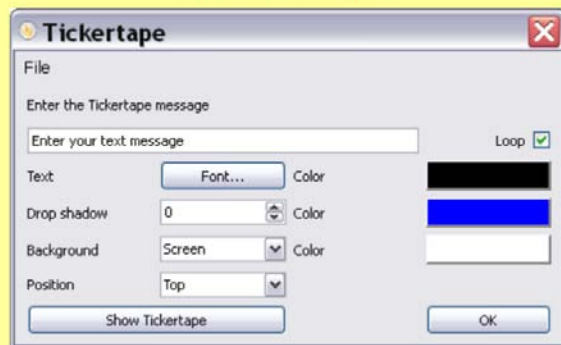
Access Tickertape
Tools Menu (or icon) > More Tolls > Tickertape
Three items open:
- **The Default scrolling message:** Displays changes as they happen
- **The Tickertape Controller**: Controls the Speed, starts and pauses the Tickertape, opens the Tickertape Dialog box, closes the Tickertape tool.
- **The Tickertape Dialog box**: Formats the Tickertape.
Continue on next page

Tickertape

Tickertape
File
Type Message Here
Enter the Tickertape message
Enter your text message   Loop ☑
Click to Select Font
Text   → Font...   Color
Drop shadow 0   Color   Click to Select Font Color
Background   Screen   Color
Position   Top
Show Tickertape   OK
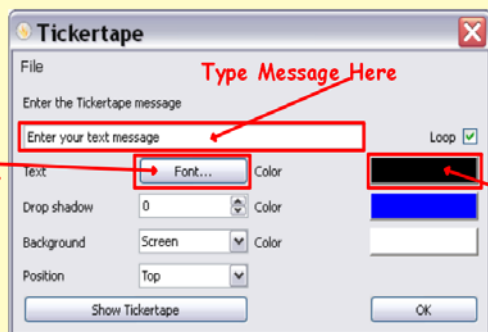
In the Tickertape Dialog box:

- Type a message
- Select the Font
- Select the Font color
- Select a Drop Shadow
- Select a Drop Shadow color
- Select a Background and Color
- Select the Position

Save the Tickertape to use again

Tickertape

Click up and down arrows to add Drop Shadow

Then pick a color for the Drop Shadow

Tickertape

Pick the Background – Screen or Color

Then pick Background Color

Tickertape

Pick the Position – Top Middle or Bottom

Click OK

Tickertape

Save Your Tickertape

Click the File menu > select Save > browse to V:\Activ Software\ActivInspire\My Resources\My Tickertapes
Type in a name > Click Save

Resource Browser

This browser helps you to quickly view, navigate and use the resources provided with ActivInspire to enrich your flipcharts.

The Shared Resource Library contains many types of resources, such as activities, shapes, objects, backgrounds, grids, sounds and templates.

The My Resources Library allows you to quickly access resources that you have created or downloaded from Promethean Planet.

Objectives

- Quickly navigate to and view resources in a particular folder in My Resources, Shared Resources or other locations on your computer or on the network.

- Add resources from the browser into your flipchart.

- Add your own creations from a flipchart page into a folder in the Resource Library.

- Use the Rubber Stamp to quickly create multiple copies of a resource.

Resource Browser Window

Helps you find resources in many locations

- Promethean Planet
- Another folder on your computer
- Another resource folder
- Shared Resources
- My Resources

Items are displayed as thumbnails in a filmstrip at the bottom of the browser window.

NOTE: By default, the Resource Browser opens the **Shared Resources** folder - resources provided with ActivInspire.

Resource Browser Window

Did you know that you can resize the window to make it easier to view the resources?

Click and drag here or here

OR

Click here

Resource Browser Window

Use the Popup Menu to view more resources at once.

View Mode	▶	View as list
Thumbnail Size	▶	✓ View as grid
Insert into Flipchart		
Rename Resource File		
Delete from Library		

View Mode	▶	✓ Small
Thumbnail Size	▶	Large
Insert into Flipchart		
Rename Resource File		
Delete from Library		
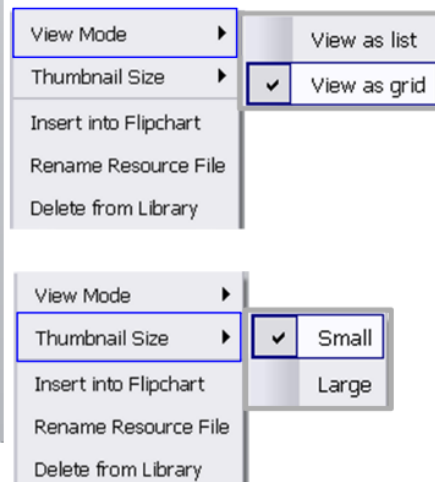
Click on the thumbnail to display the popup menu.

Resource Browser Window

The process of adding resources to a flipchart is always the same, regardless of the type of resource.

- Double-click on the thumbnail,
- or click and drag the thumbnail,
- or use the popup menu.

View Mode
Thumbnail Size
Insert into Flipchart
Rename Resource File
Delete from Library

30 St Mary Axe.as2

silica di Santa Maria del Fiore.a

The filmstrip at the bottom of the ActivInspire window shows thumbnails of the resources in that folder and their filenames.

_____

_____

_____

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_____

_____

_____

_____

Resource Browser Window

Toggle Transparency lets you make the background color of an image resource transparent at the time you drag it onto the page.

Money
Euro
Pound
US Dollar

17 items

Dime head.as2

Rubber Stamp lets you quickly insert multiple copies of a resource into your flipchart. Use Escape key to stop Rubber Stamp.

My Resources

My Resources
Lesson Building Tools
My Flipcharts
My Profiles
My Sounds
My Tickertapes
Resource Packs
Video Practice

5 items

ActivInspire saves many types of resources to the 'My Resources' folder.

My Resources are saved in the Thaw Space on your laptop.

Hawaiian Islands

Hawaii.as4

V:\Activ Software\ActivInspire\My Resources

ActivInspire saves many types of resources to the 'My Resources' folder. When you use the Tickertape tool, ActivInspire creates a 'My Tickertapes' folder for you to save your tickertapes in. When you use the 'Sound Recorder' tool, you get a 'My Sounds' folder.
This makes it easy to access add resources that you created to your flipchart.
NOTE: Use the 'Switch Profiles' menu to access your profiles - not the resource browser.
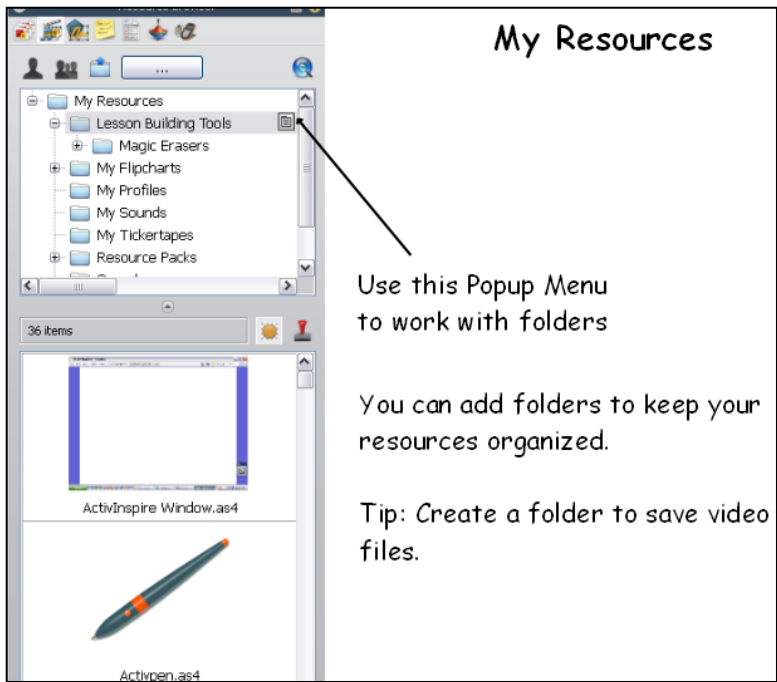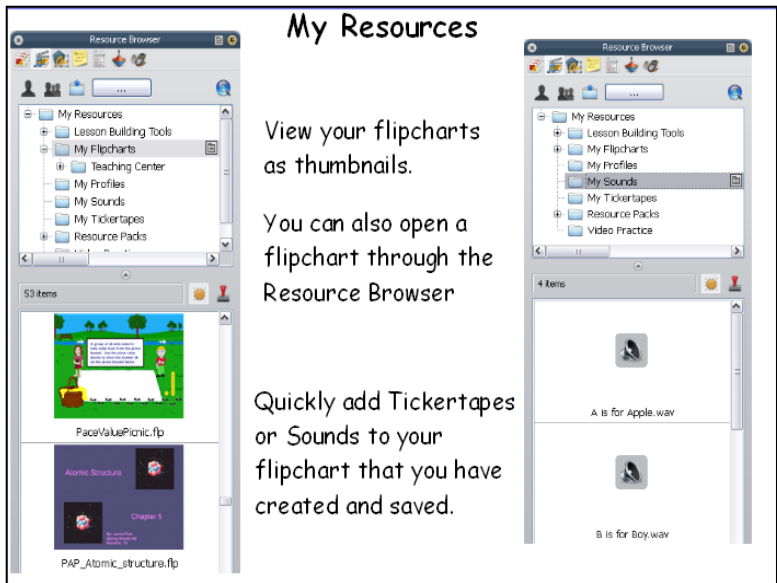
My Resources

Use this Popup Menu to work with folders

You can add folders to keep your resources organized.

Tip: Create a folder to save video files.

ActivInspire Window.as4

Activpen.as4

You can add folders to keep your resources organized.
Tip: Create a folder to save video files.

My Resources

View your flipcharts as thumbnails.

You can also open a flipchart through the Resource Browser

Quickly add Tickertapes or Sounds to your flipchart that you have created and saved.

PlaceValuePicnic.flp

PAP_Atomic_structure.flp

A is for Apple.wav

B is for Boy.wav

ActivInspire saves many types of resources to the 'My Resources' folder.
When you use the Tickertape tool, ActivInspire creates a 'My Tickertapes' folder for you to save your tickertapes in. When you use the 'Sound Recorder' tool, you get a 'My Sounds' folder.
This makes it easy to access add resources that you created to your flipchart.
NOTE: Use the 'Switch Profiles' menu to access your profiles - not the resource browser.

Expand your resources.
Download resource packs from Promethean Planet.

NOTE: You can use the link on the resource browser to go to Promethean Planet, but it doesn't bring you to the login screen. You will be prompted to login when you try to download.
To download flipcharts and resources, you need an ID.
If you haven't already - create and ID and login to www.PrometheanPlanet.com

Expand your resources.
Download resource packs from Promethean Planet.

Find Resource Packs

Type a keyword

Select subject or grade level

Resource Packs

Search

NOTE: Resource Packs are displayed on thumbnails
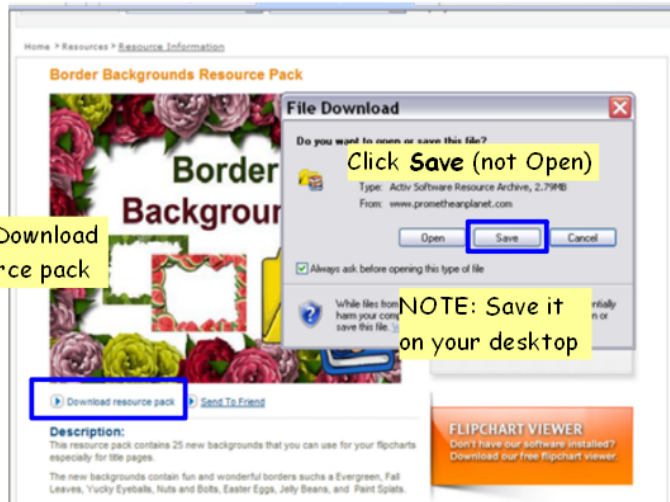
Search for Resource Packs
To narrow the search results, you can type a keyword, select a subject or grade level.
Make sure you click Resource Packs, then click the Search button.

Download resource packs from Promethean Planet.

Download and Save Resource Packs
NOTE: Resource Packs are displayed on thumbnails.
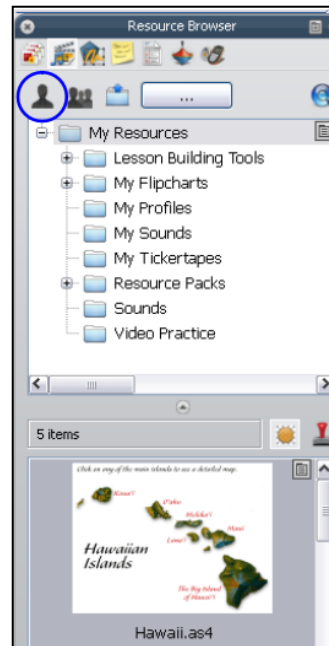When you are ready to download, click the thumbnail.

Click Download resource pack

Click Save (not Open)

NOTE: Save it on your desktop

Browse through the search results to find a resource pack.
To download:
> Click on thumbnail
> click Download resource pack
> click Save (not Open)
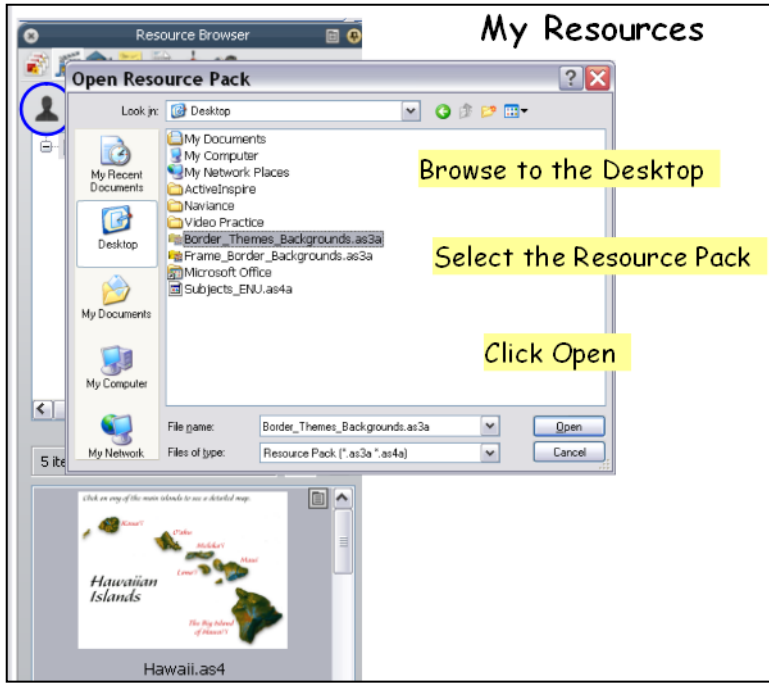> save it on your desktop

My Resources

In order to use the Resources, you need to Import.

The Popup Menu allows you to import Resource Packs.

The 'Import' function is only available from the Popup Menu at the top level folder.
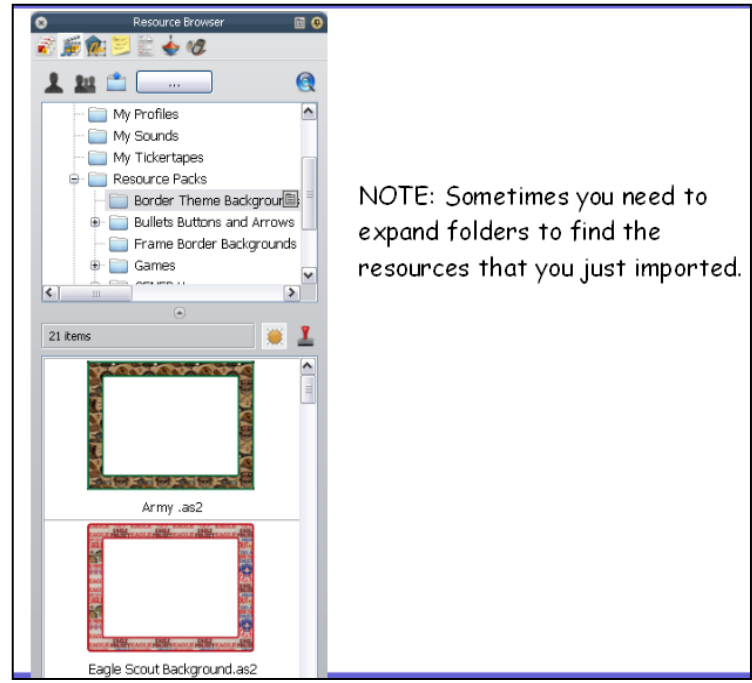
NOTE: Make sure you Import to 'My Resources' not Shared Resources.

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My Resources

Browse to the Desktop

Select the Resource Pack

Click Open

NOTE: Sometimes you need to expand folders to find the resources that you just imported.

Army .as2

Eagle Scout Background.as2
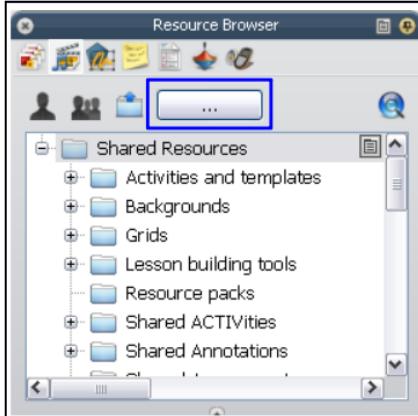
Use this button to find resources from other locations on your computer.

A Browse window opens. Browse to the folder, then click OK.

NOTE: The Teacher Laptops should have CPS install along with many images.

To Find CPS Images
Browse to C:\CPS_Databases\Image Library

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You can add your own creations to My Resources so that you can easily access them again.
Simply click and drag it to a folder in the My Resources.
Click the popup menu and rename it to make it easy to find.
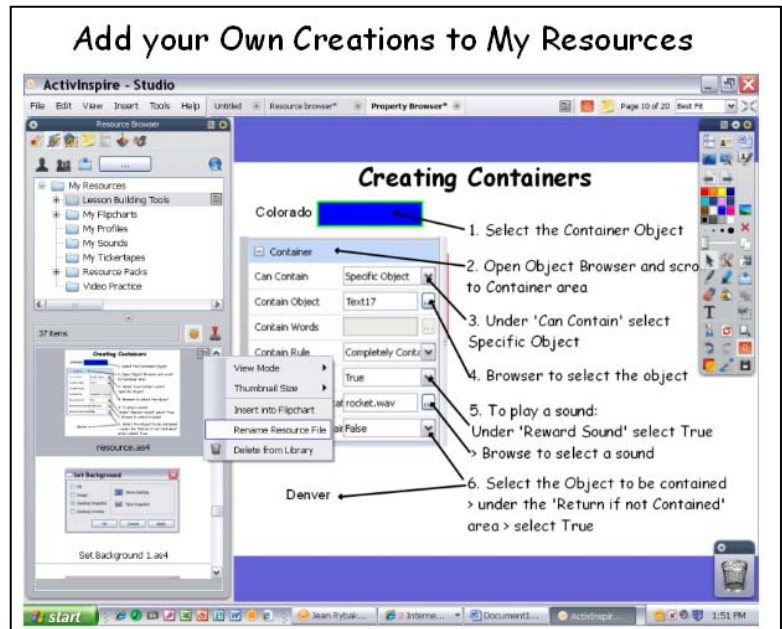
Add your Own Creations to My Resources

Sound Recorder

Use the Sound Recorder to make lessons your own.

Objectives

* Quickly add sounds to a flipchart page
* Save sounds to a file
* Save sounds to 'My Resources'
* Change Recording settings

Sound Recorder

Use the Sound Recorder
to record your own sounds

T is for Turkey

Sound Recorder
Click the sound icon to play the recorded sound. Click the turkey to play a sound downloaded from the Internet.

Sound Recorder

ActivInspire - Studio

File Edit View Insert Tools Help

Desktop Annotate   Ctrl+Shift+A
Desktop Tools
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...

Sound Recorder   Ctrl+Shift+R
Screen Recorder
On-screen Keyboard   Ctrl+K
Clock   Ctrl+Shift+U

Tool menu (or Tools icon) >
More Tools... >
Sound Recorder

Use this page to help participants locate the Sound Recorder in the Tools menu.

Sound Recorder

Click the red button to record
Speak or play sound
Click the black button to stop

A Sound Icon will appear on page
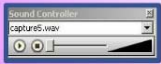
When you play the sound, the Sound Controller appears. You can stop and start sounds and adjust the volume.

You can also stop the sound by clicking on the 'Stop Sound Icon'

Sound Recorder
The default way to record a sound Inspire places the recording on the page as a sound icon. The file will only be on the flipchart page, and not saved as a separate file for later use.
Note: The Record button changes to a pause button so that you can pause and then resume your recording.

Sound Recorder Settings

Go to:
Edit menu >
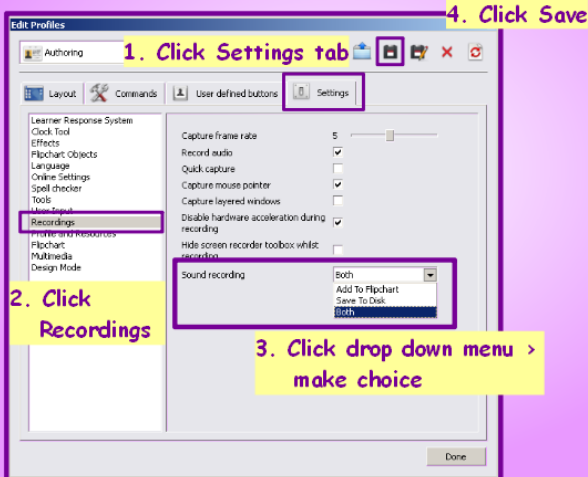Profiles... >

4. Click Save

1. Click Settings tab

2. Click Recordings

3. Click drop down menu > make choice

Have participants go to Edit Profiles to see the settings.
They can set it to save their sounds as a file.
The default setting is 'Add to Flipchart'.
Show participants that the Sound Controller can be hidden by Unchecking 'Show Sound Controller' in Settings > Multimedia.
Have participants save these settings to their Authoring profile then go to the next page to see how to save a recording.

Sound Recorder
Save your recording

After you click Stop, a Save As window opens

Browse to the folder where you want to save the sound file

Name the file

Click Save
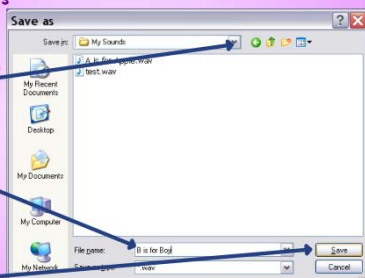
A Sound Icon will appear on page

If 'Save to Disk' or 'Both' has been chosen, when you stop recording, you will be asked where you want to save the file. The sound icon will appear on the page if 'Both' has been chosen. If 'Save to Disk' is chosen, the file is saved to the location that was chosen and will need to be added to the flipchart.

Object Browser

Everything you add to a flipchart is an object of one kind or another. For example, if you write something with the Pen , draw a shape, add a picture, or add a link to a sound file, each of these items is an object. You can add many different types of objects to a flipchart. The Object Browser helps you to keep track of the number and types of objects in your flipchart and to quickly get to grips with objects in a flipchart created by somebody else. The Object Browser allows you to moves objects from one layer to another and change the Stacking Order of objects.

Objectives

★ Learn how to use Layers and Stack Objects
   ★ Change the stacking order of objects
   ★ Move objects from one layer to another
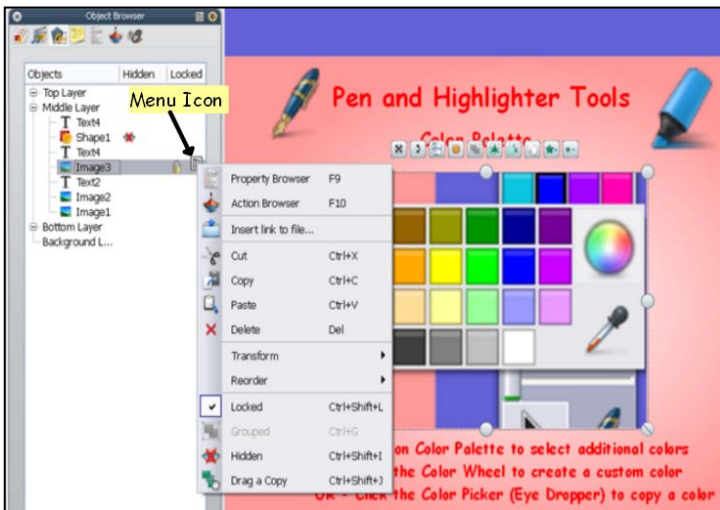★ Use Object Browser to View Objects
   ★ See if a page contains any objects that are hidden
   ★ See which objects are on the top, middle and bottom layers
   ★ See if the page contains any objects are locked
★ Use Object Browser Meun to work with objects
   ★ Group objects
   ★ Show or hide objects
   ★ Lock or unlock objects

The Object Browser allows you to easily view all objects on a page: the position and if the object is locked or hidden. When an object is chosen, a menu icon will appear in the browser next to the selected object. This menu is the same menu in the Marquee Handles Toolbar Menu and the right-click menu.
The following page will be used to demonstrate ordering, layering, and locking/unlocking objects.

Top Layer

By default this layer contains all annotation objects that are made using the Pen, Highlighter and Magic Ink tools.

Annotation objects are displayed on top of any other objects placed on the lower layers.

NOTE: Use the Eraser to erase annotations or use the Clear Tool to delete all annotation objects from the page.

Layers - Top Layer
You can see how different types of objects are listed in the Object Browser. There are several items created when the pen was used to write 'Top Layer' because a new object is created every time the ActivPen loses contact with the board.
Note: Magic Ink is covered later in this session.

Middle Layer

By default, this layer contains images, shapes 😊 and text ojects.

Recognized annotations (made using the Handwriting Recognition Tool 🖊) are automatically converted to text objects and placed on the middle layer.

These objects are displayed below (or underneath) any object placed on the top layer but are displayed above (or over) the top of any object placed on the bottom layer.

Different types of objects are listed with different icons in the Object Browser.
Items that are locked can't be selected, moved or edited in Presentation Mode.
Stacking Order - items are stacked (within their layer) in the order they are added to the page. When you add an item it is stacked on the top.
Shapes, images and text items still go under the annotations because annotations are in the top layer.

State	Capital
Alabama	Montgomery
Alaska	Juneau
Arizona	Phoenix
Arkansas	Little Rock
California	Sacramento
Colorado	Denver
Connecticut	Hartford
Delaware	Dover
Florida	Tallahassee

If you want to cover the answer with the rectangle, simply click and drag to change the stacking order or the layer of an object.

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Adjectives   Adverbs

loud

wet

quickly

slowly

sticky

dark

blue

gently

scary

sadly

Hide the words behind the picture.
Change the stacking order of the picture so that it is on top of the text.
Change the stacking order of the words so that they are pulled out in a certain order.
Lock the picture.
Place the words in a pile behind the picture.

Use the Pen Tool to write the answer
Move the blue ball to check your answer

3 + 4 = ____

2 + 3 = ____

7 + 2 = ____

6 + 4 = ____

Click this ball to check the answer

The first three blue balls were made using the pen tool at the largest width setting (creating annotations). The annotation, by default, goes to the top layer and the text goes to the middle layer. Therefore, the annotations are on top of the text. The fourth ball was made with the shape tool, which goes into the middle layer. You can change the stacking order so that it is on top of the text. Understanding layers and stacking order is necessary when creating actions and special effects.

BottomLayer

The bottom layer contains Connectors.

Rectangle

Background Layer

Consists of three elements:
Background page color
Background image (optional)
Grid (optional)

You can also place any other objects on the background layer. Then, they will become locked on the background and will appear below all objects on the other layers.

If you drag a picture or object to the background layer, the only way to delete it is to drag it to another layer in the Object Browser. Then you can delete it.

Magic Ink ✎

Makes any object on the top layer (or part of an object) invisible, so that you can see the objects on the layers beneath.

Magic Ink creates an Annotation Object that 'views' through any object on the top layer.

Use Magic Ink to reveal the action word

Magic Ink annotations will hide any 'top layer' objects (or parts of objects) that the Magic Ink crosses over (including annotations and images), allowing you to see through to the layers beneath.
Use Magic Ink to reveal the word under the picture.
NOTE: Change the size of the Magic Ink tool using the Width Slider.
NOTE: Magic Ink creates an annotation object that can be moved around the screen revealing objects beneath.

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Property Browser

The Property Browser helps you to see all of the properties of a page or an object at a glance.
It's a powerful tool for quickly adding interactivity to your lessons.

Also, the Property Browser gives you options that are not available any where else.

Objectives

Use the Property Browser to:

- Change Page Properties

- Edit the appearance of Objects

- Create Captions to label objects

- Create Containers

- Set rules to control how an object can rotate or move

Property Browser
Page Properties

Identification
Use when creating actions

Divides the page into frames

Opens the Set Background dialog box

Sets Presentation Tools options

NOTE: The default is 'As Before'.
Select 'Tools Off' to stop using a tool.

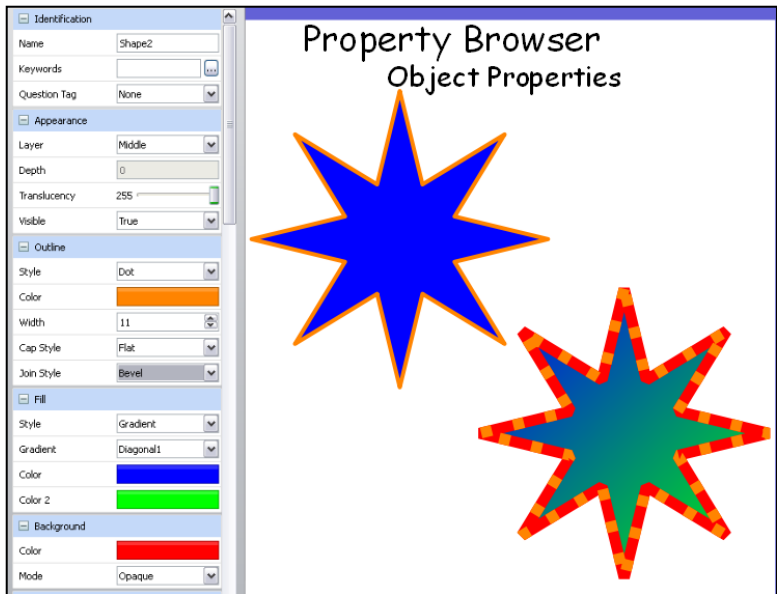Opens the Grid Designer dialog box

Property Browser
Properties of an object or page can be viewed and/or changed using the Property Browser.
Options change depending on what is selected.
Identification - use when creating actions
NOTE: Page Background, Revealer, Spotlight and Grid Designer are each covered in other sessions.

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Property Browser
Object Properties

Identification
Name	Shape2
Keywords	
Question Tag	None

Appearance
Layer	Middle
Depth	0
Translucency	255
Visible	True

Outline
Style	Dot
Color	
Width	11
Cap Style	Flat
Join Style	Bevel

Fill
Style	Gradient
Gradient	Diagonal1
Color	
Color 2	

Background
Color	
Mode	Opaque

Property Browser - Object Properties
Properties of an object can be viewed and/or changed using the Property Browser.
Identification - Use when creating actions.
TIP: Name a group so that you can create an action that applies to the group.
Appearance - Specifies layer object is on
Depth - indicates stacking order - can't be changed here.
NOTE: The Property Browse offers more options - Outline, Fill, and Background areas.
Actions - click each shape to display the properties of each.

Property Browser - Object Properties - Options change depending on what type of object is selectd.

Creating Captions

Label
Caption	Bass Clef
Font Name	Comic Sans MS
Font Size	25
Font Color	
Outline Style	None
Background Mode	Opaque
Background Color	
Behaviour	Tooltip

1. Select Object
2. Open Property Browser and scroll to Label area
3. Type Caption
4. Select Font, Size and Color
5. Select Outline Style and Background
6. Under Behavior, select Always On OR Tooltip

NOTE: Items that are locked won't show a tooltip.

Containers

Containers are objects that can contain other objects. This is useful for creating activities that rely on objects being recognized and either accepted or rejected by another object. Any object that does not match all the chosen properties is rejected.

Containers

Match the Capital City with the State

Alabama

Alaska

Arizona

Arkansas

California

Juneau

Phoenix

Little Rock

Sacramento

Montgomery

Creating Containers

Colorado

Container		
Can Contain	Specific Object	▼
Contain Object	Text17	…
Contain Words		…
Contain Rule	Completely Conta	▼
Reward Sound	True	▼
Reward Sound Locat	rocket.wav	…
Return if not Contair	False	▼

Denver

1. Select the Container Object

2. Open Property Browser and scroll to Container area

3. Under 'Can Contain' select Specific Object

4. Browser to select the object

5. To play a sound:
Under 'Reward Sound' select True
> Browse to select a sound

6. Select the Object to be contained > under the 'Return if not Contained' area > select True

NOTE: Find sound files
C:\Documents and Settings\All Users \Documents\Activ Software \Activprimary3\Shared Sounds

Very Important: The stacking order of the container needs to be below the object to be contained.

Silly Sentences

The _____ _____ _____
    noun   verb   adverb

The _____ _____ _____
    noun   verb   adverb

The _____ _____ _____
    noun   verb   adverb

swam walked   quietly   grew fish   girl
tree ran quickly car dog   slowly   studied

These containers were created using keywords.
Many objects can be contained.
Create different Silly Sentences, reset the page and make more sentences.

Creating Containers

To create Containers that can contain many objects, Use Keywords

Identification	
Name	Text19
Keywords	verb ...
Question Tag	None

Select the objects to be contained
> under 'Identification' area
> type Keyword

Container	
Can Contain	Keywords
Contain Object	
Contain Words	verb
Contain Rule	Completely Conta
Reward Sound	False
Reward Sound Locat	
Return if not Contair	False

Select the Container Object
> under 'Container' area
> under 'Can Contain', select Keyword
> under 'Contain Words' type Keyword

_____

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Property Browser
Object Properties

Rotate		
Can Rotate	Freely	
Rotate Step	0	
Rotate About	Center	
Rotate Object		...
Rotate Point x	0	
Rotate Point y	0	

Restrictors		
Can Block	False	
Can Snap	True	
Snap Point x	0	
Snap Point y	0	
Snap To	Bottom Left	
Can Move	Freely	
Move Path		...
Can Size	Freely	

Rotate - Controls the way an object can be rotated

Restrictors - Defines rules to restrict the movement of an object

Property Browser
Object Properties
Rotate - Controls the way an object can be rotated.
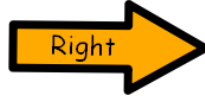**Restrictors** - Define rules to restrict the movement of an object.

Property Browser
Object Properties

Rotate - Controls the way an object can be rotated

Clockwise

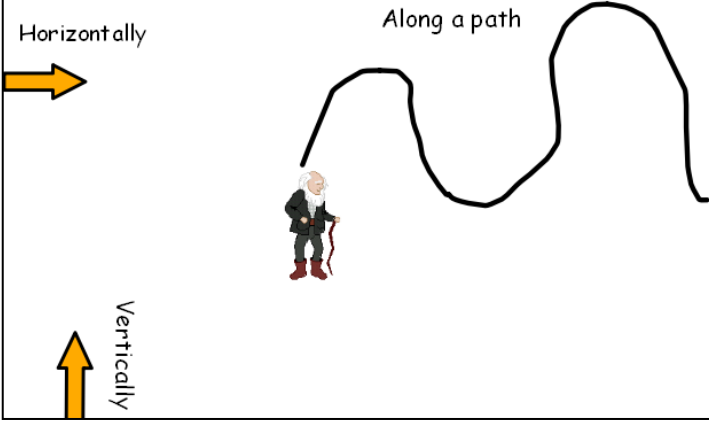Rotate around another object

Rotate around the first line of text

Right

Rotate in steps - set in degrees

Property Browser
Object Properties

Restrictors - Define rules to restrict the movement of an object

Horizontally

Along a path

Vertically

Can Move Along a path

1. Create the path - Draw a line using the Shape tool

2. Add and object to the page

3. Select the object

4. Open Property Browser
 > under 'Restrictors' area
 > under 'Can Move', select Along Path

5. Under 'Move Path', browse to select shape

Restrictors	
Can Block	False
Can Snap	True
Snap Point x	0
Snap Point y	0
Snap To	Center
Can Move	Along path
Move Path	Shape7
Can Size	Freely

Can Block

Create objects that block the movement of other objects
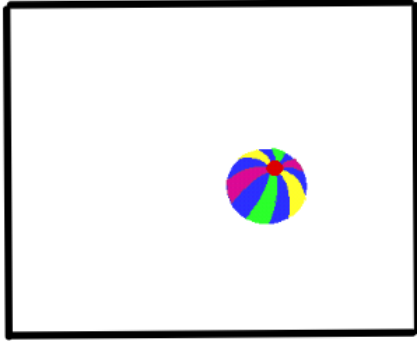
NOTE: When editing objects, use Design Mode to diasble Restriction.

Restrictors - Can Block
The ball can't move outside of the box because the lines block the movement. The properties of the box were set to 'can't move', but it can rotate.

Can Block

1. Draw objects using the Shape tool - this was created using lines

Restrictors	
Can Block	True
Can Snap	True
Snap Point x	0
Snap Point y	0
Snap To	Center
Can Move	No
Move Path	
Can Size	Freely
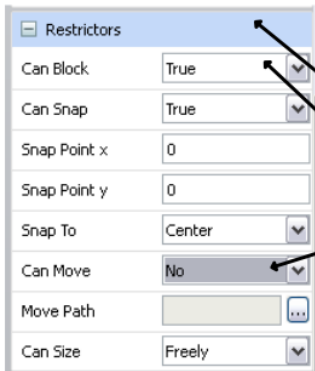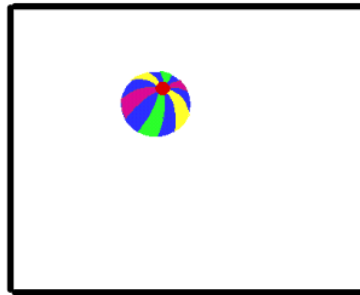
2. Open the Property Browser under the 'Restrictor' area under 'Can Block', select True

TIP: You can set 'Can Move' to No so that the objects can't be moved.

NOTE: When editing objects, use Design Mode to diasble Restriction.

Restrictors - Can Block
NOTE: Select each line and set restrictions
OR
Select and group all four lines. Then you can change all at once.

Action Browser

Allows you to associate various actions with an object.

Objectives
- Use **Drag and Drop** to quickly add actions
- Use **Command Actions** to open tools or perform functions
- Use **Page Actions** to move between or alter flipchart pages
- Use **Object Actions** to cause objects on a flipchart page to be edited, moved, or otherwise manipulated

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Action Browser
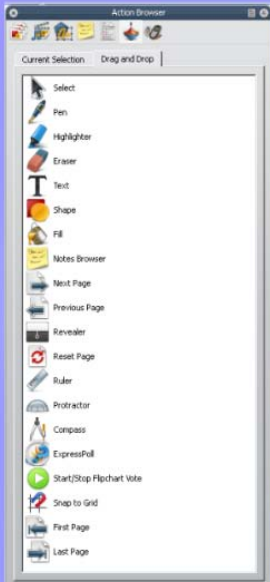- allows objects on the page to be associated with various commands. To use this browser, there must be objects on the page.
NOTE: You can also insert Documents or Media using Insert Link (covered in another session).
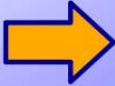
Action Browser
Drag and Drop
Quickly add Actions or Tools to your page.
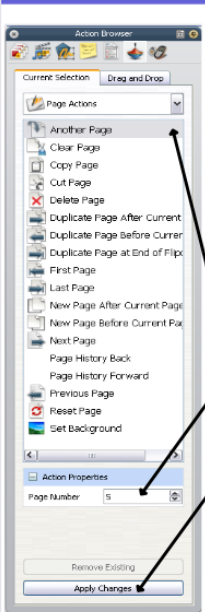
Quickly program an object with an Action.

Action Browser –
Drag and Drop
Easiest way to add actions directly on the page OR to an object on the page.
Drag an action to the page and it will create an Icon with the action attached. You can resize the icon by going into Design mode.

Creating Actions
Page Actions

Another Page - use when creating a menu or Jeopardy Game

Category

100

1. Select Object
2. Open Action Browser and Select Another Page
3. Enter page # at the bottom

Very Important!!!!!
5. Click Apply Changes

All Actions - list all in alphabetical order. Narrow down the search with the drop-down menu.
Select **Page Actions**
Tip - Create an object that will Reset Page

Play

School of Fish

Click Play to open the dice and and set it to roll two. Each player chooses a highlighter color. Players take turns rolling and adding. They find the fish with the corresponding number and X it out using their hightlighter. The first player to get 10 X's on the board is the winner.

10	9	3	6	7	5
8	4	12	5	9	12	8
6	7	8	10	11	4
5	11	8	7	12	9	2

What shape has 4 equal angles and 4 equal sides?

Hint

Check answer

Command Action
Use command actions to enable a tool (the Clock, Dice, Magic Ink)
OR
to issue a command (Close Flipchart, Open Notes Browser, Print).
Action - Click on Play. The text box was set up to launch the Dice Roller.
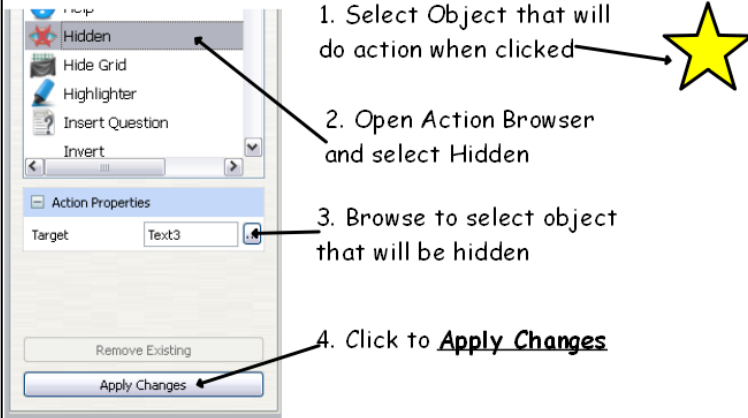NOTE: Dice can be set to roll two in the Settings.

Object Actions
Hidden
NOTE: Hidden is a toggle that shows and hides an object whenever clicked - click to show, click again to hide.
TIP: You may need to group objects when creating actions.

_____
_____
_____
_____
_____
_____
_____
_____
_____

Create an Action to Show and Hide Objects

Help
Hidden
Hide Grid
Highlighter
Insert Question
Invert

Action Properties
Target   Text3

Remove Existing
Apply Changes

1. Select Object that will do action when clicked

2. Open Action Browser and select Hidden

3. Browse to select object that will be hidden

4. Click to **Apply Changes**

Nice Job!!!

Object Actions
Hidden
Use the star to hide and show the text Nice Job!!!
NOTE: The same object can be the target to be hidden when clicked.
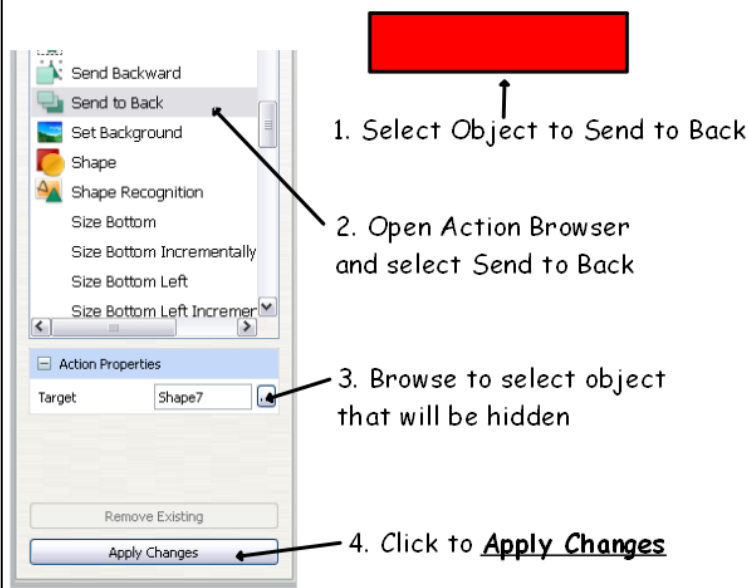
Make a Match
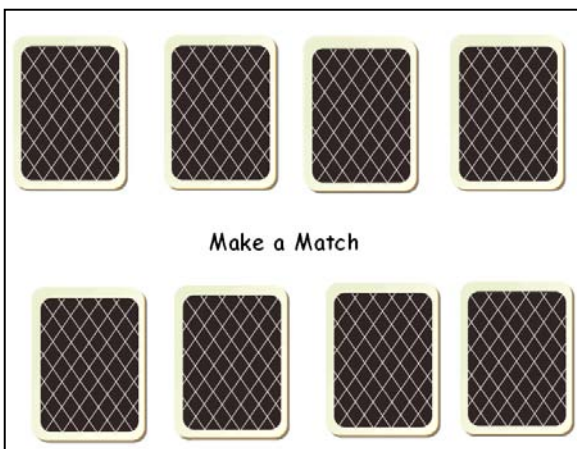
Send to Back
Two cards are stacked. Each card is set with the action 'Send to Back'. Click on a card. The action sends that card to the back. Click again and the other card goes to the back.

Create an Action to Send to Back

Send Backward
Send to Back
Set Background
Shape
Shape Recognition
Size Bottom
Size Bottom Incrementally
Size Bottom Left
Size Bottom Left Incremer

Action Properties
Target   Shape7

Remove Existing
Apply Changes

1. Select Object to Send to Back

2. Open Action Browser and select Send to Back

3. Browse to select object that will be hidden

4. Click to **Apply Changes**

Object Actions
Send to Back
Sends the Target Object to the back of the stack within its layer. When action is applied and rectangle is click, the correct answer will show.
NOTE: A different object can be the target object that is sent to the back.
NOTE: Send Backward moves Target Object back one position in the stacking order.

State   Capital

Alabama
Alaska
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
Florida

Object Actions
Append Text
NOTE: Use just a single click, otherwise, it adds more text each time you click.
Adds text to a text box
Demonstrate - click the state and the capital is added to the text.

State   Capital

New York

Angle Incrementally
Another Page
Append Text
Area Snapshot
Assign students to devices

Action Properties

Target (Text)   Text12
Text   Albany

Remove Existing
Apply Changes

1. Create Text
NOTE: Add spaces at the end

2. Open Action Browser
3. Select Append Text
4. Browse to select the Text
5. Type additional text
6. Click **Apply Changes**

_____
_____
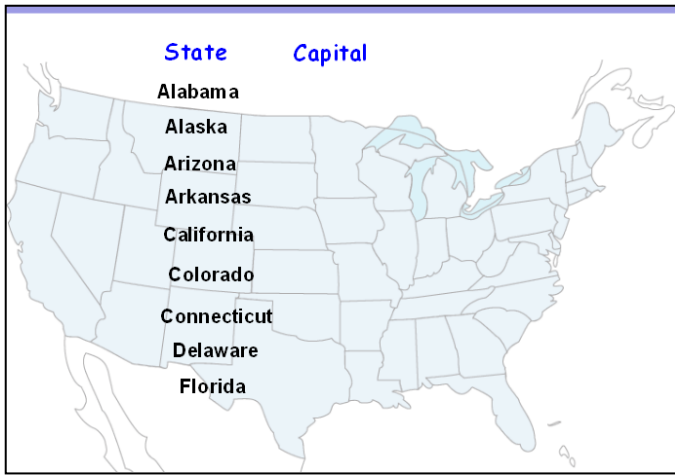_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Keeping Score

Orange Team
0

Black Team
0

What is the capital of New York?

Rochester   New Your City   Albany   Buffalo

Counting by 2s   2
Counting by 5s   5

Change Text Value
Use with text
OR
Use with numbers - Increases or decrease the number by a specified amount.

Creates a New Text Object when clicked

Which diagram represents ½?

New Text Object
Creates a new text object when clicked.
NOTE: The format of the Text created seems to be whatever format was last used.

Read the sentences. Count the number of nouns, verbs and adjective and enter the information in the graph below.

It was a rainy gray Saturday. I was bored. All of my friends were out of town, and I had nothing to do.

5
4
3
2
1
0

Nouns   Verbs   Adjectives

Stretch actions distort the aspect ratio of the target object.
Stretch Incrementally -The target object is increased or decreased by the number of pixels specified.
NOTE: Enter a negative number of pixels to decrease the size.
Stretch Top Incrementally
In this example, the target object is a rectangle

_____

_____

_____

_____

_____

_____

_____

_____

Stretch Right Incrementall
Stretch Top
Stretch Top Incrementally
Stretch Top Left
Stretch Top Left Increment
Stretch Top Right
Stretch Top Right Increme
Student Database...
Teacher Lock...

Action Properties
Target   Shape1
y   100

Remove Existing
Apply Changes

1. Select Object

2. Open Action Browser

3. Select Stretch Top Incrementally

4. Browse to select the Target Object

5. Type the number of pixels
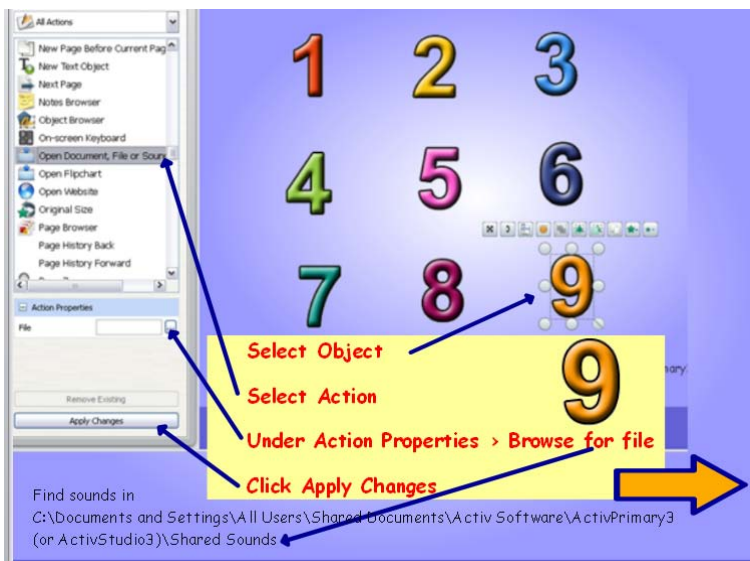
6. Click **Apply Changes**

NOTE: Enter a negative number of pixels to decrease the size.

Open Document, file or sound

NOTE: Use 'Insert Link' > to a File works the same way.

Click a number to play a sound.

Find sounds in C:\Documents and Settings\All Users\Shared Documents\Activ Software\ ActivPrimary3(or ActivStudio3)\Shared Sounds

_____

_____

_____

_____

Select Object

Select Action

Under Action Properties > Browse for file

Click Apply Changes

Find sounds in C:\Documents and Settings\All Users\Shared Documents\Activ Software\ActivPrimary3 (or ActivStudio3)\Shared Sounds

Insert File

Enter a path and filename to link to...

:iv Software/Activprimary3/Shared Sounds/Spanish/Numbers/09 nueve - nine.wav

Command Line Parameters

Add link as

● Text   ○ Image Icon   ○ Action Object   ○ Existing object   ○ Placeholder

9

Store as

● Store file externally   ○ Store file in flipchart   ○ Store file + directory in flipchart

Directory

Multimedia

☐ Autoplay   ☐ Loop   ☑ Controller

Placeholder

Change Placeholder Image

OK   Cancel

Open Action Browser

Explain Steps

1. Select Object

2. Select Action

3. Under Action Properties > Browse for file

4. Click Apply Changes - a new window opens

   Action - Click Arrow to show new window

5. Decide how file is stored.

6. If it's a multimedia file, decide how it plays.

7. Click OK