



ActivInspire is a flexible platform for creating interactive lessons. Some of the basic features include: annotating slides using a pen or highlighter; creating action buttons (these can be used to reveal hidden information, link to another slide, open another file, link to a website, begin a timer, and much more); and saving annotated slides as PDFs. This handout will offer a “how to” guide for several basic features.

How To Import an Existing PowerPoint into ActivInspire

1. Open a new Flipchart
2. Go to File → Import
3. Here you can choose to either import the PowerPoint as “Images” or “Objects”



Images – This option will import each PowerPoint slide as a single image. If the original slide had multiple features (such as clipart, text boxes, tables), all of these objects will be locked together and you will not be able to make any edits once you are in ActivInspire.

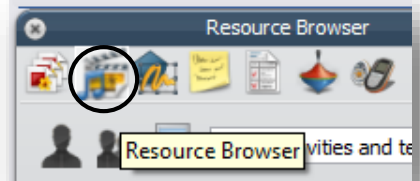
Objects – This option will import any separate feature (such as clipart, text boxes, tables) as separate objects that can be moved and manipulated in ActivInspire. With this option you can edit text and resize any images.

4. Edit and/or Save your ActivInspire file.

NOTE: All PowerPoint animations will be lost. These can, however, be recreated with “Action Buttons.”

How To Add a Background or Layout

1. Go to View → Browsers
2. Select the Second Icon from the Left “Resource Browser”
3. Browse Backgrounds, Themes, and Layouts
4. To Select a Background, click on it and drag it onto your slide.



How To Save a Flipchart as a PDF

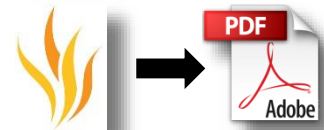
1. Go to File → Print
2. Edit the Layout (this will decide how many slides appear per page).

For Example:

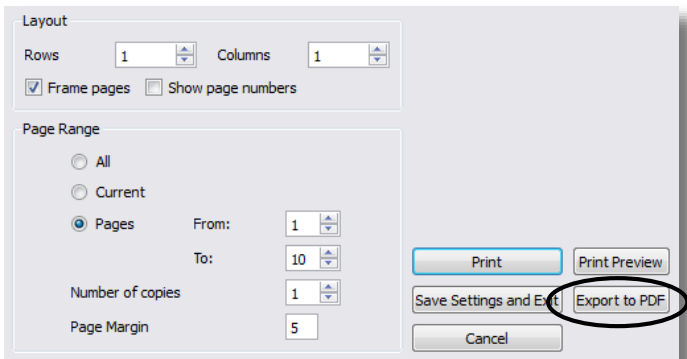
If you leave it on “Rows: 1 and Columns: 1”, each page will have one slide.

If you change it to “Rows: 2 and Columns: 3”, each page will have six slides.

3. Edit the Page Range to decide which slides will be saved.
4. Select “Export to PDF”
5. Name the file and save.



NOTE: Any objects or annotations that run off of the white slide space will NOT appear on the saved PDF.



Short Videos Demonstrating Basic Features (by CB Teachers): <http://www.cbsd.org/Page/25050>

Find Additional Help & Resources at <http://www.prometheanplanet.com/>

Resources – Templates & Lesson Ideas Professional Development – Video Tutorials & Manuals

How To Set Up a Personalized Toolbar for ActivInspire

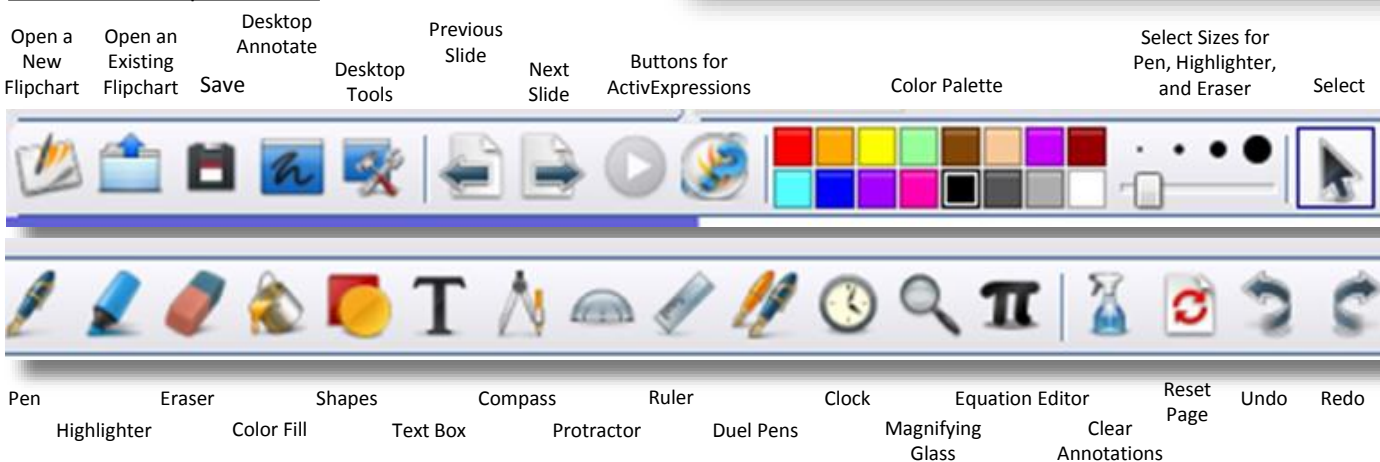
ActivInspire offers hundreds of tools to create a personalized toolbar for making Flipcharts and teaching with ActivInspire. To browse the available tools go to View → Customize. Select the “Commands” tab. The left hand side lists all the available tools. The right side shows the tools that are currently on your tool bar.

To add a tool, select it on the left side and click the “Add” button. To remove a tool, select it on the right side and click the “Remove” button.

Reorder your toolbar by selecting the tool and then selecting the “Move Up” or “Move Down” button.

To put a separator in between tool sections, select the “Separator” from the top of the tool bar options on the left side.

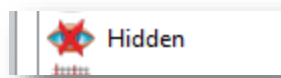
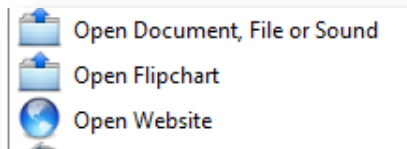
Here is an example tool bar:



How To Create an Action Button

1. Right Click on the object (this can be an image, shape, textbox, etc) that you want to be the action button.
2. Select “Action Browser.”
3. Select the Action you wish to use (see some special instructions below).
4. Select Apply Changes.

- To create an Action Button that opens a file: Select “Open Document, File or Sound.” Click on the button with “..” to select a file. Select Apply Changes.
- To create an Action Button that opens a webpage: Select “Open Website.” Type or Paste the web address into the URL box. Select Apply Changes.
- To create an Action Button that hides/reveals another object: Select “Hidden.” Click the button with “..” to select an object, textbox, etc that you want to hide/reveal. Select Apply Changes. Now when you click the action button it will hide or reveal the target object.



After you have created action buttons, if you want to see where you have action buttons or manipulate them, change to “Design Mode.” This will show a red box around all action buttons and will allow you to move and edit the buttons.



When this icon at the top is Red, you are in Design Mode. When it is Blue, you are in Presentation Mode.

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