

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 show how to im

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

How To Set Up a Personalized Toolbar for ActivInspire

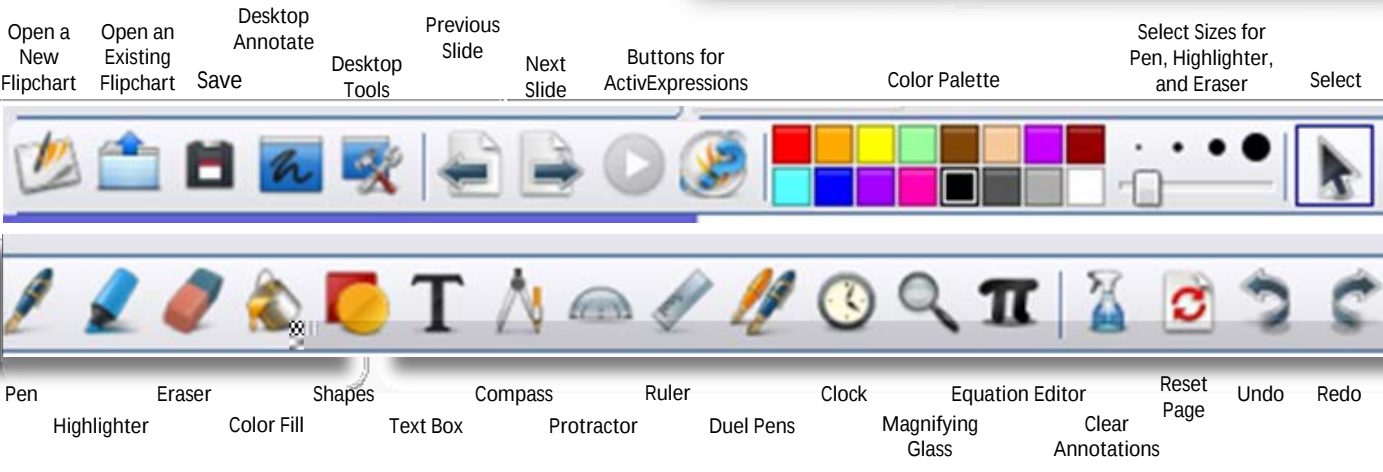
ActivInspire offers hundreds of tools to create a personalized toolbar for making Flipcharts and teaching with ActivInspire. To browse the available tools go to View Customize. Select the “Commands” tab. The left hand side lists all the available tools. The right side shows the tools that are currently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



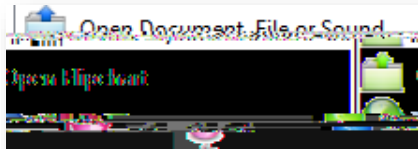
How To Create an Action Button

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 “DI a hp2.5((o))0.5(t26u3.3(()10.5(a)1.5(e)()0d2(p).7)5(“)8)30.007(er)3.3(()7a)3

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

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