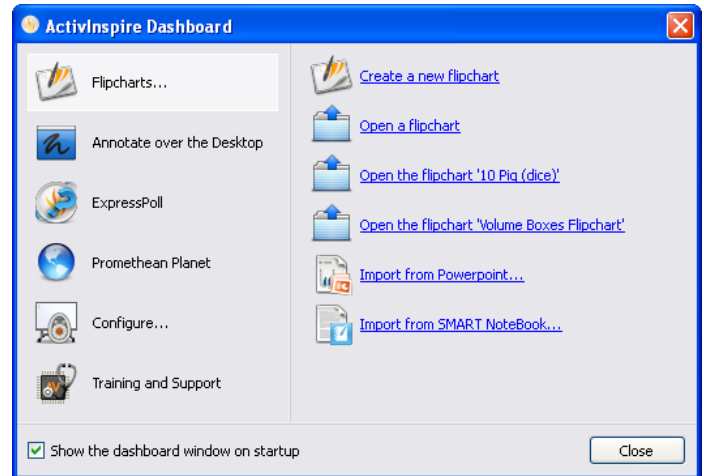


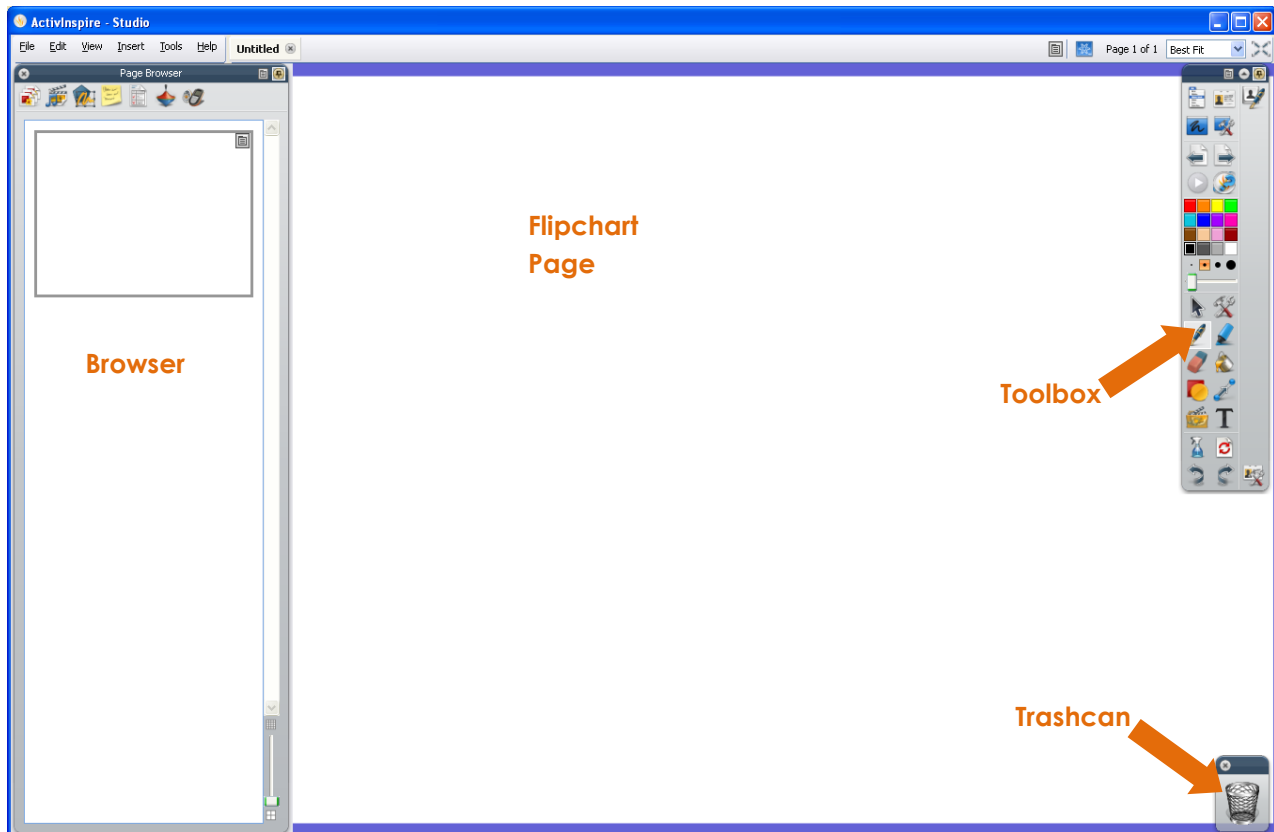
# ActivInspire Quick Guide

## Dashboard

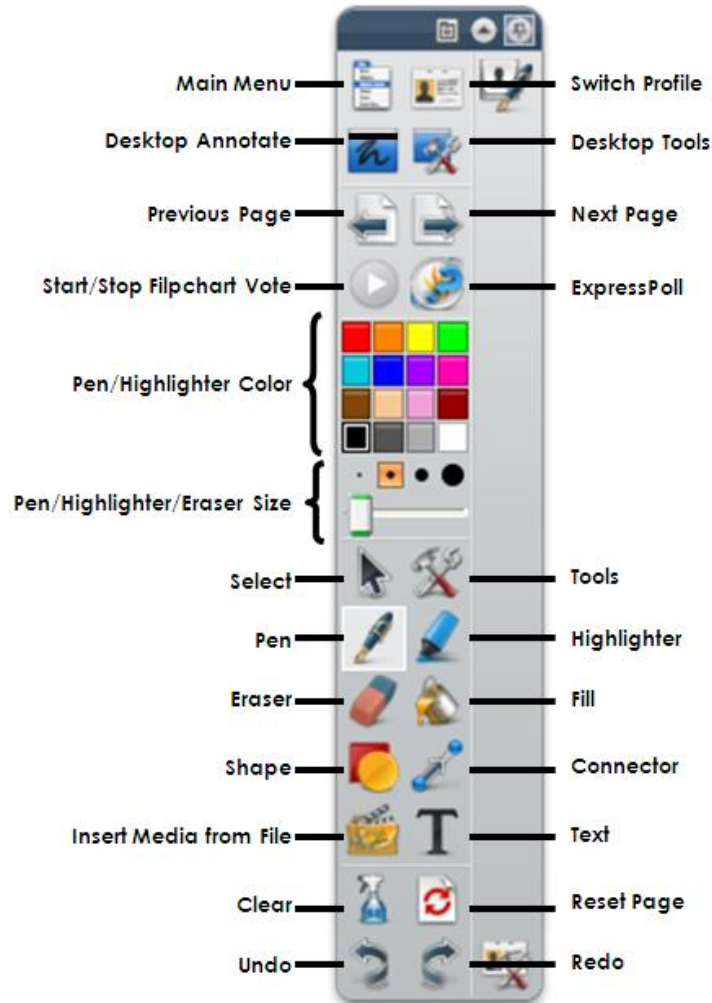
- Contains shortcuts to flipcharts and time-saving tools.
- Uncheck the **Show the dashboard window on startup** to prevent the Dashboard from opening every time ActivInspire runs.
- To view the **Dashboard** at anytime: Click the **View** menu, click on **Dashboard**



## Studio Look and Feel

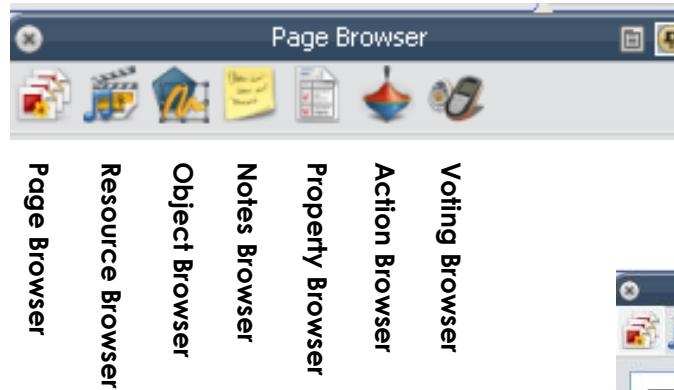


## Toolbox

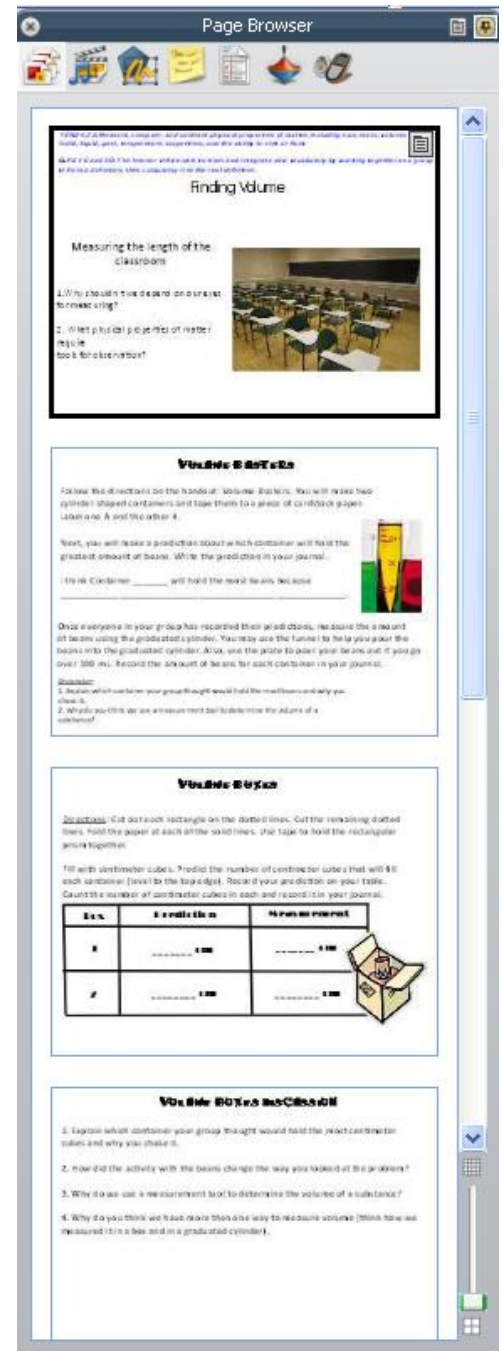


- **Desktop Annotate** – Click the button and you can annotate over your desktop or an open window.
- **Tools** – Menu with additional tools.
- **Eraser** – Only erases the pen and highlighter.
- **Connector** – Creates links between objects. Useful for concept maps.
- **Clear** –
  - Annotations removes all pen, magic ink and highlighter marks.
  - Objects removes everything on the top, middle, and bottom layers.
  - Grid removes the grid.
  - Background removes the background.
  - Page removes everything.
- **Reset Page** – With a saved flipchart, this will put all objects back as when you started and/or delete anything that was added since the last save. Use this to “reset” your flipchart at the end of class.

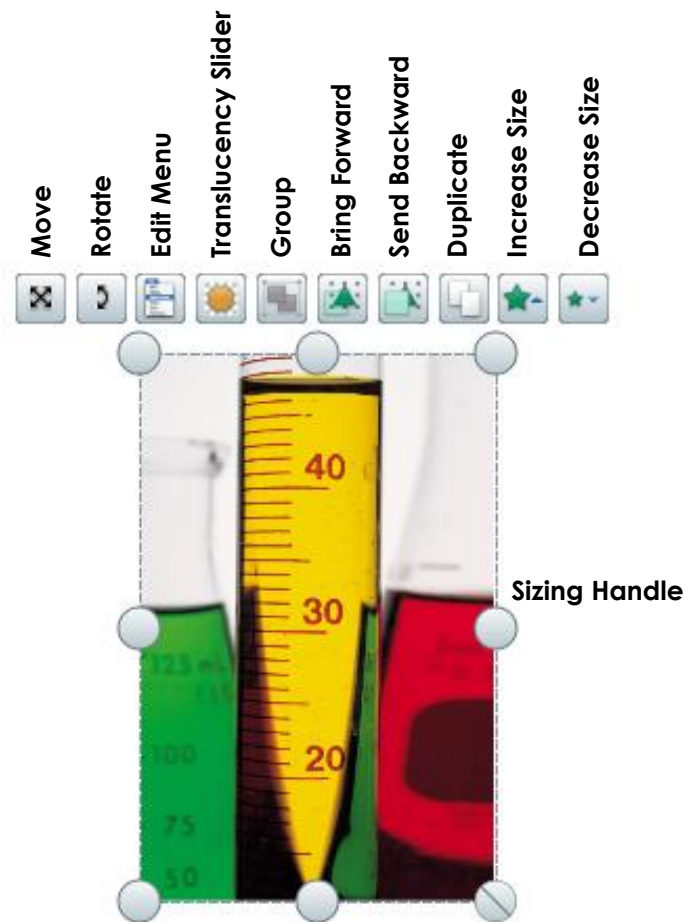
# Browser



- **Page Browser** – Allows you to add, delete, duplicate or move pages.
- **Resource Browser** – Allows you to look for multimedia (pictures, movies, sounds, etc.) resources to use in flipchart pages.
- **Object Browser** – Allows you to sort objects in layers and restack items within layers. Items can also be locked, so students cannot move them.
- **Notes Browser** – A place to keep notes for yourself or others you share flipcharts with.
- **Property Browser** – Allows you to change the appearance of your flipchart page.
- **Action Browser** – Allows you to assign an action to an object.
- **Voting Browser** – Register devices to allow students to vote.



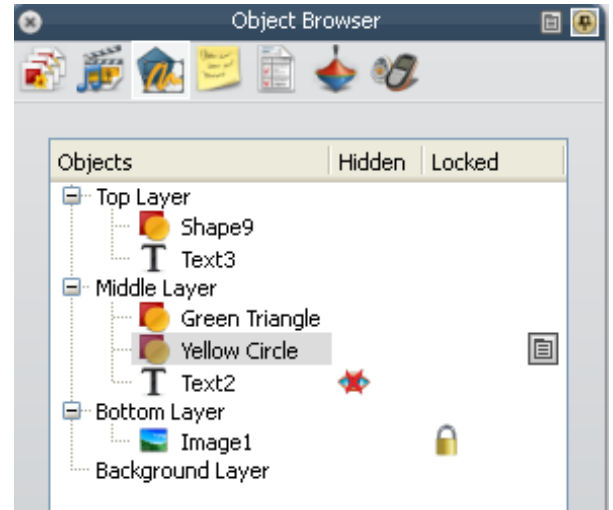
## Object Editing





- **Move** – Press and drag this button to move the object around the page.
- **Rotate** – Press and drag this button left and right to rotate the object on its center.
- **Edit Menu** – Press this button to show the Edit menu with more customization options.
- **Translucency Slider** – Press and drag this button left and right to change the translucency of the object.
- **Group** – Press this button to group (or ungroup) objects that are selected.
- **Bring Forward** – Moves the selected object up one level in the layers.
- **Send Backward** – Moves the selected object down one level in the layers.
- **Duplicate** – Creates a copy of the selected object on the page.
- **Increase Size** – Increases the size of the selected object.
- **Decrease Size** – Decreases the size of the selected object.
- **Sizing Handles** – Drag any of these to resize the selected object.

## Layers

- **Starting Positions**
  - Top Layer – Pen, highlighter, and magic ink
  - Middle Layer – All other objects (shapes, images, etc.)
- **Moving objects** – drag and drop the object to the location you want.
- **Renaming objects** – double-click on an object name to rename it.
- **Locking objects** – locks the object so it cannot be edited.
  - Select the object in the Object Browser.
  - Click on the menu icon that appears.
  - Choose **Locked**.
  - A locked icon will appear in the Locked column.
- **Hiding objects** – hides the object so it cannot be seen
  - Select the object in the Object Browser.
  - Click on the menu icon that appears.
  - Choose **Hidden**.
  - An eye with a red X icon will appear in the Hidden column.



## Mode

- Icon is located at the top right of the flipchart.
- Click on the icon to switch modes between Design and Presentation.
- **Design Mode**  **(orange icon)**
  - Allows you to work on objects that are locked or have actions attached without fear of the actions happening.
  - Hidden objects will also be visible.
- **Presentation Mode**  **(blue icon)**
  - Lets the flipchart function just like it would for you in class.
  - If your flipchart actions aren't working, check if Design Mode is on.