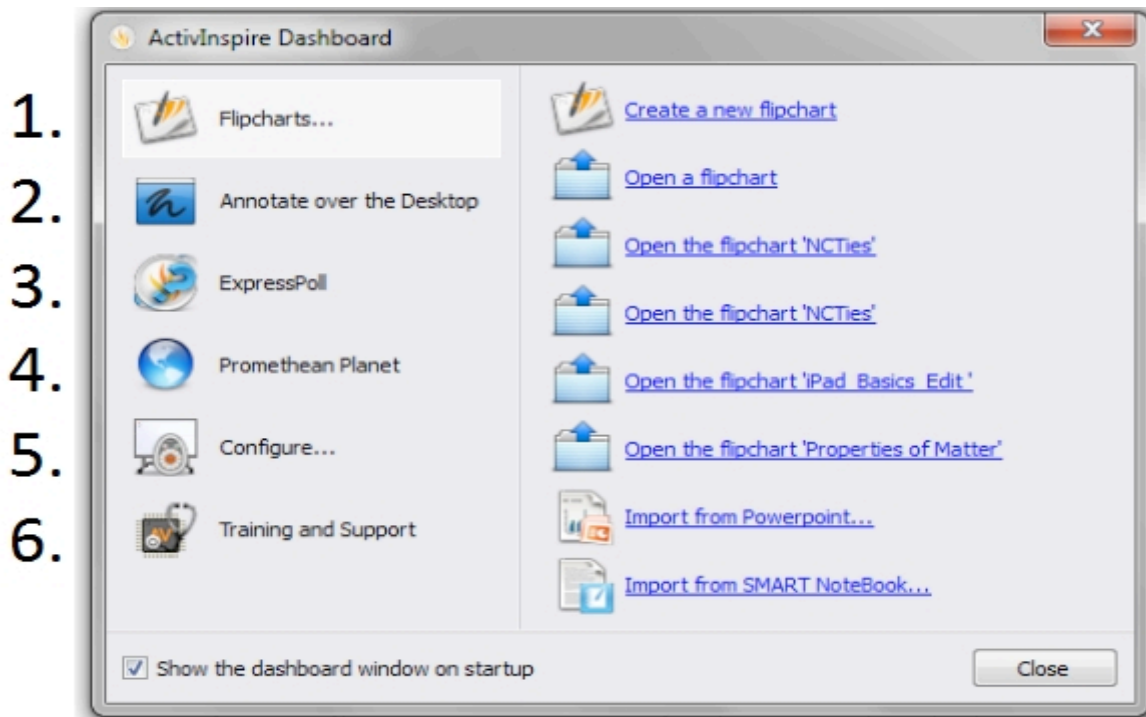


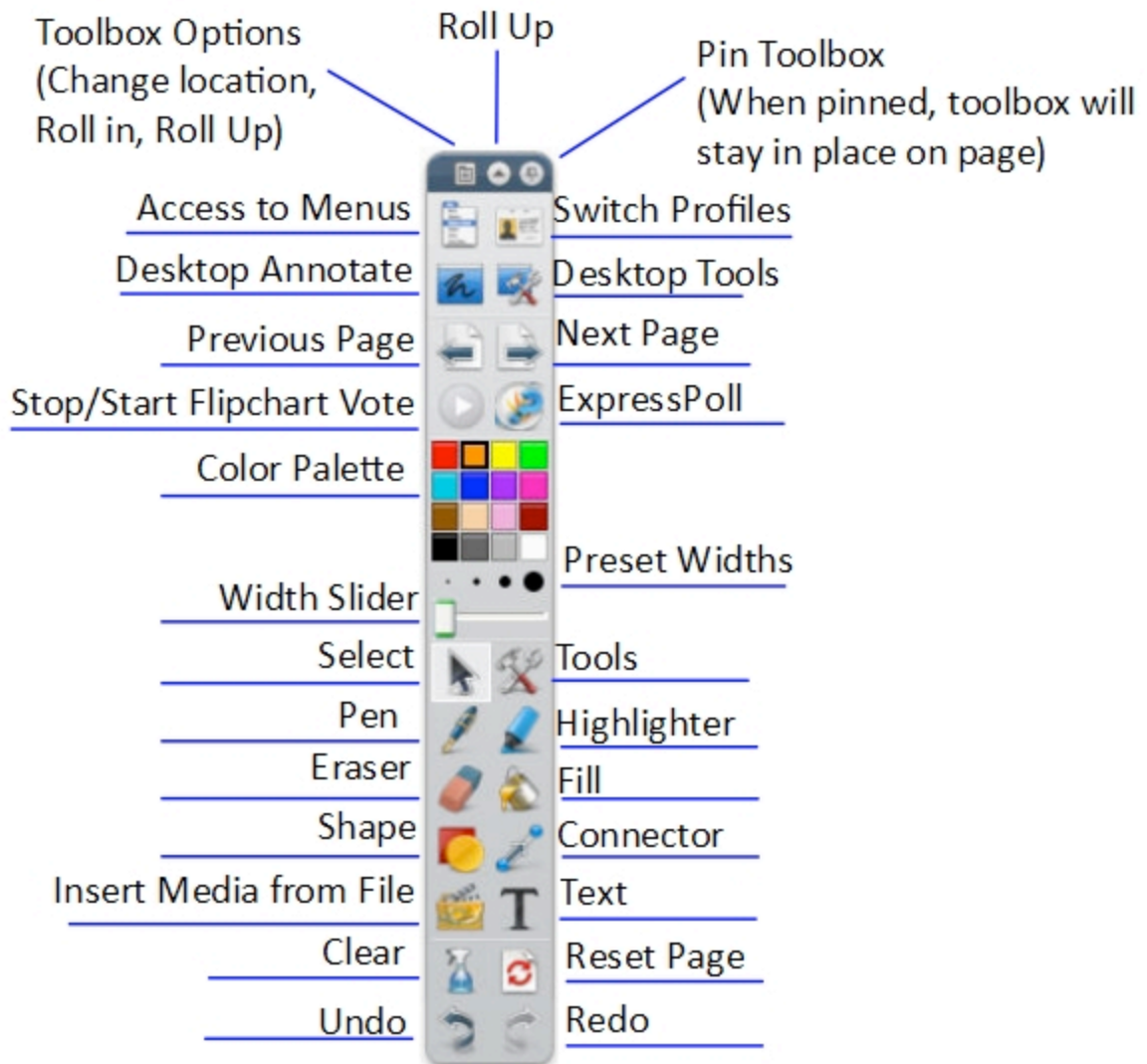
# ActivInspire Quick Guide

## Dashboard: Defaults to open on software startup



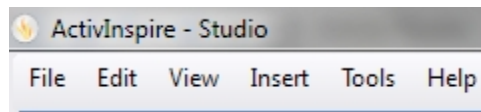
1. **Flipcharts**: Tab allows you to create a new flipchart, navigate to saved flipcharts, or import from SMART Notebooks.
2. **Annotate over the Desktop**: Creates a desktop flipchart allowing the user to use ActivInspire tools on top of other programs and documents. User will need to select on Desktop Annotate icon in Toolbox to return to other flipcharts.
3. **ExpressPoll**: To use with LRS (for more information, see LRS Quick Guide)
4. **Promethean Planet**: Links to Promethean Planet's homepage
5. **Configure**: Selecting Configure allows the user to Register Devices, Manage Profiles, and Check for Updates. It also allows users to change between Primary and Studio modes.
6. **Training and Support**: Links to Promethean Planet's Promethean Academy

**Tool Box: The Toolbox defaults to the right side of the flipchart page.**



\*Note, hovering over each tool will reveal its name

MENUS: accessible through Toolbox and upper left hand corner



**\*Important menu items to remember**

**File:** New, Open, Save, Save As, Print options found here

**Insert:** Link, Text, and Equation

**View:** Select the check mark next to the following items to view them on the flipchart

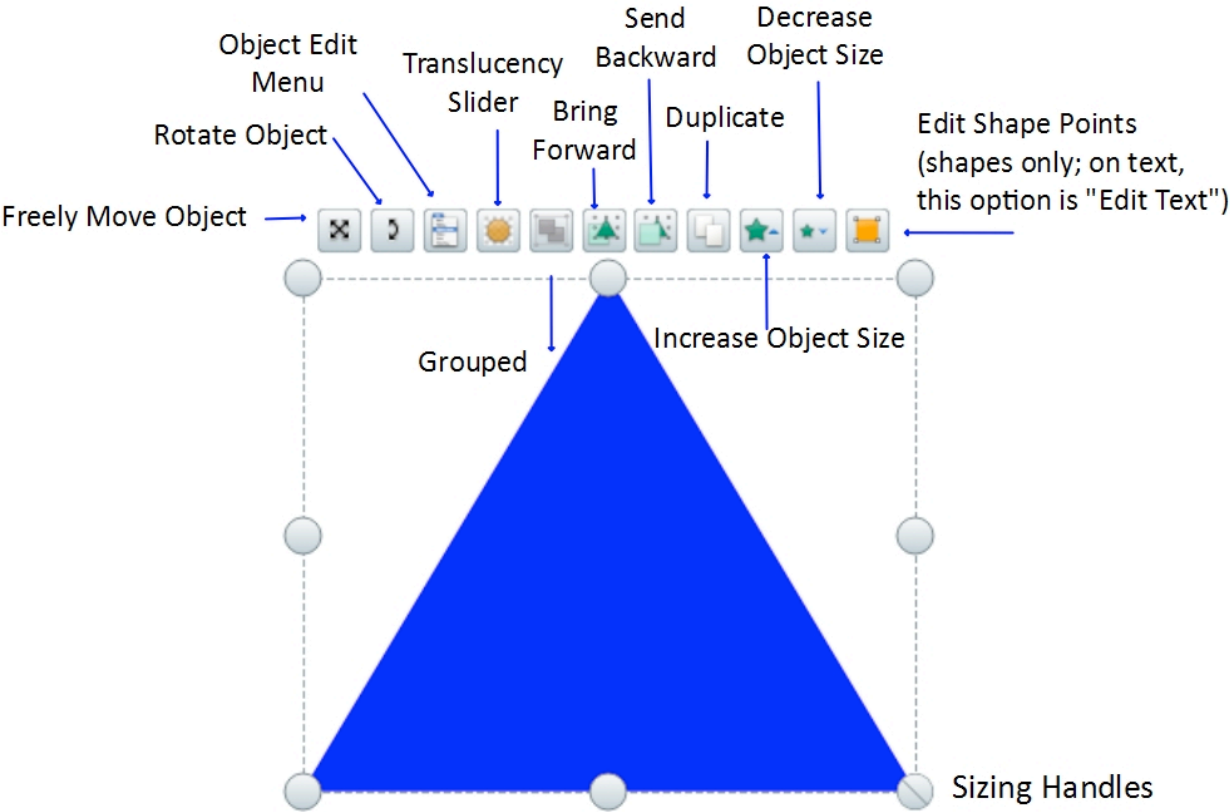
Browsers, Menu Bar, Document Tabs, Flipchart Trashcan,

Dashboard, Page Extender

**Tools:** Will provide user with list of flipchart tools. These tools are also available in toolbox

**Help:** Contents (online user guide)

**Marquee Handles: Marquee Handles Toolbar appears when user selects on an object**

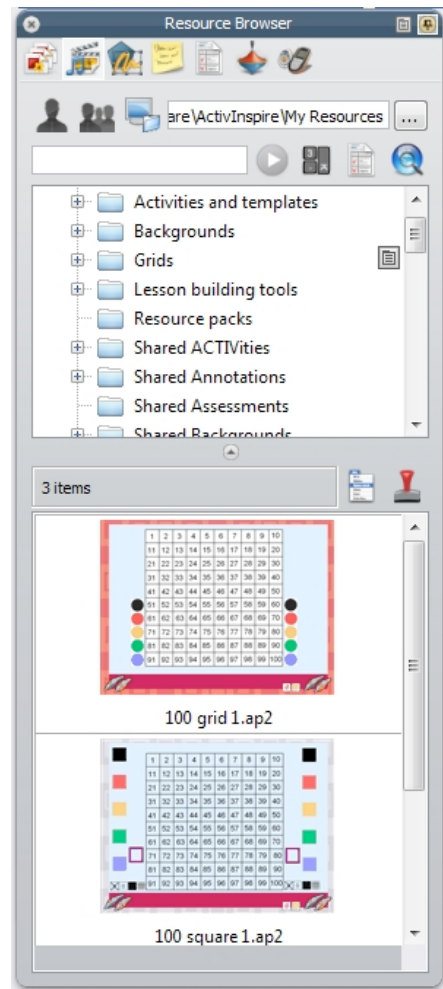


Browsers: To access, select View -> Browsers

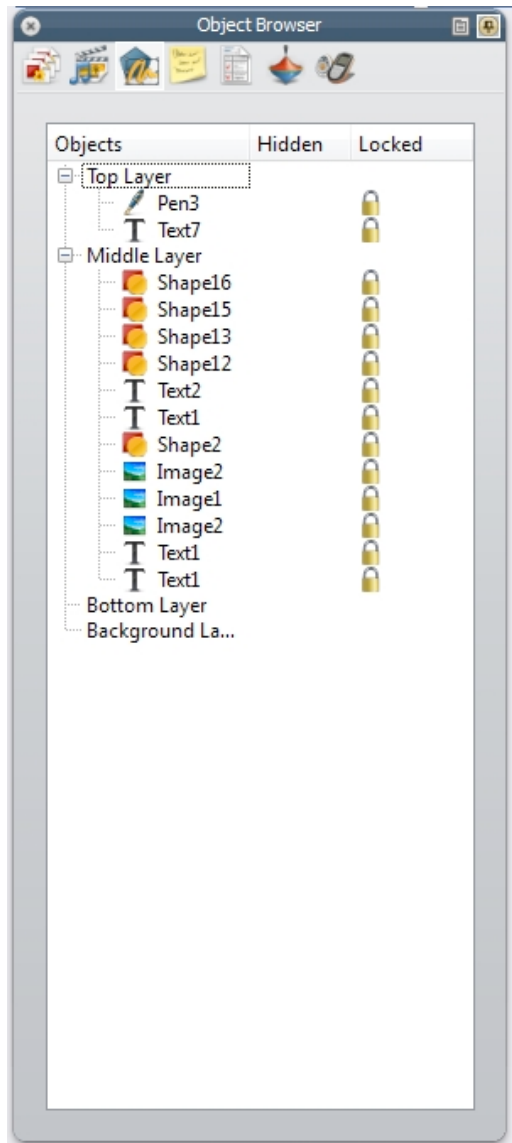
**Page Browser:** Allows user to view flipchart pages as well as reorder pages within a flipchart.



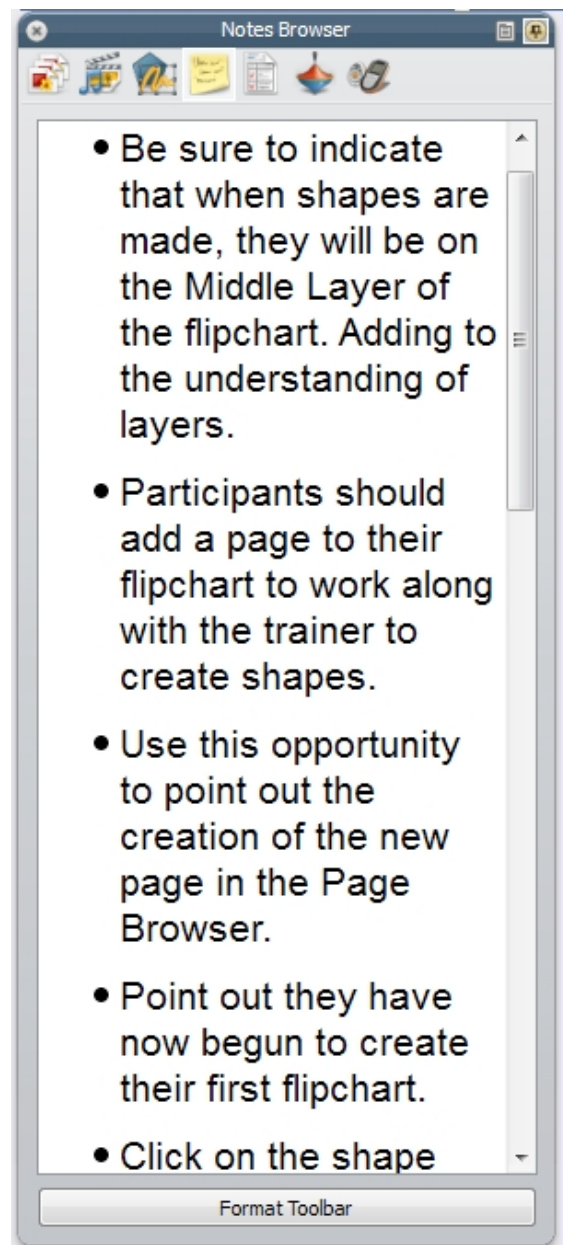
**Resource Browser:** Allows user access to premade resources within ActivInspire to enrich a flipchart. The Resource Library contains activities and games, backgrounds, graphic organizers, clipart, and more. Select on the plus sign (PC) or arrow (Mac) to expand folders.



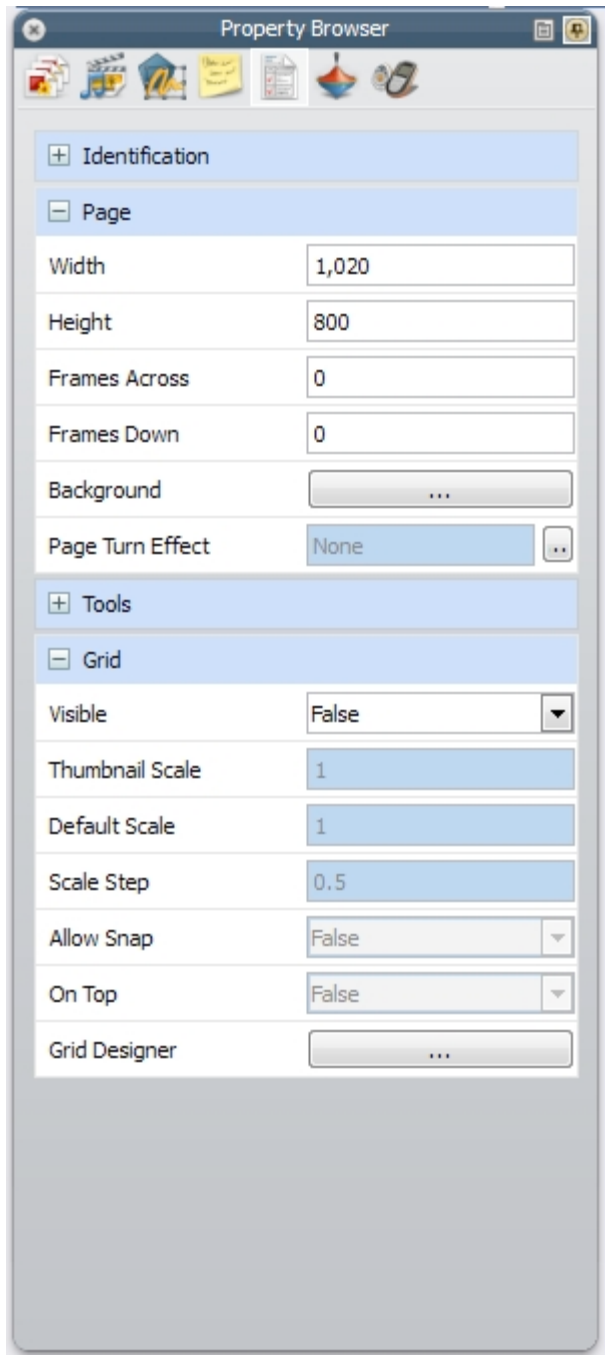
**Object Browser:** Helps the user keep track of the number and types of objects on a flipchart page.



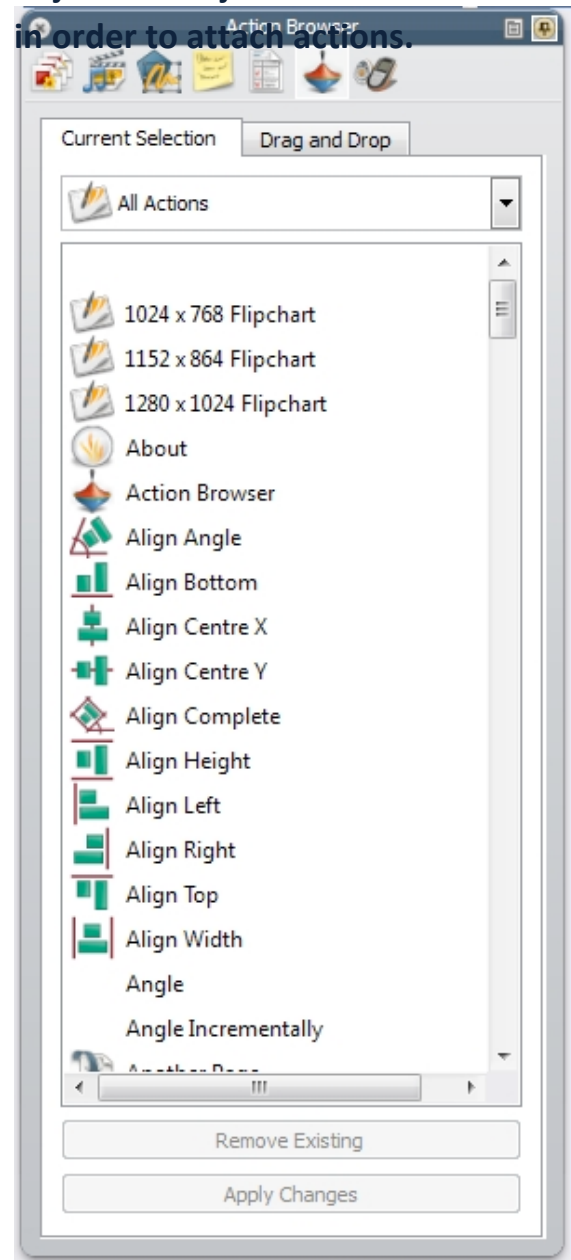
**Notes Browser:** Allows user to attach notes to a flipchart page. Notes Browser can be used for directions, instructions, answer keys, essential questions, etc. A Notes Browser icon will appear next to the page number on a flipchart page if the page has notes.



**Property Browser:** Allows the user to quickly see the properties of a page or object. If the page is selected, user will be viewing page properties. If an object is selected, the user is be viewing the object properties of that specific object.



**Action Browser:** Allows users to quickly associate an action with an object. An object must be selected in order to attach actions.



**Voting Browser:** Allows user to register devices, manager and export voting information. See LRS Quick Guide for more information/

