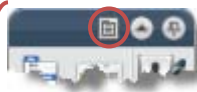




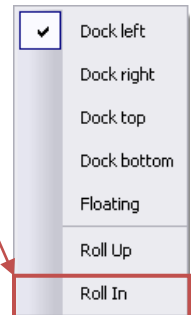
The Main Toolbox

The Main Toolbox is your main software interface. This sheet is designed to help introduce you to the layout and default tools on the Main Toolbox. The images described here are from the authoring profile (the best starting point when introducing you to ActivInspire).



Toolbox Menu: This menu allows you to adjust the Main Toolbox on the fly. Choose one of the options to change the toolbox position or roll in the Shortcut Bar.

Move the toolbox manually by clicking on the top of the toolbox (in the grey area).



Roll Up: You can roll up the toolbox to get it out of the way of content. The menu and navigation arrows are the only visible tools when the toolbox is rolled up. You can also do this with "Roll Up" in the menu described above.



Toolbox Pin: Click to pin the toolbox in place (when docked to the left or right). This will keep toolbox from sliding out of view. There are some times when you want the toolbox out of the way periodically. When you want to get it to pop back up, hover or click on it and it will return to full view.



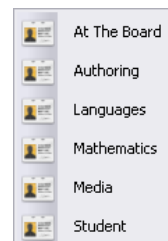
The Main Menu: This menu includes all of the menus that are listed across the top of the software. If you are on the right side of the board you do not have the reach across the screen to access these menus, you can click on the toolbox and navigate directly to the resource.



Switch Profile: This allows you to quickly switch profiles. Ready to Teach math? Conveniently switch to the Maths Profile.



Desktop Annotate: This feature will put a “transparency” over your active desktop and allows you to annotate over anything on your screen. Word document? Internet website? No problem.



Desktop Tools: Jump to other documents, files and web sites. Collect digital resources, too. Whatever you need, launching the desktop tools will minimize your flipchart and allow us to browse other resources while maintaining access to some important instructional tools. Return to your flipchart by clicking on the “Return to Flipcharts” icon.



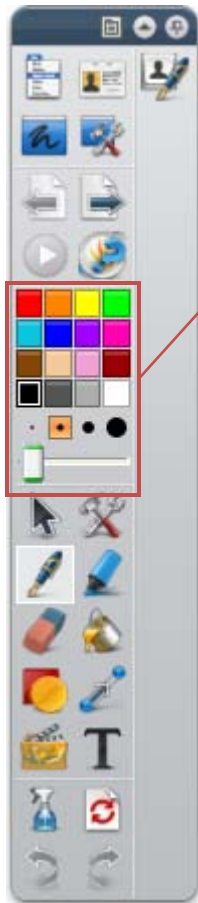
Navigation Arrows: These arrows allow you to navigate the flipchart. The forward arrow takes you to the next page or creates a new page if there is no next page. The back arrow takes you back to previous pages.



Start/Stop Flipchart Voting: If there is a preset question on a flipchart page, click here to start the voting. When the students are done or the time is up, click here again to stop the voting.



Launch the ExpressPoll: Don’t have time to preset a question or want to check in with the students, click the ExpressPoll to quickly ask a question on the fly.



Color Palette: Choose from 8, 16 or 24 colors when using your pen, highlighter or fill tools. If you need additional information on increasing the number of colors on your palette, see the *Setting Toolbox Preferences information sheet*.



Pen Width Indicator: Click on a dot to jump to that size (2, 4, 6 or 8) quickly or move the slider to get just the right width (up to 100).



Select: This tool selects objects and moves them around the flipchart page. When the object is selected you can rotate, increase translucency, increase/decrease size and set many other preferences for the selected object.



Tools Menu: Click on this menu to switch tools. Magic ink, camera, revealers, Math tools and Other tools (like clock and tickertape) are located here.

	Desktop Annotate	Ctrl+Shift+A
	Desktop Tools	F6
	Dual User	F4
	ExpressPoll	F3
	Pen	Ctrl+Shift+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...	▶



Pen: Start writing! Click on the pen, pick a color and a size. It never runs out of ink and color does not cost more so mark up that flipchart.



Highlighter: Highlight objects on your page. The highlighter acts just like a wide, translucent pen. Click on the highlighter, pick a color and a size (if you need it bigger).



Eraser: This eraser removes pen and highlighter objects from your screen (and nothing else). You can adjust the size using the pen width indicator.



Fill: Select the fill tool and pick a color. Click on an object or the background and change the color quickly (great alternative to highlighting text).



Shapes: Click on the shapes tool and select the line or shape you would like to add to your lesson. Click and drag diagonally to insert the shape on the flipchart page. See *Shapes* below for more information on color and line size.



Connector: Select the connector tool. Click on the type of line you would like to use. Click and drag from one object to the next to connect them. See *Connector* below for more information on color and line size.



Insert Media: Quickly insert media (like animated gifs and videos) in your flipchart. Click on the Insert Media icon and browse your computer for the files you want to insert.



Text: Select the Text tool and click on the approximate area you want to place text on your flipchart. Start typing. You can highlight existing text to change its features from the text tool bar that appears at the top of the flipchart. When you highlight text, remember you will have more success if you highlight from back to front!





Clear: Quickly clear annotations, objects, grids, backgrounds or an entire page. Select the category and all items that match the selection will be cleared.



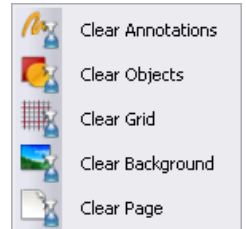
Page Reset: This resets the page to the previously saved version. This great for student centers or clearing notes/highlighting marks on a lesson so it can be used for another group, class or period.



Undo: Quickly undo something that you have done. This includes page reset, dragging to the trash and deleting pages. Undo goes chronologically. Hover over the icon and it will indicate what will be undone.



Redo: Same as undo, only the opposite . . .





Edit User Defined Buttons: Opens the Edit Profiles window that allows you to edit the user defined buttons, toolbox layout, commands and settings. User Defined Buttons are links to program, web pages or resources that you use frequently.



Self-Populating, Recently Used Tools: Any time you use a tool that is not on the Main Toolbox, it will be placed in the shortcut bar. These icons will change to reflect your use of the software. It is a convenient shortcut to recently/frequently used tools.

For example, since I use the Area Snapshot tool frequently, instead of clicking on the Tools Menu, Camera tool and then Area Snapshot, I can just click on the Area Snapshot tool in my shortcut bar.

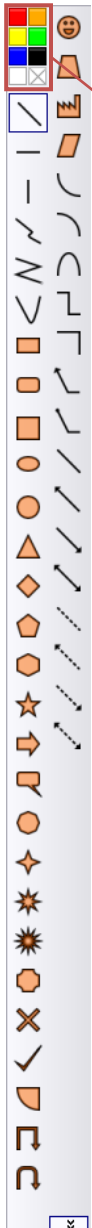
The Shapes and Connector Tools

Since these are new to ActivInspire, here is a little more information on how to use them.

The Shapes Tool



Click on the shapes tool and the shapes toolbar pops up (it will appear on the left or right side of the screen depending upon where your Main Toolbox is docked).



1. Select any line or shape you would like to add to your flipchart.
2. Choose the color of the shape's fill from the color pallet at the top of the Shapes Toolbox.
3. Choose the color of the shape's outline color and size from the color pallet and pen width indicator on the Main Toolbox.
4. Click (hold) and drag diagonally to stretch the shape onto the flipchart page.
5. Be sure to switch back to the Select tool to select, move or resize the shape once it is on your flipchart page.



The Connector Tool



Click on the connector tool and the connector toolbar pops up (it will appear on the left or right side of the screen depending upon where your Main Toolbox is docked).



1. Select any line that you would like.

2. Choose the color and size of the line from the color pallet and pen width indicator on the Main Toolbox.



3. To connect the objects, click and drag from one object to the next.

4. The objects are now connected. Make sure you are on the select tool to move the object and test that the connector remains connected to the shape/object. You can connect shapes, images and text, too