

# ActivInspire

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## User Manual



The **ActivClassroom** by PROMETHEAN



**H** **HOLLYWOOD**  
**INTERNATIONAL**

The **ActivClassroom** by PROMETHEAN



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# INTRODUCTION

Welcome to ActivInspire User Manual. In this book, we will introduce you some of ActivInspire's most important features, helping you to create excellent ActivBoard lessons. We hope that these tutorials will reveal how ActivInspire can transform your classes, helping your students to learn more effectively.



# BEFORE YOU BEGIN

In this manual, we focus on ActivInspire software. We assume that your hardware is ready and that ActivInspire is installed on your computer.

You can install ActivInspire on the computer you use for preparing lessons as well as the computer you use in class.

## 1. Using your ActivBoard

Turn on your ActivBoard. The power indicator light which is, in the top-left corner of your board, should be illuminated when the ActivBoard is turned on.

When both your ActivBoard and your computer are fully started, hold the ActivPen lightly on the board without pushing in the nib. The cursor on your ActivBoard should line up with the ActivPen's tip. If it doesn't, you need to calibrate the board.

## 2. Calibrating ActivBoard

Hover the tip of your ActivPen over the power indicator light, which is in the top-left corner of your ActivBoard. Be careful not to press the ActivPen's nib. Wait a few seconds then follow the instructions that appear on the board.



# Tips for using the ActivPen

The ActivPen is just like a mouse.

## Moving the cursor

Hold the pen nib lightly on the board; don't push in the pen nib.

Move the pen around. The cursor will follow your pen.



## Left-click

Tap the pen nib firmly but quickly onto the ActivBoard.



## Right-click

Hover the pen nib over the ActivBoard, at less than one quarter inch away from the ActivBoard. Press the barrel button on the side of the pen.

## Click and drag

Click on the object you want to move, hold the pen nib down on the ActivBoard and then move the pen. The object you have clicked will move with the pen.



## Double-click

Two firm but quick taps with the ActivPen's nib performs the same action as a double-click with a mouse.



# GETTING STARTED

'Flipchart' is the name we give to an ActivInspire presentation. Like a traditional paper-based flipchart, an ActivInspire flipchart can contain as many pages as you want. However, unlike a traditional flipchart, you can incorporate a number of different media forms into your flipcharts including sound files, videos, animations, interactive activities and web-links. The only real limit is your imagination!

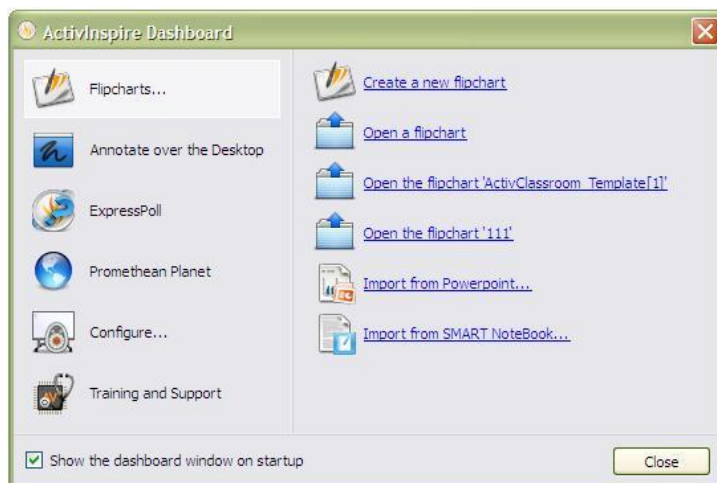
## 1. Launching ActivInspire

When your computer is fully turned on, you will see the ActivInspire icon on your display.



Double-click on the ActivInspire icon to open the software.

Click OK on any messages until you see ActivInspire Dashboard.

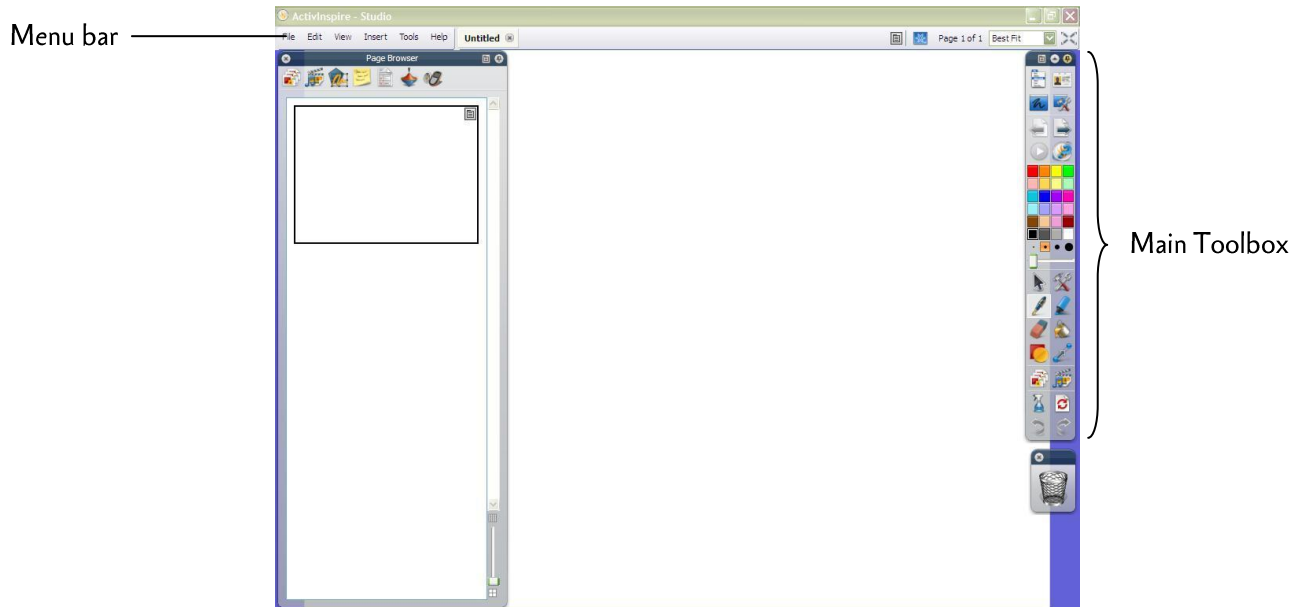


Click on 'Create a new flipchart' to open a new Flipchart then click on 'Close' to close the Dashboard.



## 2. Main Toolbox

After create a new flipchart, The Main Toolbox is displayed on the right border of Flipchart page.



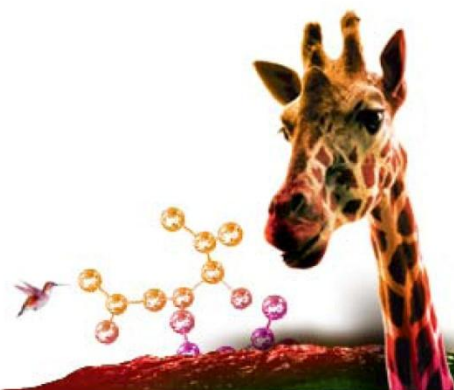
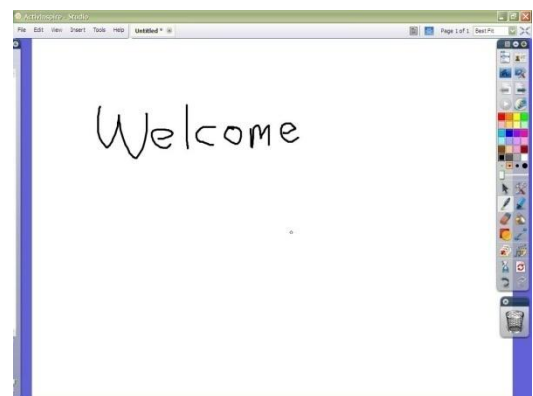
## 3. Pen Tool



To activate the Pen tool, click on it.  
You'll see it is highlighted showing that it is active.

Example

Write the word 'Welcome'  
on the Flipchart page.



## 4. Undo Tool and Redo Tool



Don't worry about making mistakes because most changes made in ActivInspire can be reversed. Click on the Undo tool. This will reverse your last action.

Example

Undo the writing 'Welcome'



Click on it several times. Your previous actions will be reversed in turn.



Redo tool will reinstate actions cancelled with the Undo tool.

Example

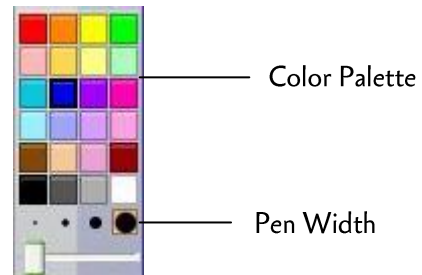
Click on the Redo tool several times until the full text appears on the page again.





## 5. Pen Width and Pen Color

Choose a different pen width by clicking on one of the circles below the color palette.  
Choose a different pen color by clicking on one of the color in the color palette.



### Example

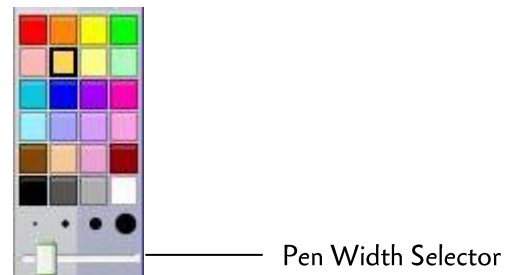
Write 'To' underneath the word 'Welcome'



## 6. Pen Width Selector

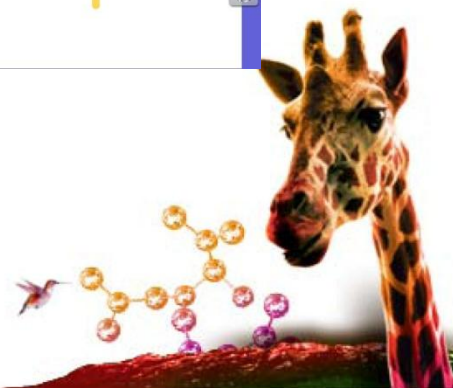
To change the width of the pen, click on the pen width selector and drag it slightly to the right.

A tool tip will appear telling you the width of the pen.



### Example

Write 'ActivInspire!!' with orange pen color and bigger width.



## 7. Highlighter Tool



One of the most important presentation tools: the highlighter.

Highlighter can be set in different color and width like a pen.

### Example

Write over 'Welcome' and 'To' to highlight it.



## 8. Eraser Tool



You can also delete lines using the Eraser tool.

You can use the pen width selector to change the size of the eraser.

### Example

Write over the words 'Welcome' and 'To' to make it disappear.



## 9. Select Tool



The Select Tool is used to select and manipulate items on the page.

Click on the Select Tool then click and drag on any item to manipulate it.

You can click to select and drag more than one item at the same time.



## 10. Flipchart Bin

Here's another way to delete items.

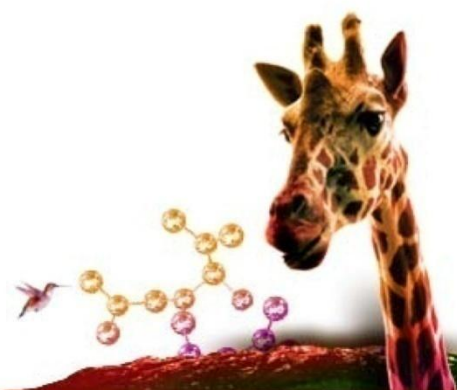
If the Flipchart Bin isn't on your Flipchart, click the Menubar > View > Flipchart Bin



You can delete items by one of this method:

1. Select the Select Tool  click on the item then click on the Flipchart Bin.
2. Select the Select Tool  click on the item then drag and drop into the Flipchart Bin.

You can recall the deleted item by click on Undo Tool

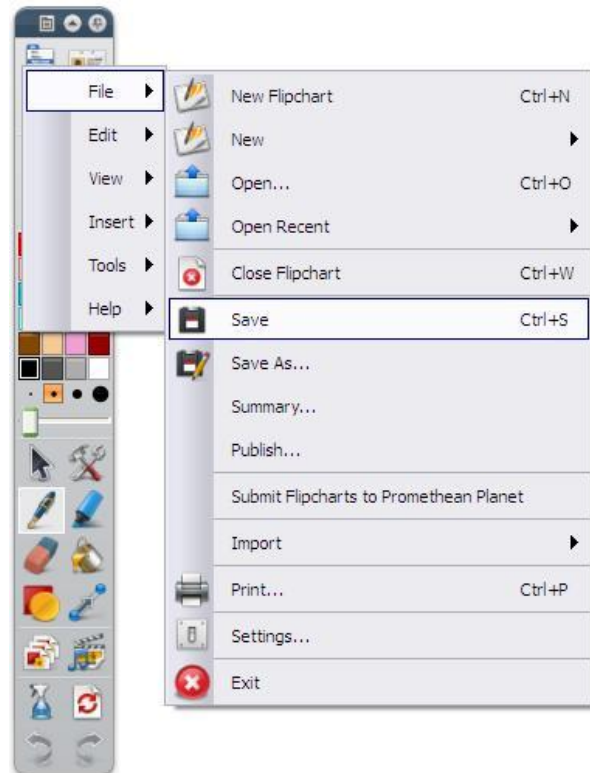


## 11. Saving the Flipchart

Click on the Main Menu button

Select File > Save

Your file will be saved as Flipchart file  
(.flipchart)



Picture of saved file Flipchart1.



Double-click on saved Flipchart to open it.



## 12. Adding Pages to Flipchart

ActivInspire is paper-based Flipchart.  
It can contain as many pages as you want.

You can view/add pages in your Flipchart by  
click on 'Next Page' or 'Previous Page' button  
in the Main Toolbox.



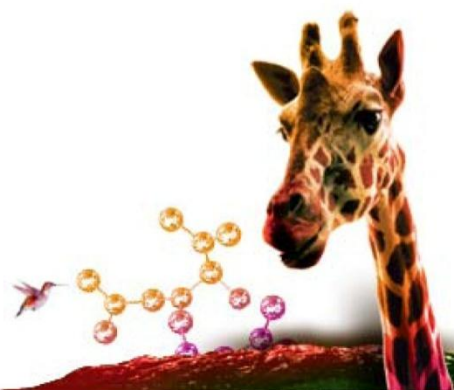
### Next Page

Click to show the next page of your Flipchart.  
Or add a new page to Flipchart if no next page is available.



### Previous Page

Click to show the previous page of your Flipchart.  
Or add a new page in front of the first page of your Flipchart.



## 13. Page Browser

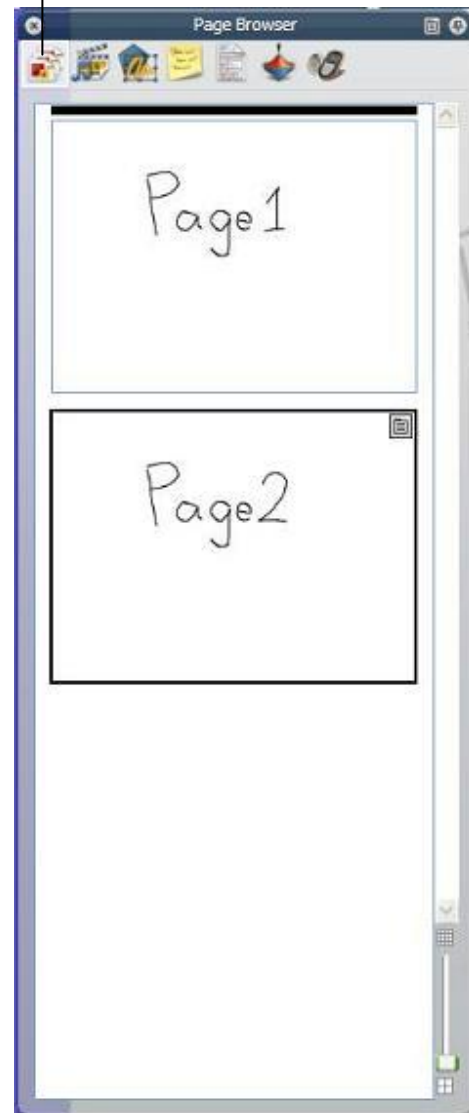


Click on the 'Page Browser' button in Main Toolbox.

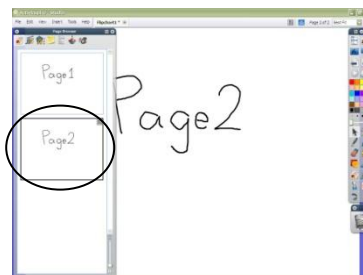
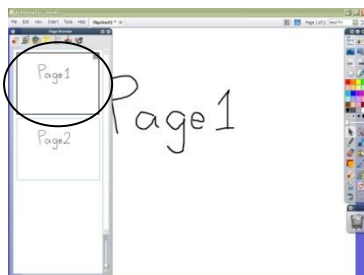
Browser is automatically hidden if your mouse is away from it.

You will now be able to see thumbnails of all your pages.

Page Browser



You can click on page thumbnail to show that page over your screen.



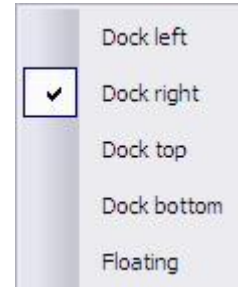
## 14. Moving Main Toolbox

You can move your Main Toolbox  
by click and drag on the top of the Main Toolbox.



Click on 'Toolbox Options' button  for auto-alignment the Main Toolbox.

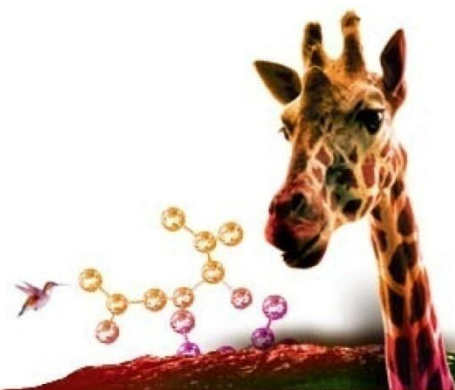
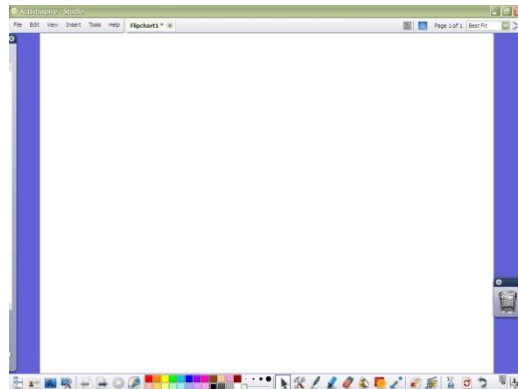
- Dock Left : Align the Main Toolbox to left border
- Dock Right : Align the Main Toolbox to right border
- Dock Top : Align the Main Toolbox to top border
- Dock Bottom : Align the Main Toolbox to bottom border
- Floating : Freely move the Main Toolbox



Flipchart Bin can be moved  
by click and drag on the top of the Flipchart Bin.



**Example**  
Select 'Dock Bottom'  
in Toolbox Options.



# TEXT

With ActivInspire, it's easy to create neat, typed text on an ActivBoard. Once the text is on the page, you can manipulate it in many ways, making it easy to create professional-looking, flexible lessons which can be repeated and refined over time.

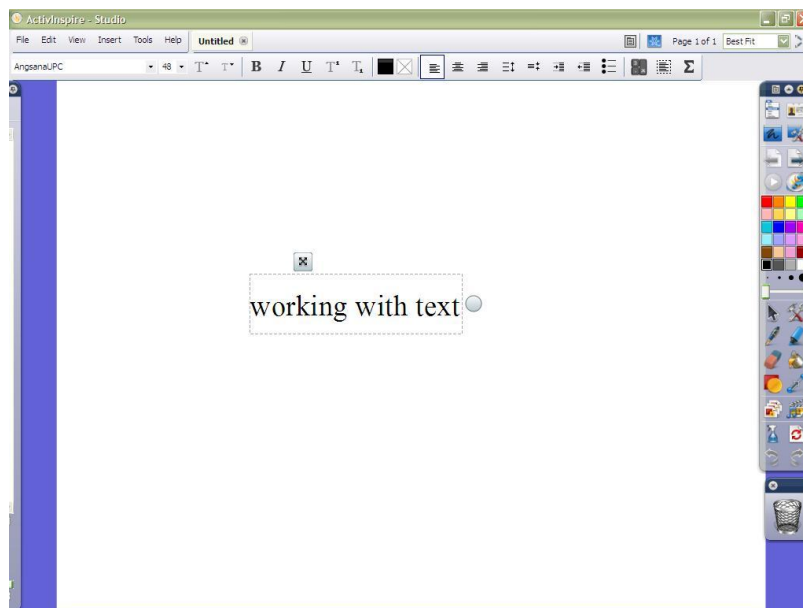
## 1. Text Tool

To type text on the page, you just have to place the cursor at where you want and start typing.

The Text Edit Toolbox will automatically appear.

Example

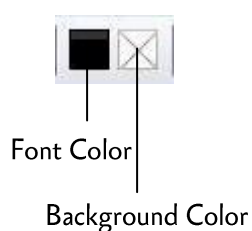
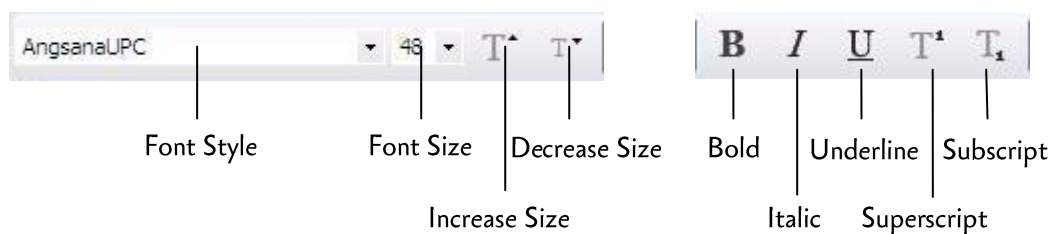
Type the word 'working with text'




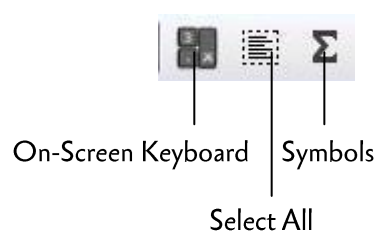
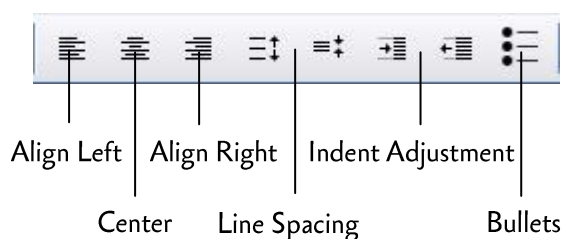


## 2. Text Edit Toolbox

The Edit Toolbox will automatically appear when you start typing.



Color Palette will appear when you click on 'Font Color' or 'Background Color'. You can select Color Picker Tool  to copy any color on your page.




### 3. On-Screen Keyboard



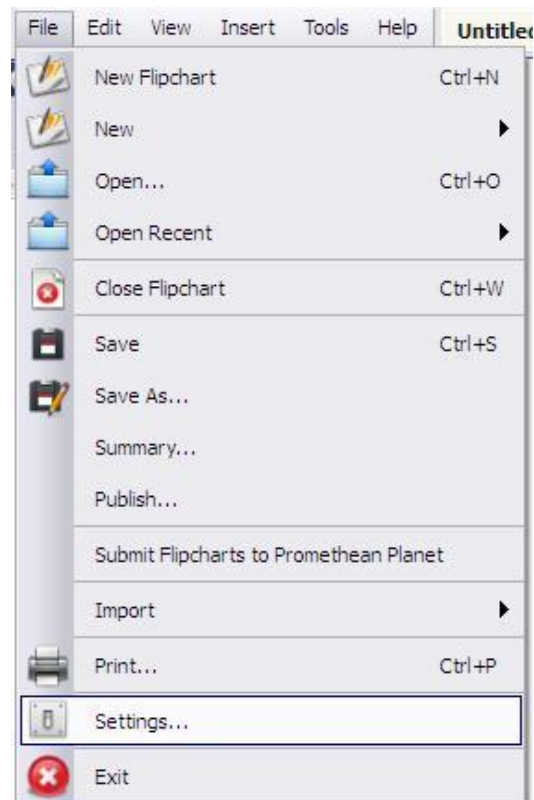
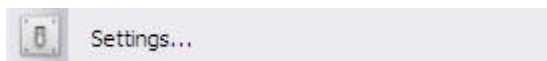
The On-Screen keyboard is useful if the computer keyboard is a long way off or if you want to get students up to the Board.



To select On-Screen Keyboard click on

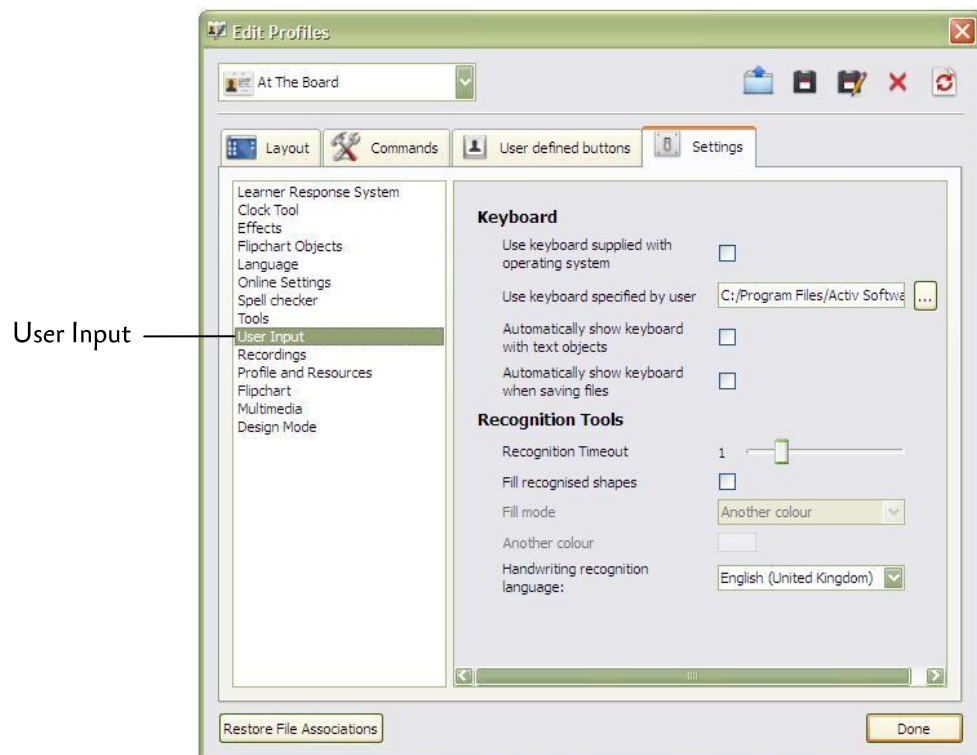
- Tool  > More Tools... > On-Screen Keyboard
- Or click on 'On-Screen Keyboard' button in Text Edit Toolbox


You can change On-Screen Keyboard for other languages by  
Click on Menu bar > File > Settings.



Edit Profiles will appear, select 'User Input' and check 'Use keyboard supplied with operating system' box.


Use keyboard supplied with operating system ☒



Click On-Screen Keyboard  again, On-Screen Keyboard with your Computer operating system will appear.



## 4. Editing Text

To edit the text, click on Select Tool  double-click the text and Text Edit Toolbox will appear.

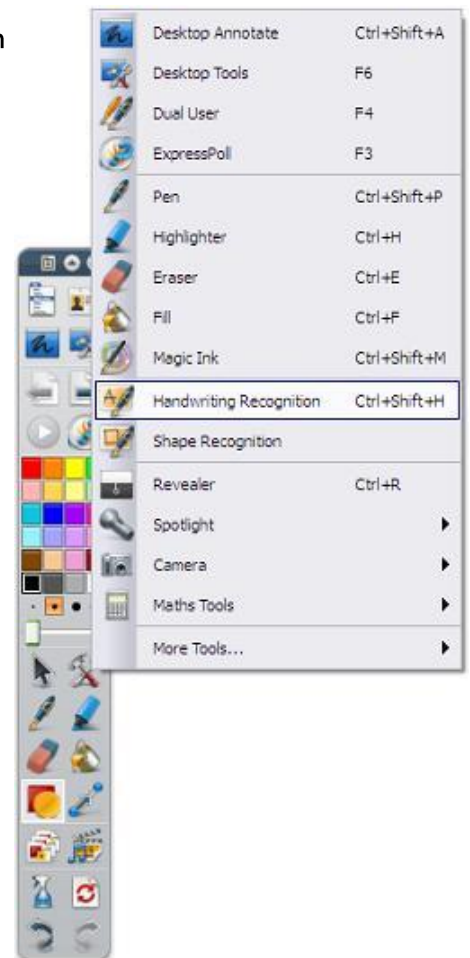
## 5. Recognition Tool

The Recognition Tool takes your handwriting and turns it into typed text.

Click on Tool  and select Handwriting Recognition

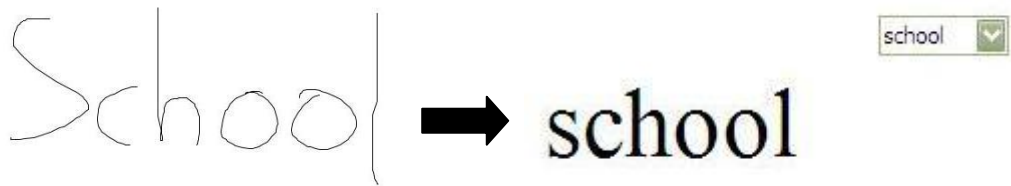


Write a word, wait a couple of seconds then your handwriting will be converted into typed text.

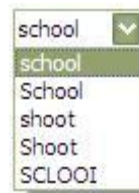


### Example

Write the word 'school' and wait a second, it is converted into typed text.



If the text has not been recognized correctly, click on the 'Alternatives' button. Select the correct alternative from the options, if available.

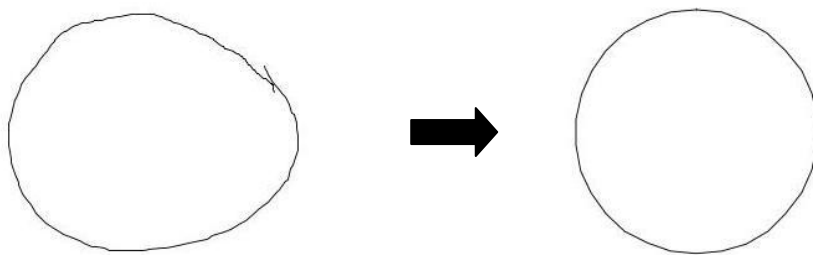


Shape Recognition Tool like Handwriting Recognition Tool but will convert into shape instead of word.



### Example

Converting the circular shape.



# Resource Library

The Resource Library contains a huge range of images and other resources for you to use in your flipcharts. It's also the place to store any of your own resources you want to save for future use.

## 1. Starting Resource Browser



Click 'Resource Browser' in Main Toolbox. Browser Window will show up the Resources.

There are two main sections in the Resource Library:



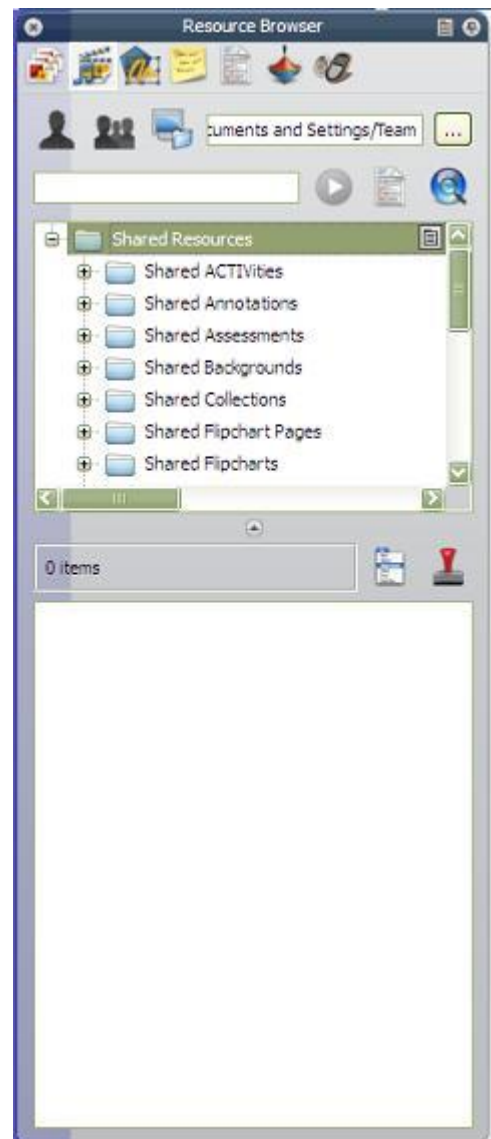
### My Resources

This area lets you to organize and store your own resources.



### Shared Resources

Contain all the resources that were installed with ActivInspire.





## 2. Shared Resources

Shared Resources contain three main sections:

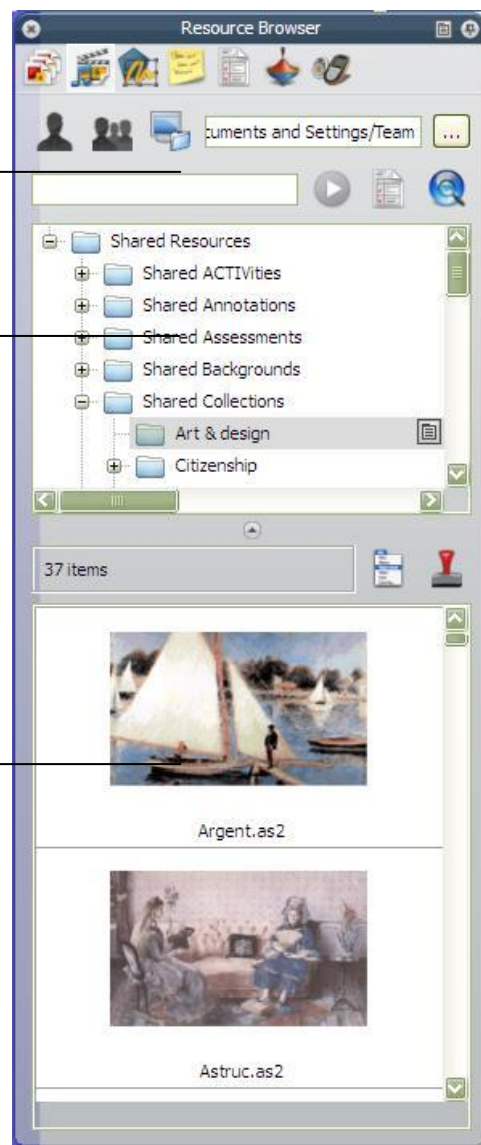


Search: Insert keyword here then click 'Start Search' to start searching.

List of all folders in Shared Resources.

Displayed contents in thumbnail of selected folder.

This example shows contents in Shared Collection > Art & Design



### 3. Contents in Shared Resources

Shared Resources contain a lot of images, backgrounds, grids, flash files, sounds and many sample Flipcharts.

Shared Activities	: Contain flash files for using as activities
Shared Annotations	: Contain image annotations
Shared Backgrounds	: Contain backgrounds
Shared Collections	: Contain images sorted by subject field
Shared Flipchart Pages	: Contain sample Flipchart pages
Shared Flipcharts	: Contain sample Flipcharts
Shared Grids	: Contain grids
Shared Images	: Contain general images
Shared Shapes	: Contain mathematical shapes
Shared Sounds	: Contain sound clips





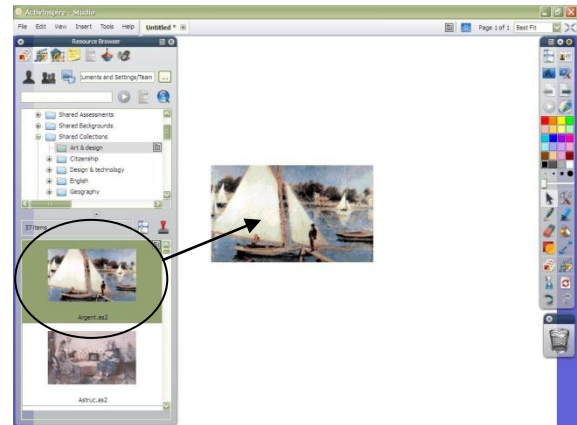
## 4. Using Resources

Using image Resources

Click and drag one of the images from the thumbnails panel onto the page.

Example

Image from Shared Collection.



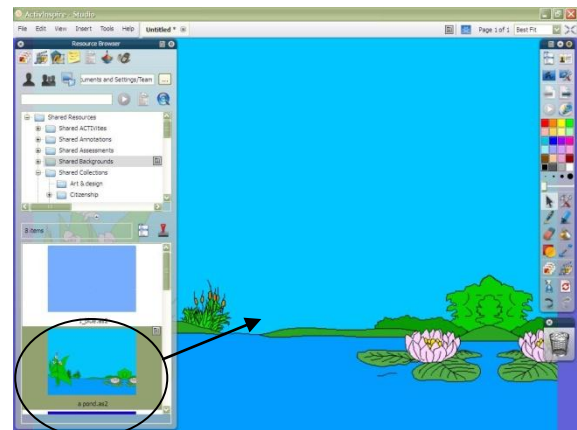
Using background and grid resources

Click and drag it onto the page.

It will appear behind anything else on the page.

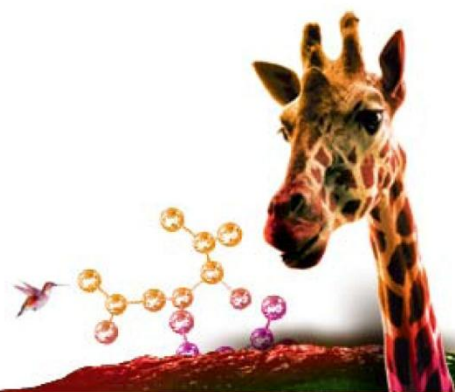
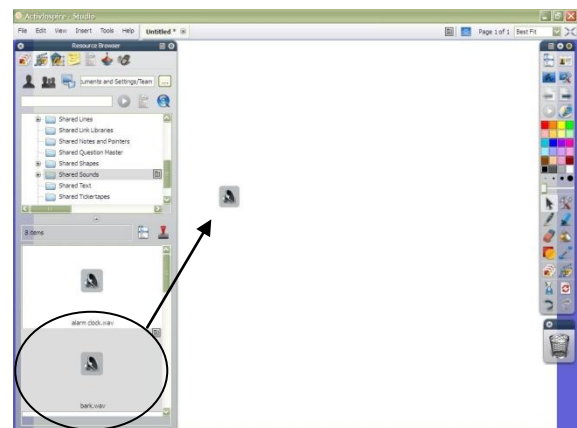
Example

Background from Shared Background.



Using Sound resources

Click on the speaker icon to play sound from resource.



## 5. Rubber Stamp



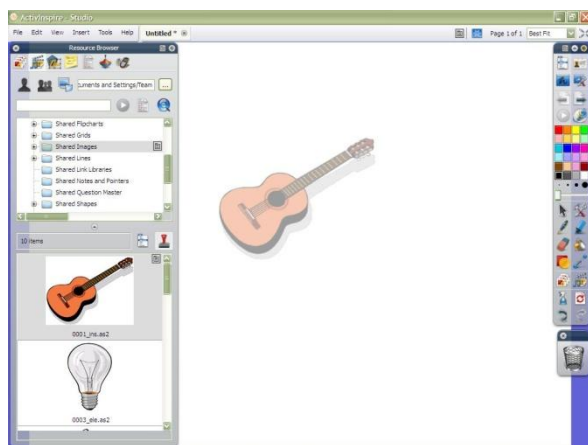
Currently, you are using the Drag and Drop way of adding images to the page. Rubber Stamp adding images by copy and paste to the page.

To use Rubber Stamp:

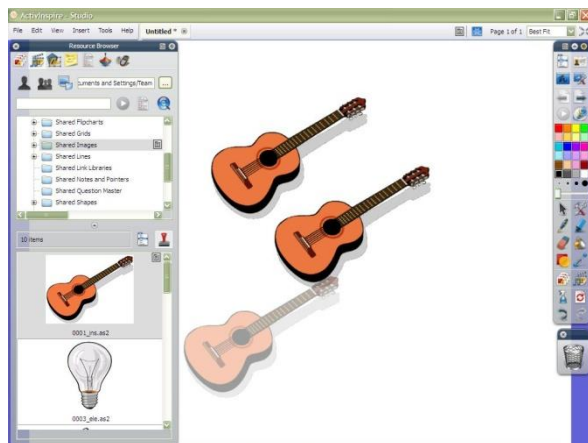
1. Click on selected image.
2. Click on 'Rubber Stamp' button.
3. Move your cursor to page; a translucent image will appear.
4. Click to paste the image.

Example

Translucent guitar  
in Shared Images.



Click to paste guitar image.



## 6. Adding Resource

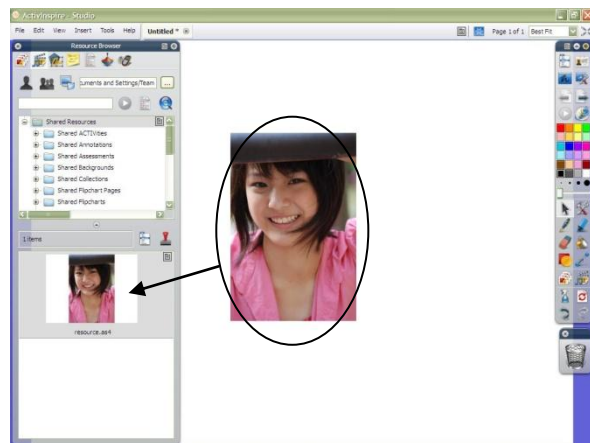
You can save image on you page to your Shared Resources or My Resources.

Click and drag image to Resource Browser.

Image will be saved to selected folder in the Resource Browser.

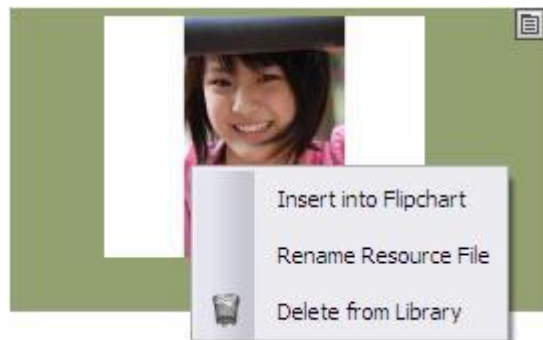
### Example

Click image on the page  
and drag to Shared Resources.



Right-click the image in Resource Library.

- Insert into Flipchart  
Add image to page.
- Rename Resource File  
Rename image from Resource.
- Delete from Library  
Remove image from Resource.



# Drawing Tools

In this tutorial, we will show the range of options available for drawing lines and shapes. While doing this, we will show you some options which increase the colors you can use in your flipcharts.

## 1. Shape Tool



Click on 'Shape Tool' icon in Main Toolbox  
Shape toolbar will appear on the right of the page.

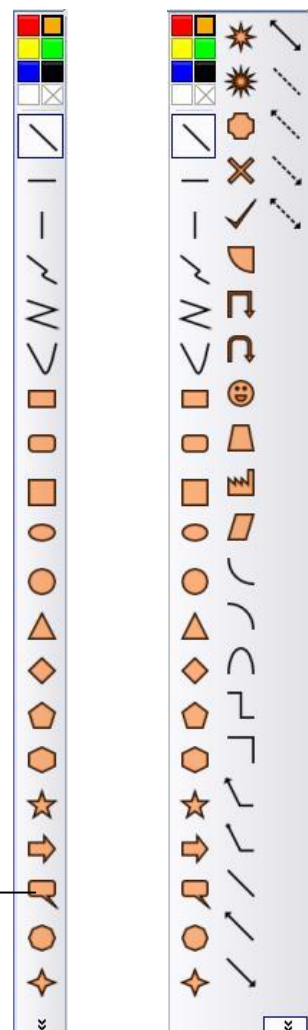
This contains a range of tools for drawing lines and shapes.

To draw shape:

1. Select shape.
2. Select border color in color palette on Main Toolbox.
3. Select fill color in Shape Tool.
4. Click and drag to draw shape on the page.



Click to show all available shapes.



## 2. Connector



Connector is used to draw a connected line between two shapes.

Click on the Connector in Main Toolbox

To use Connector:

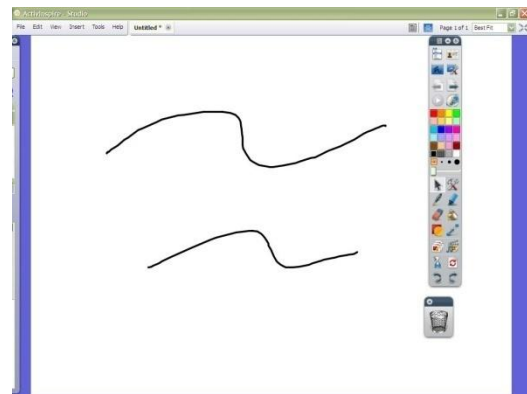
Prepare two shapes before draw the connected line.

1. Select the line.
2. Click on the first shape.
3. Click on the second shape.
4. Connected line will be made to link between two shapes.

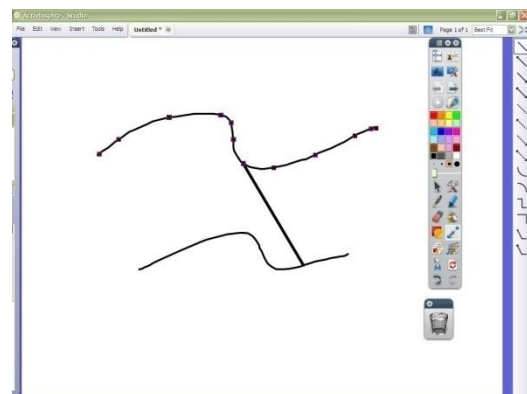
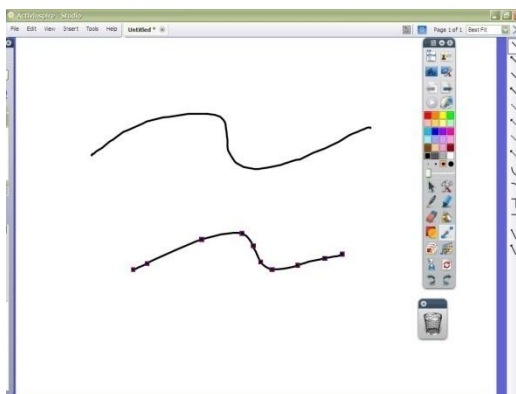


Example

Prepare two shapes.



Click and link two shapes together.



### 3. Fill Tool



Fill Tool is used to fill or replace color of any shape.

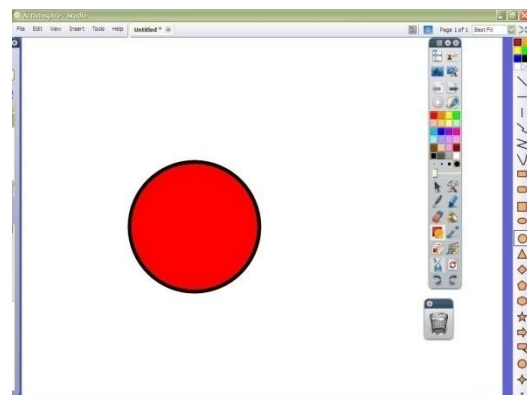
To use Fill Tool:

1. Click on Fill Tool.
2. Select color on color palette.
3. Click on area inside shape to fill the color.



#### Example

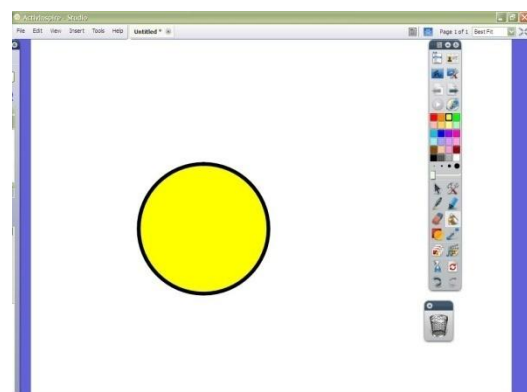
Draw a circle shape filled with red color.



Click on Fill Tool, select yellow color.



Click on red area;  
replace red color with yellow color.

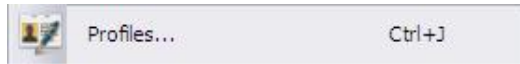




## 4. Adjusting color palette

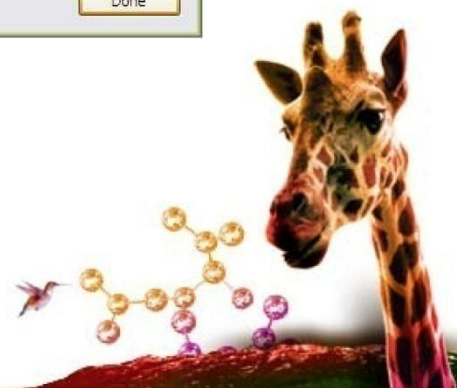
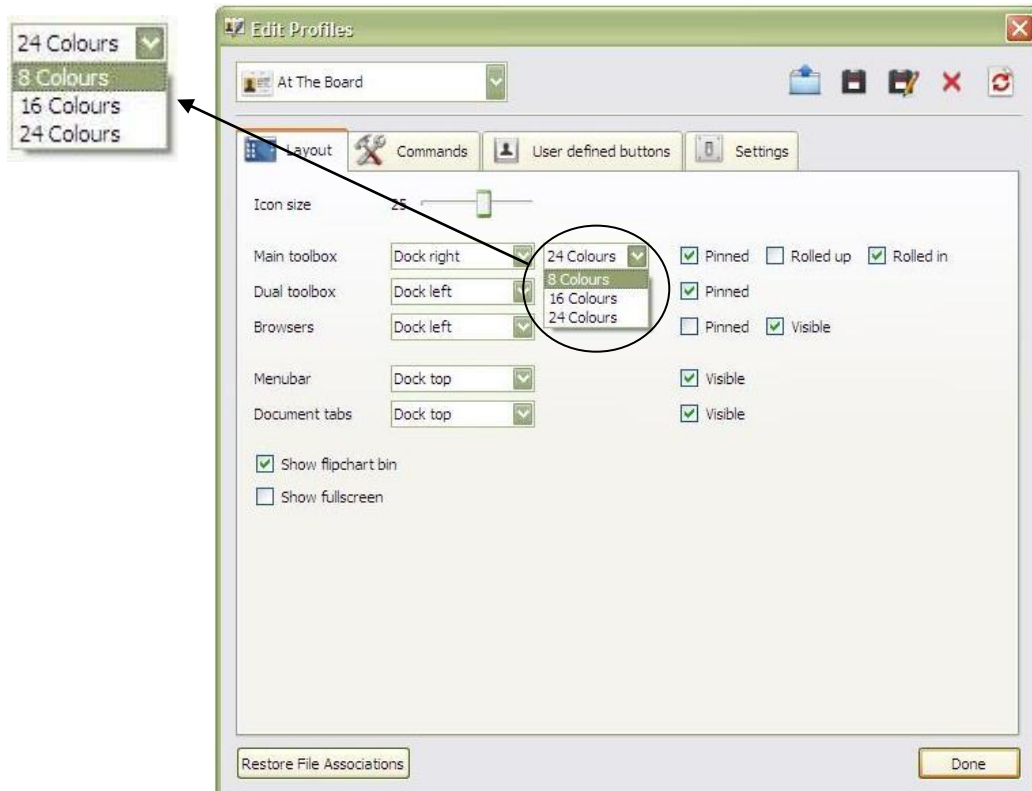
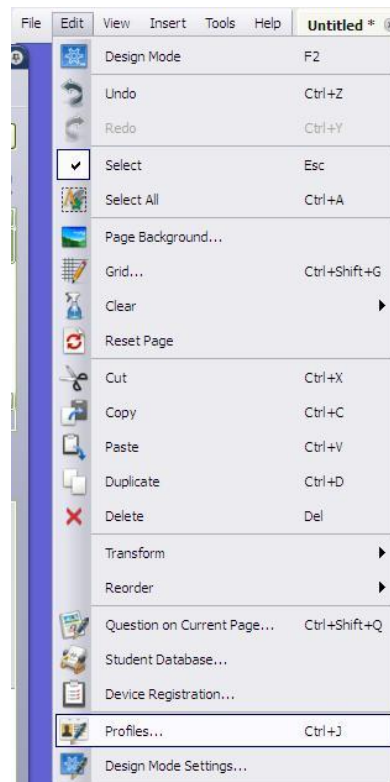
You can adjust the available colors in color palette.

Select Menu bar > Edit > Profile



Edit Profiles will appear, At 'Main Toolbox', select number of available colors.

You can choose between 8, 16 and 24 colors.



# Images

Used with the internet and other sources of images, ActivInspire opens up many possibilities, making your classes more colorful and more in tune with your students' lives. Using the techniques described in this tutorial, you can take any image you want and place it in your Flipcharts.

## 1. Adjusting image size

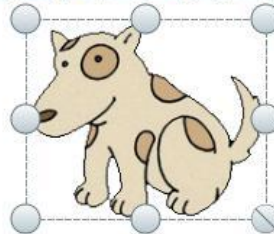
Every image in your Flipchart can be resized.


Click on Select Tool



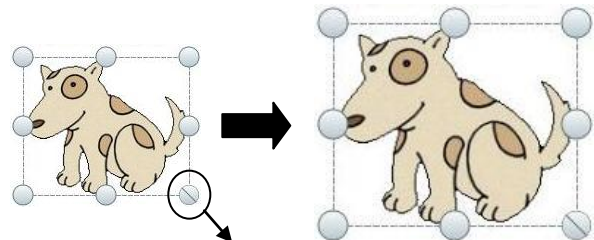
then click on image,

image edit toolbox will show up.



- Click and drag on  To resize the image by each side.

- Click and drag on  To resize the whole image but not proportions of the text.







## 2. Image Edit Toolbox

When you click on image, Image Edit Toolbox will appear.




Details of each icon will be explained in the following topics.

## 3. Freely Move Object

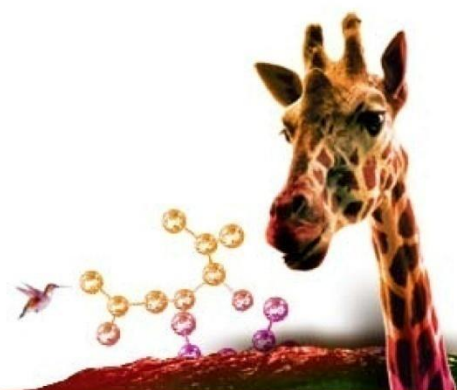
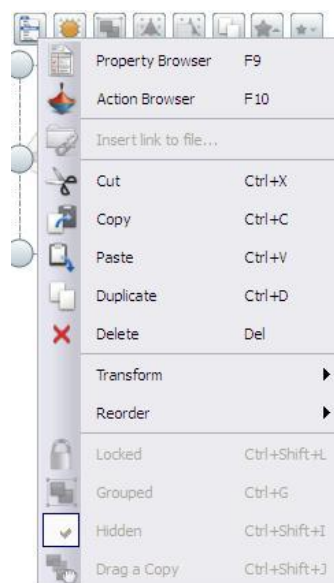
 Click Select Tool  to move items around the page.

## 4. Rotate Object

 Click and drag to rotate the image.

## 5. Object Edit Menu

 Show image edit options.



## 6. Translucency Slider

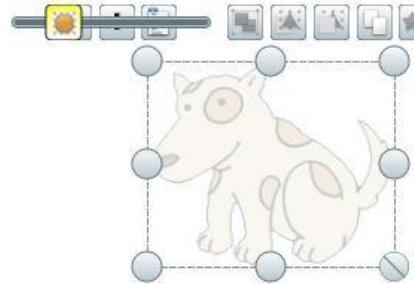


Click and slide to translucent image.  
More slide to left side,  
more translucent the image.



Example

Translucent image.




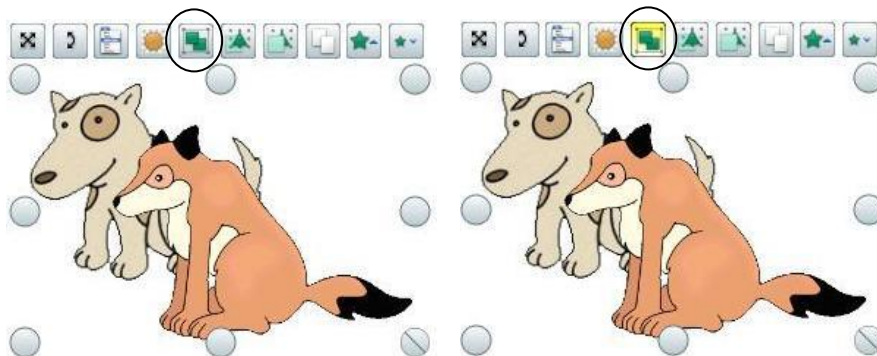
## 7. Grouping



Currently, all the images appear as individual items. You may want them all to exist as one item, so that it is easier to move and manipulate them in the future. To do this, we should group the images.

To group images.

1. Click and drag all images.
2. Click on Grouped icon into highlight  to group images.

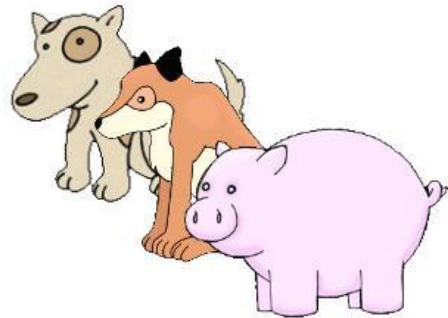


## 8. Stacking

The last image you add to the page appears on the top of other images.

This example, three images: dog, fox and pig we drag in dog first followed by fox and pig.

You can change the order of these images.



Bring Forward

Upper one order to selected image.

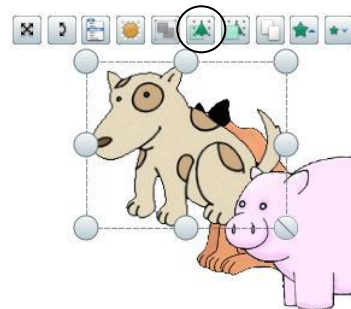


Send Backward

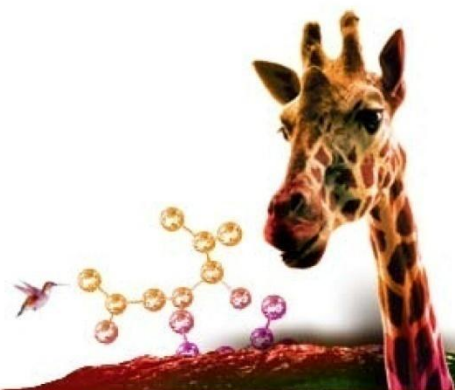
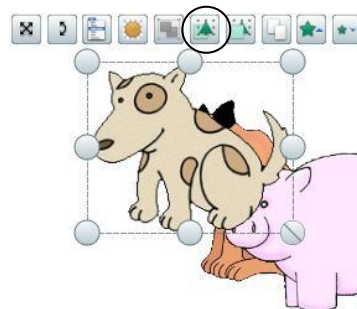
Lower one order to selected image.

Example

Click on dog image and select 'Bring Forward', dog will be upper than fox but still below than pig.



Click on dog image and select 'Bring Forward' again, dog will be upper than fox and pig.



## 9. Increase Object Size, Decrease Object Size



Increase Object Size

Click to increase selected image by 10%.



Decrease Object Size

Click to decrease selected image by 10%.

## 10. Clear Tool



It is used for clearing whatever you want to delete from page.

When you click on Clear Tool, a menu will appear asking you what you want to delete.



Clear Annotations

Clear all pen lines and highlight lines.



Clear Objects

Clear all images and texts.



Clear Grid

Clear grid from page.



Clear Background

Clear background from page.



Clear Page

Clear everything from the page.

You can click the Undo Tool  
to restore your last action.

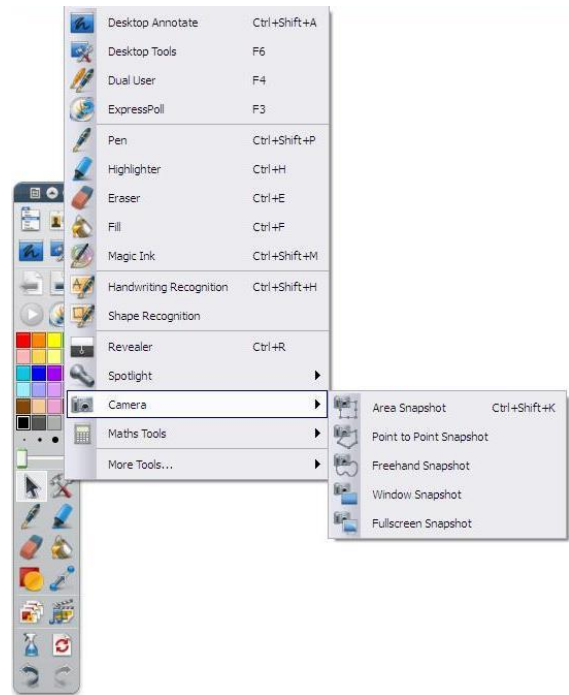
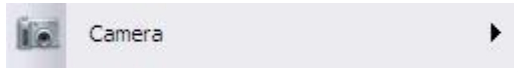


## 11. Camera Tool



You can capture some of your images by using camera tool.

Click on Tool  and select Camera




To use Camera Tool:

1. Select snapshot type

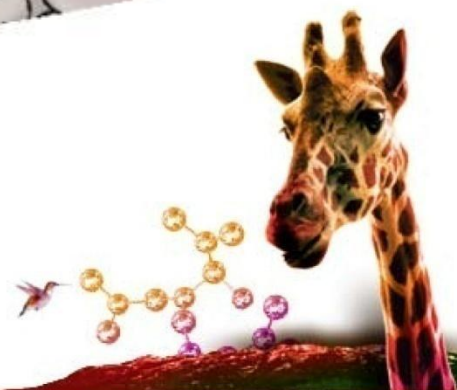
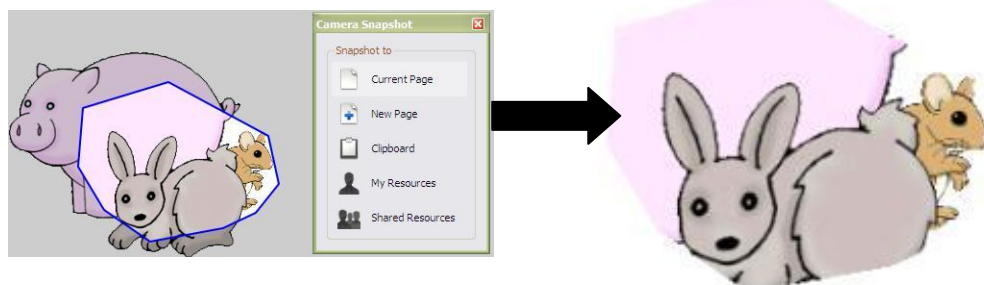
-  Area Snapshot Ctrl+Shift+K

Rectangle area snapshot.




-  Point to Point Snapshot

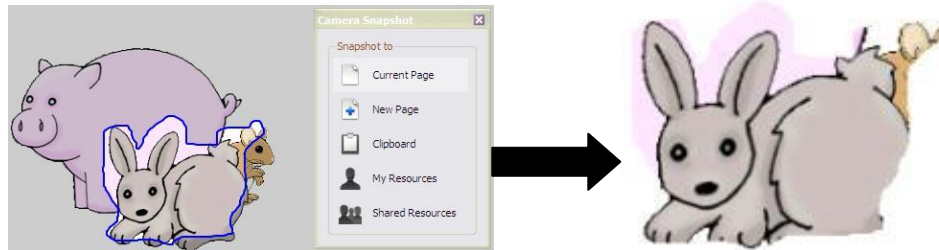
Shape area snapshot.







-  Freehand Snapshot

Freehand area snapshot.




-  Window Snapshot

Make a snapshot from Window browser.

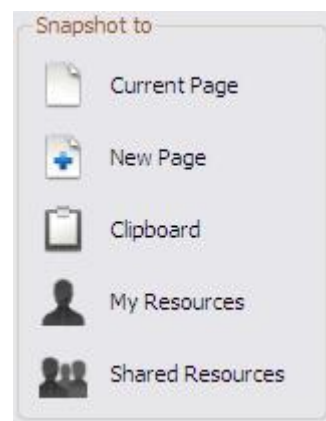
-  Fullscreen Snapshot

Fullscreen snapshot.

2. Click and drag the area of snapshot then select location to place snapshot.

-  Current Page

Place snapshot to current page.



-  New Page


Place snapshot to new page.

-  Clipboard

Save snapshot to Clipboard.

-  My Resources

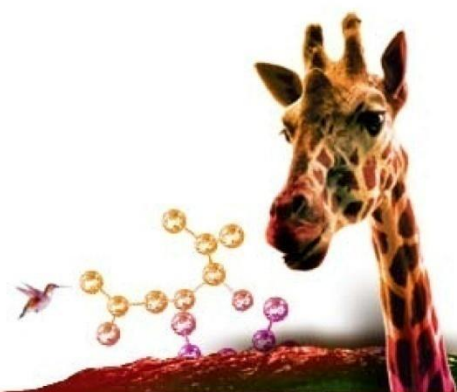
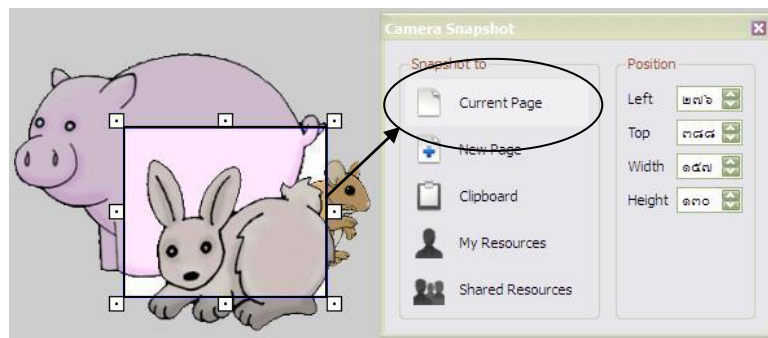
Save snapshot to My Resources.

-  Shared Resources

Save snapshot to Shared Resources.

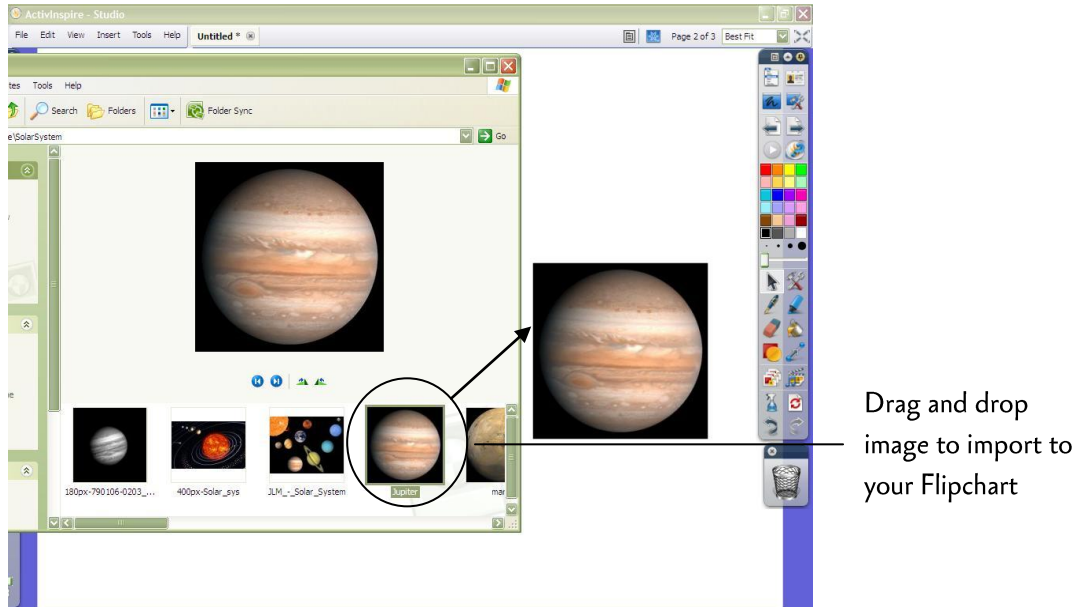
### Example

Take snapshot on rabbit image Area Snapshot  
and select snapshot to Current Page.



## 12. Import image from your computer to Flipchart

To import image from your computer to Flipchart just drag and drop image to your page, image will be automatically imported.



You can adjust, resize or edit the imported image like image from resources.

You can also import sound, music, video, flash files or any other files by this method.





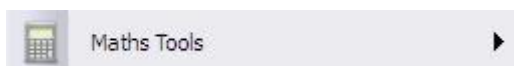
# Mathematic Tools

ActivInspire contains a number of tools to help you working with numbers.  
We've been very broad in our definition of number tools; however, the tools in this tutorial can be useful for teaching many subjects.

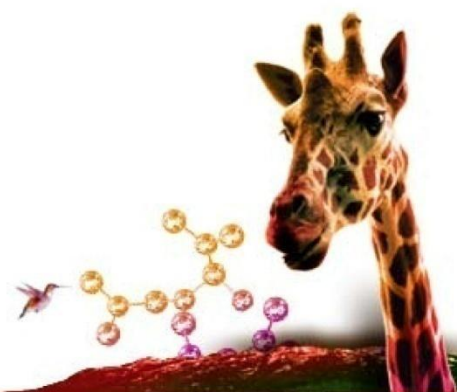
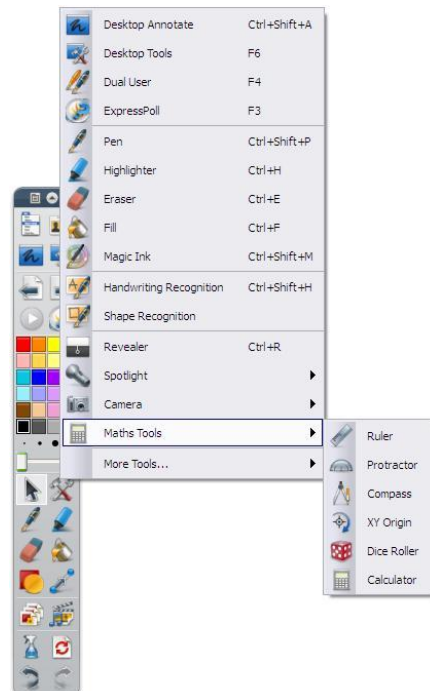
## 1. Getting started with Maths Tools



Click Tool  in Main Toolbox  
Select Maths Tools



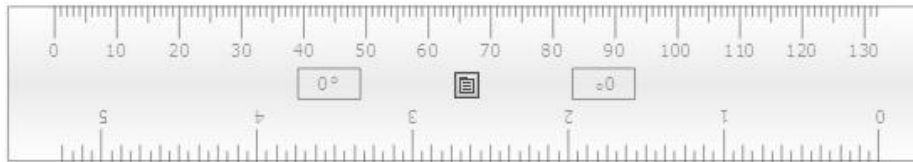
Here's a list of six mathematic tools in ActivInspire.



## 2. Ruler Tool

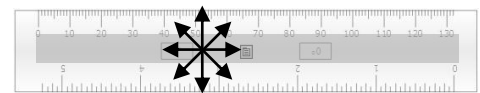


Click on the Ruler Tool, a ruler appears on the Flipchart.

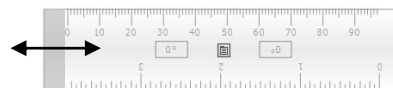


To use Ruler:

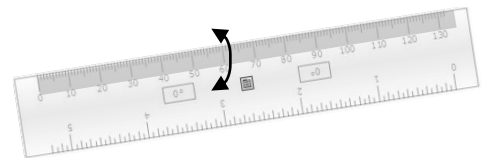
- Move ruler by click and drag in the middle of ruler.




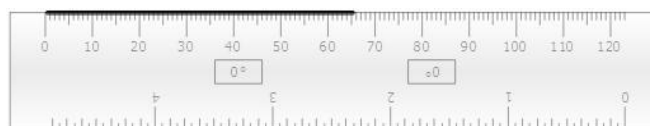
- Click and drag on the side of the ruler to resize it.



- Click and drag on the scale to rotate the ruler.



- Select Pen Tool  click and drag on ruler to draw a straight line.



To delete ruler, drag and drop ruler into Flipchart Bin.



### 3. Protractor Tool

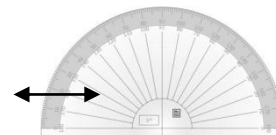
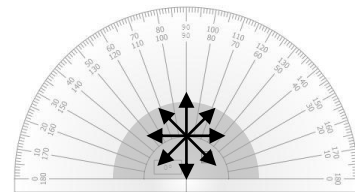
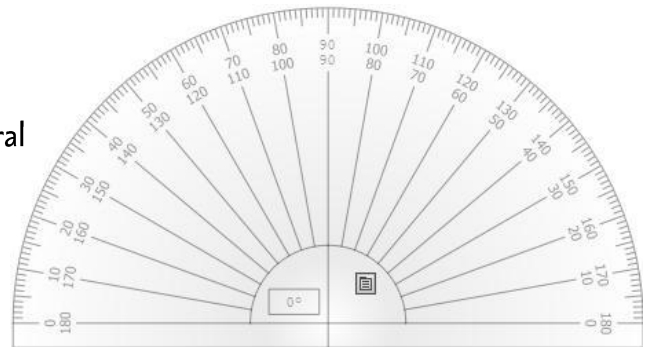



Click on the Protractor Tool,  
a protractor will appear on the page.

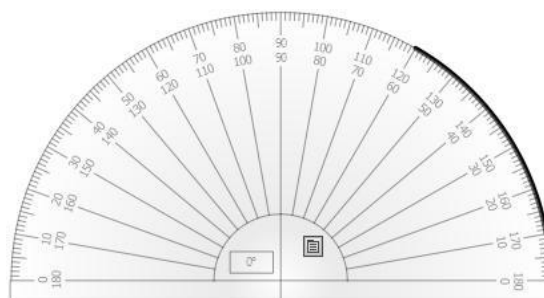
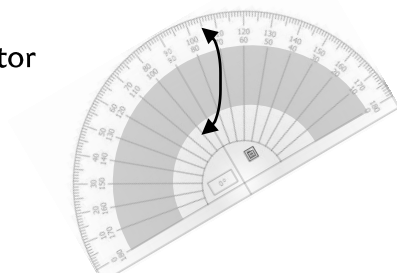
As with the ruler, the protractor has several  
regions which do different things.

To use Protractor:

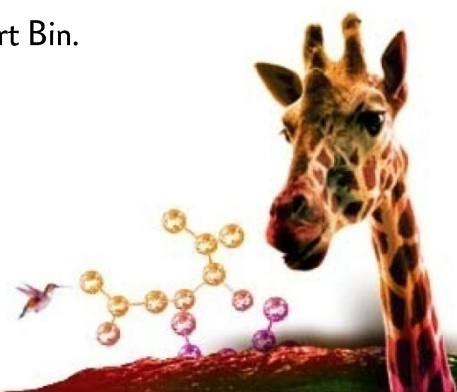
- Click and drag center area to  
move the protractor.
- Click and drag border area to  
resize the protractor.



- Click and drag inside area of protractor  
to rotate the protractor.
- Select Pen Tool  click and drag on the protractor  
to draw a curve.



To delete protractor, drag and drop the protractor into Flipchart Bin.




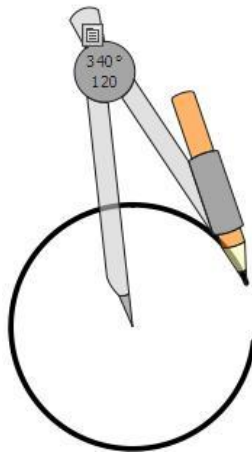
## 4. Compass Tool



Click on the Compass Tool, a compass will appear on the page.

To use Compass:

- Click and drag on the top of compass or the point arm to move the compass.
- Click and drag on the head of compass to resize the compass.
- Click on the pen holder to open and close the compass points.
- Select Pen Tool  click and drag on the pen to draw the circle.



To delete compass, drag and drop compass into Flipchart Bin.



## 5. XY Origin Tool



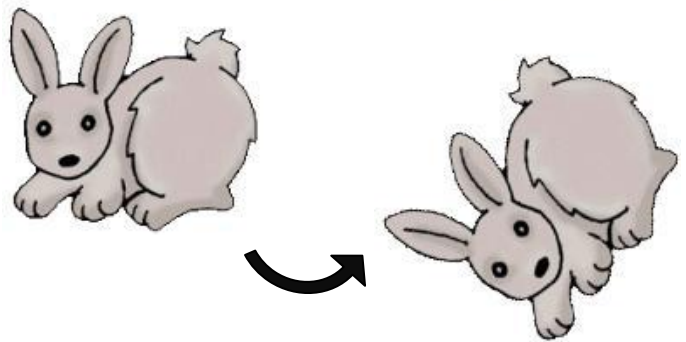
XY Origin Tool is the page's center of rotation.  
Everything will now rotate around this point.

Click on the 'XY Origin' button, an icon appears on the page.



When rotate object,  
it will rotate around XY Origin point.

Click and drag XY Origin point to  
move it.

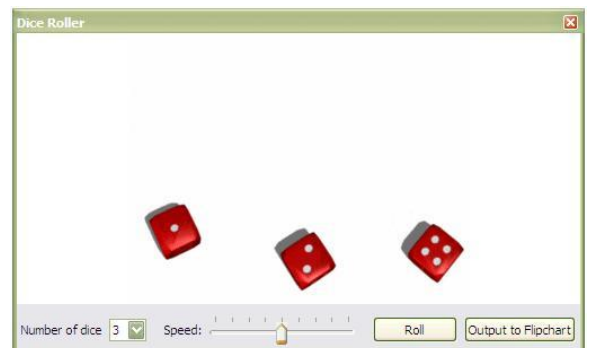


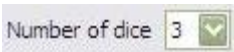

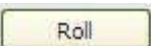
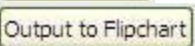
## 6. Dice Tool

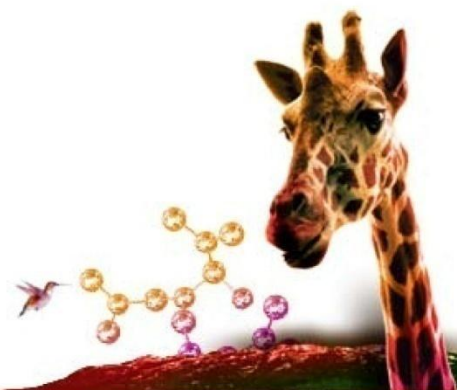


It is used to generate a random value of  
dice rolling.

Click on 'Dice Tool' button to show the  
Dice roller box.



-  Number of dice you want to roll.
-  Speed of rolling dice.
-  Generate new value.
-  Add the dice total to page.



# Presentation Tools

ActivInspire contains many tools which help you to make your Flipcharts more interesting and interactive when you are teaching your students.

In this tutorial, we will show you some of ActivInspire's presentation tools, demonstrating how you could use these tools to give focus and pace to your lessons.

## 1. Page Zoom Tool



The Page Zoom Tool can be used to magnify parts of your page.

Click View > Page Zoom

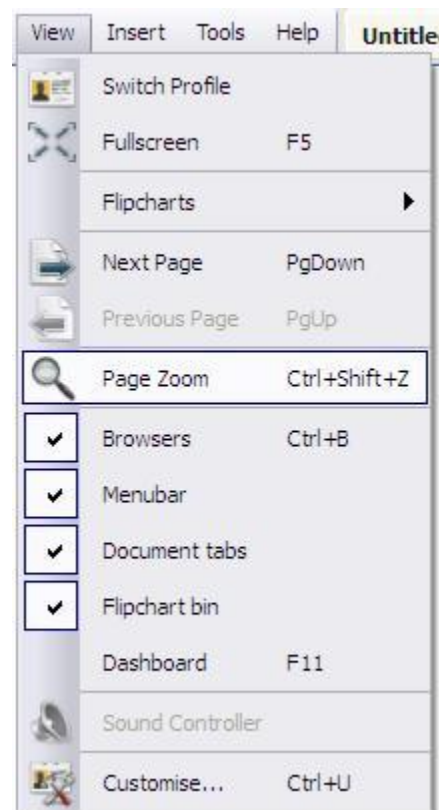


Page Zoom

Ctrl+Shift+Z

To use Page Zoom:

- Hold left-click on the page for zoom in.
- Hold right-click on the page for zoom out.
- Double-click on the page to return to the page's original size.





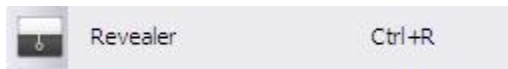
## 2. Revealer Tool



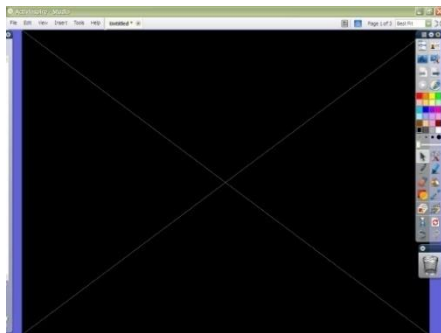
Click on Tool



select Revealer Tool.



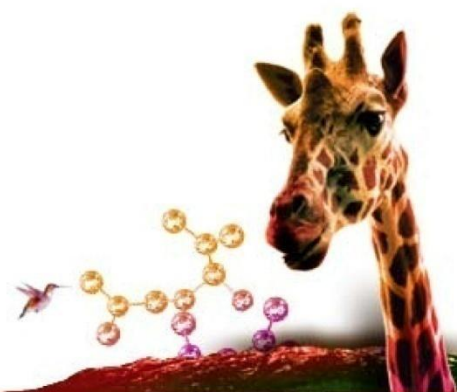
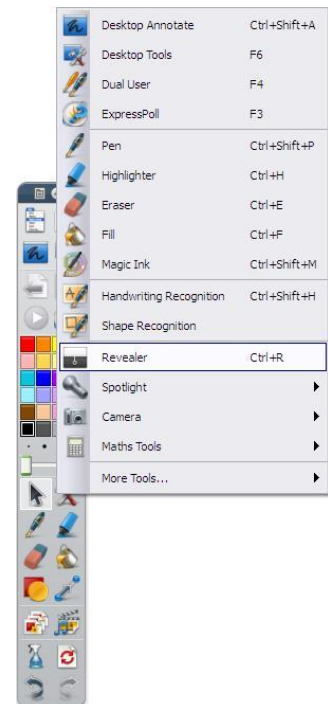
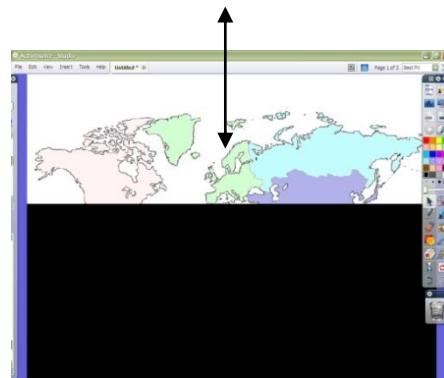
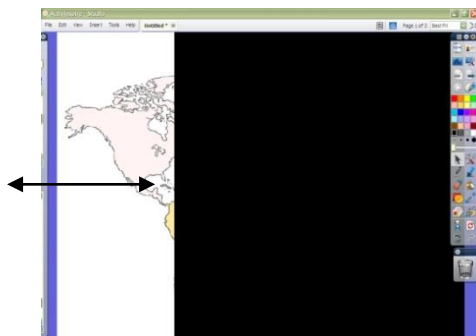
Your page should become blank.



As you move the cursor around the page you'll see that it is shaped like a pull-tag.

Click towards the top of the page and drag down.

The blank area will be pulled away to show the Flipchart page.

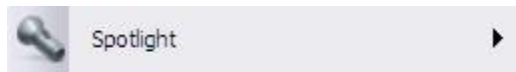




### 3. Spotlight Tool



Click on Tool  select the Spotlight Tool then select Circular Spotlight.

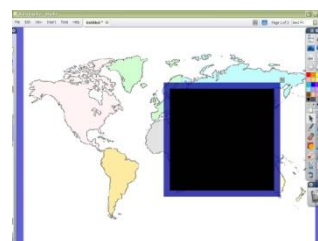
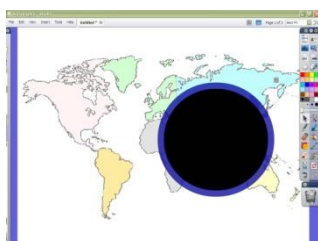
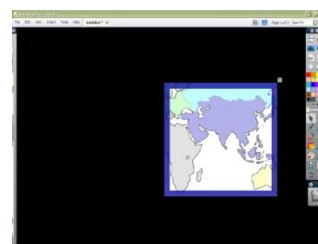
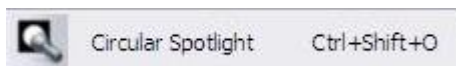


The page should become black,  
except for one circle showing the Flipchart beneath.



To use Spotlight:

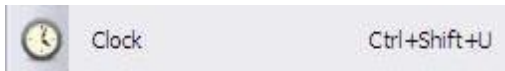
1. Choose Spotlight styles.
2. Click and drag blue border to increase or decrease the size of the spotlight.
3. Click and drag any point of the black area to move the spotlight.

Here is the list of spotlight styles:









## 4. Clock

 Click on Tool  > More Tools... > Clock Tool.



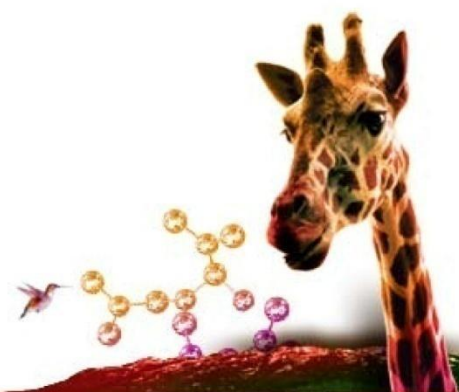
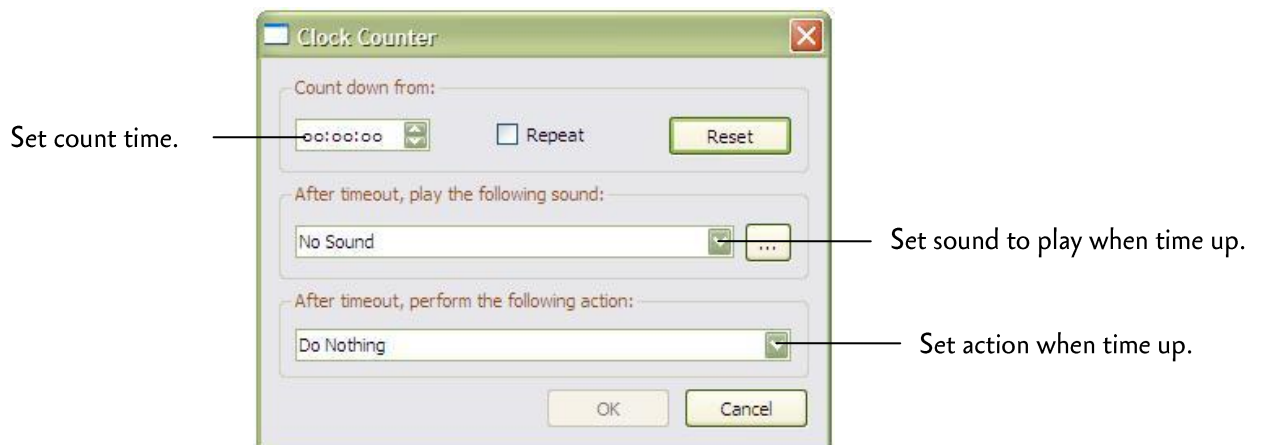
Clock appears on Flipchart page.

Clock's option:

-  Show analog clock.
-  Show digital clock with date.
-  Show both analog and digital clock.
-  Pause the clock's display.
-  Count down stopwatch.
-  Count up stopwatch.



When select Count down or Count up, the Clock Counter box appears on the screen.

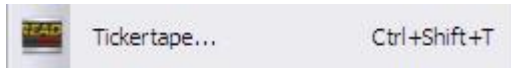


## 5. Tickertape Tool

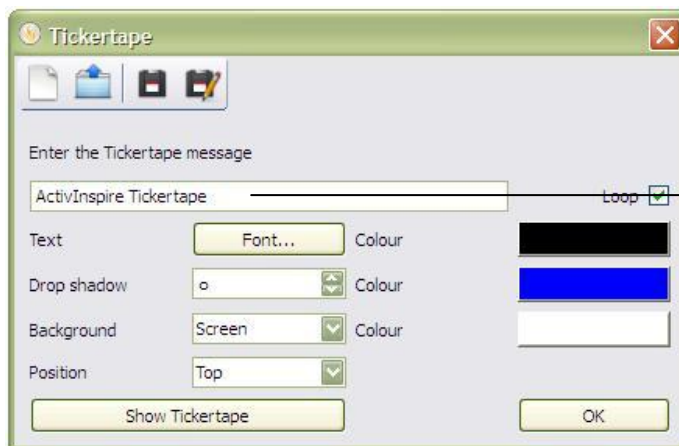


This tool lets you create the scroll text across your page.

Click Tool  > More Tools... > Tickertape



The Tickertape Definer Box will appear on the screen.



Type your text here then press OK.

### Tickertape Speed Box

You can adjust scrolling speed, pause text or edit Tickertape here.



To remove Tickertape, close the Tickertape Speed Box.

### Example

An ActivInspire Tickertape.

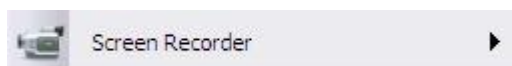


## 6. Screen Recorder





You can record your teaching or presentation as video file for future use.

Click on Tool  > More Tools... > Screen Recorder

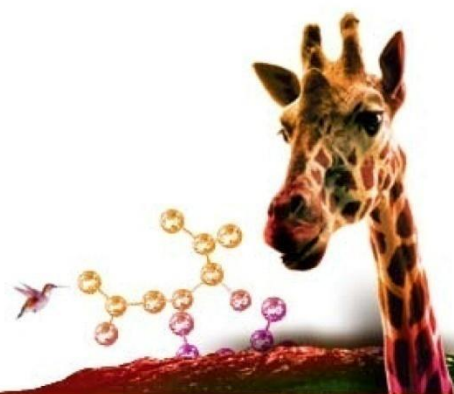
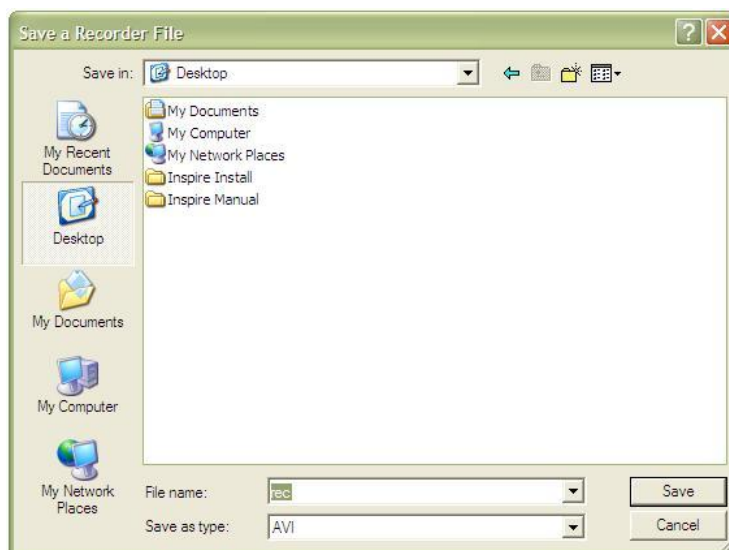


To use Screen Recorder:

1. Select option for recording
  -  Fullscreen Recorder
  -  Area Screen Recorder
2. Recorder Controller Box will appear on the page.




Click on red-circle button to start,  
A new window will show up to let you save your video file.




3. Recording will start immediately after you save the video files, you will notice blinking between red-circle and blue-circle.



Every action on the page will be recorded to the video file.

4. To stop recording, press the stop button 

Wait a moment to create your video file.

5. To view your video file, click the play button 


Your voice can be recorded, just connect microphone to your computer.



## 7. Desktop Annotation




Every tool of ActivInspire can be used on Desktop or on your computer screen.

Click Desktop Annotation  in Main Toolbox.

Your desktop will show up with Main Toolbox and Browser.

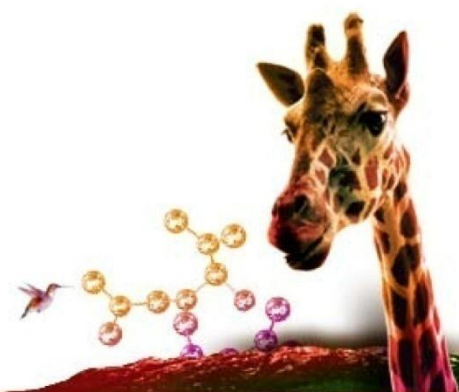
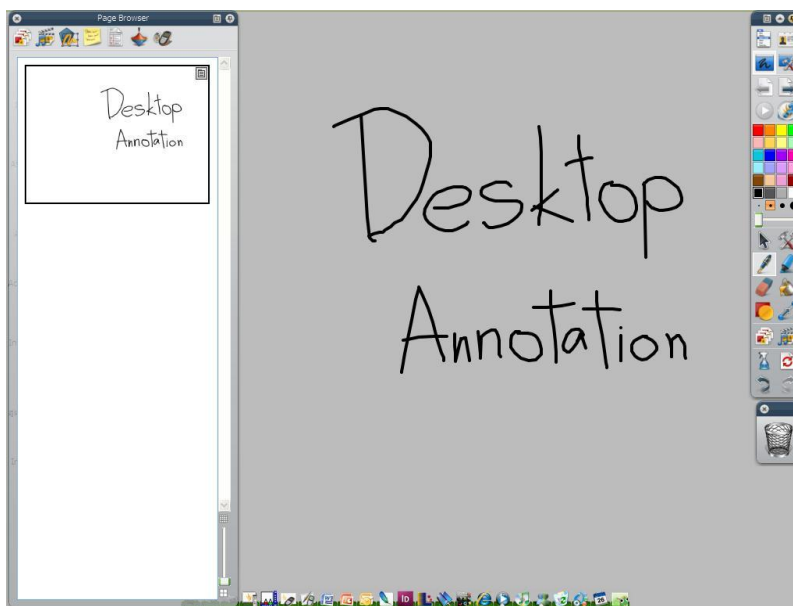
Now you can use ActivInspire tools on your desktop.

Click on  again to resume to your current Flipchart.



### Example

Use Pen Tool on the Desktop and write 'Desktop Annotation'



# Flipchart Techniques

Last section of this manual will introduce how to create interesting Flipcharts by using ActivInspire tools. All of these techniques can be used in every subject area.

## 1. Hiding Images

This technique introduces you how to hide images below a large image.

In the example below, we want to hide hen and chick images under barn image.



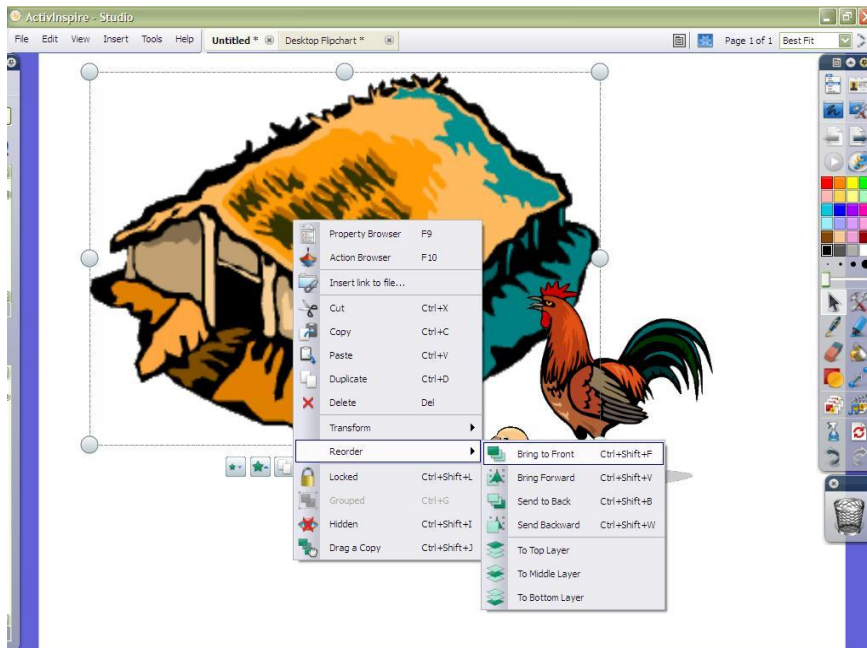


Step 1

Right-click on barn image,  
Select Reorder > Bring to Front



In this step, we align barn image in front of hen and chick images.

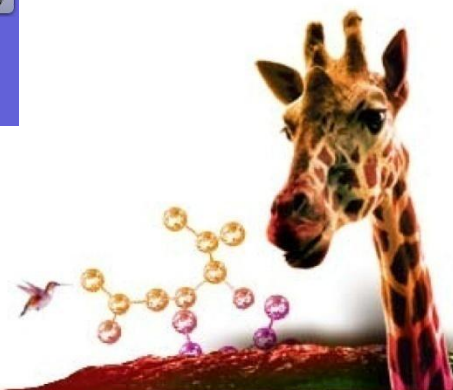
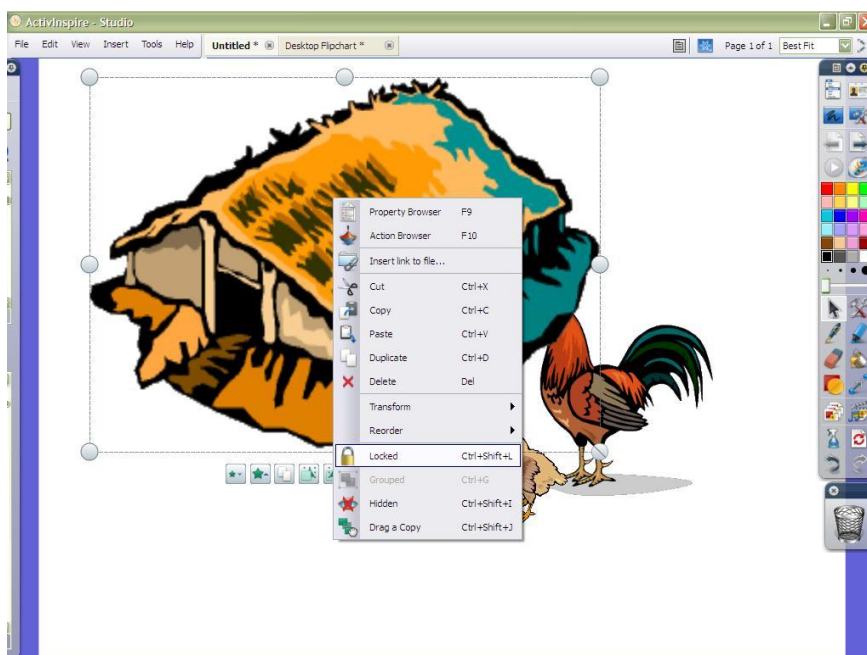


Step 2

Right-click on barn image again,  
Select Locked.



Locked image won't move when we drag it.

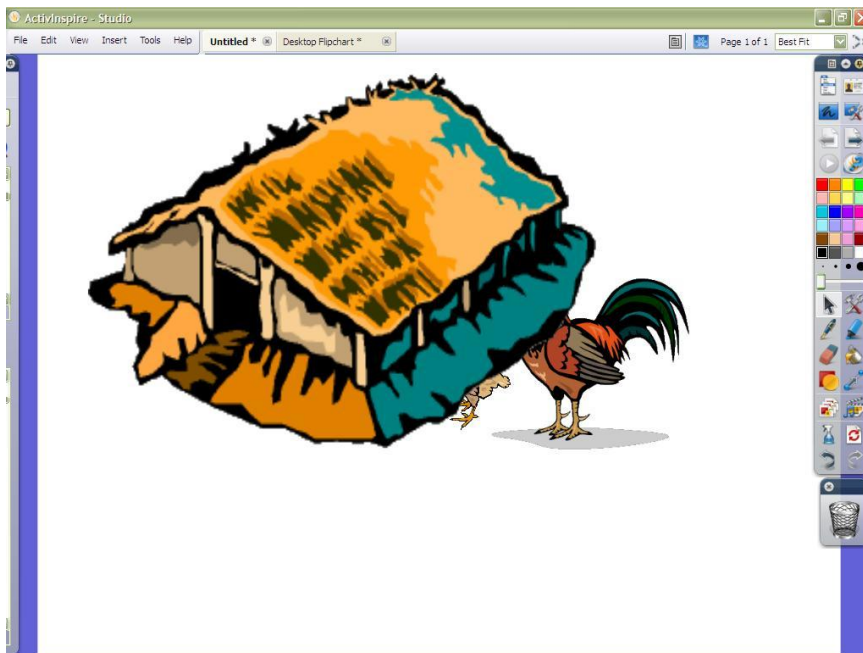


### Step 3

Click on Select Tool



Then click and drag hen and chick images into barn image.



Now you can freely move hen and chick images and hide them under barn image.

### Hint

1. You need to remember the position of hidden images.
2. The hidden images must be smaller than the cover image.  
In this example, barn image must be larger than hen and chick images.
3. You can hide text by the same method.

### Application

Use this technique to recall concentration of students, create interesting lessons, games or exercises.  
To hide vocabularies behind the box; hide name of each country behind map; create story like hide man behind house.



## 2. Color-Question

With this technique, we combine color and dragging techniques to make your question more interesting.

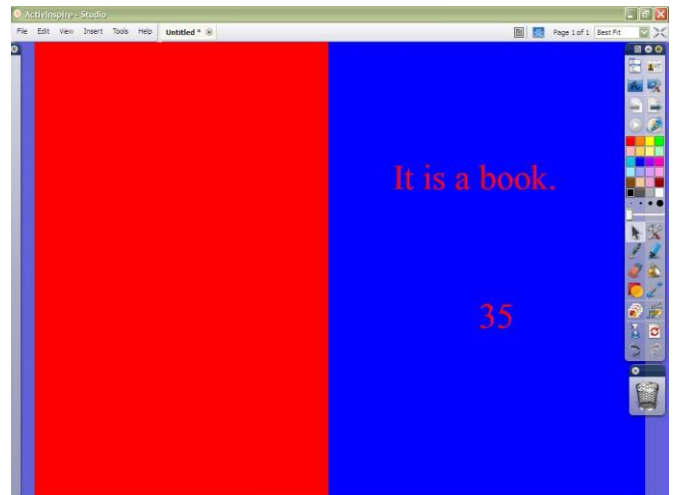
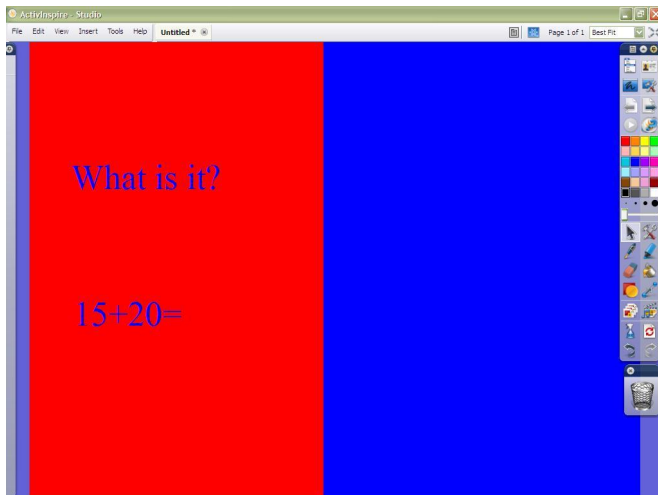
### Example

In sample Flipchart below, screen of red area contains the words: '15+20=' and 'What is it?' Both of them are questions.

When we click and drag these words to blue screen area, these will change into '35' and 'This is a book'. There are the answers of questions.

In this example, we have two sets of question and answer: 15+20=35 and

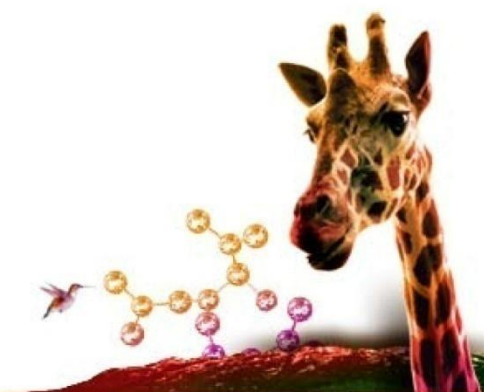
What is it? – It is a book



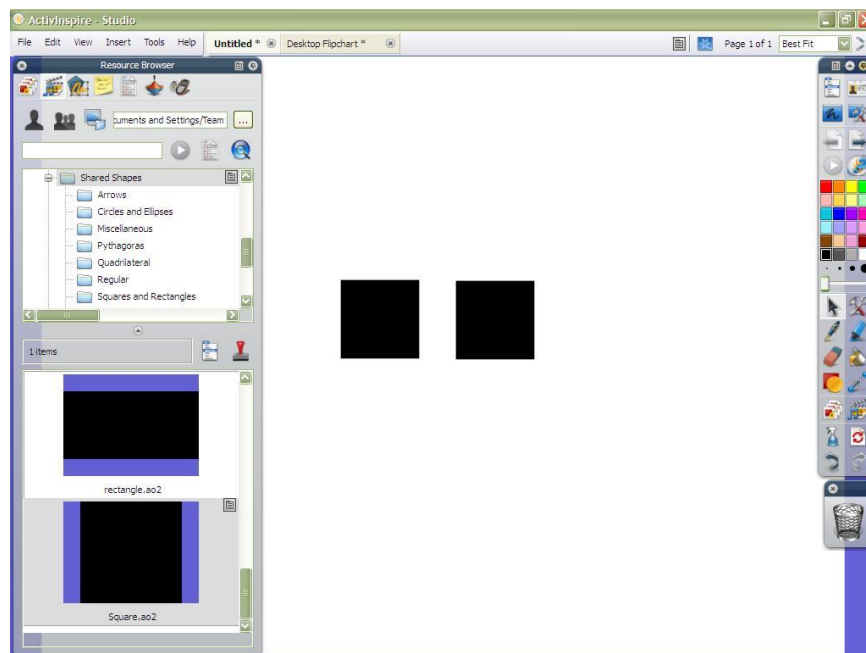
We use color in this technique.

We group question and answer together

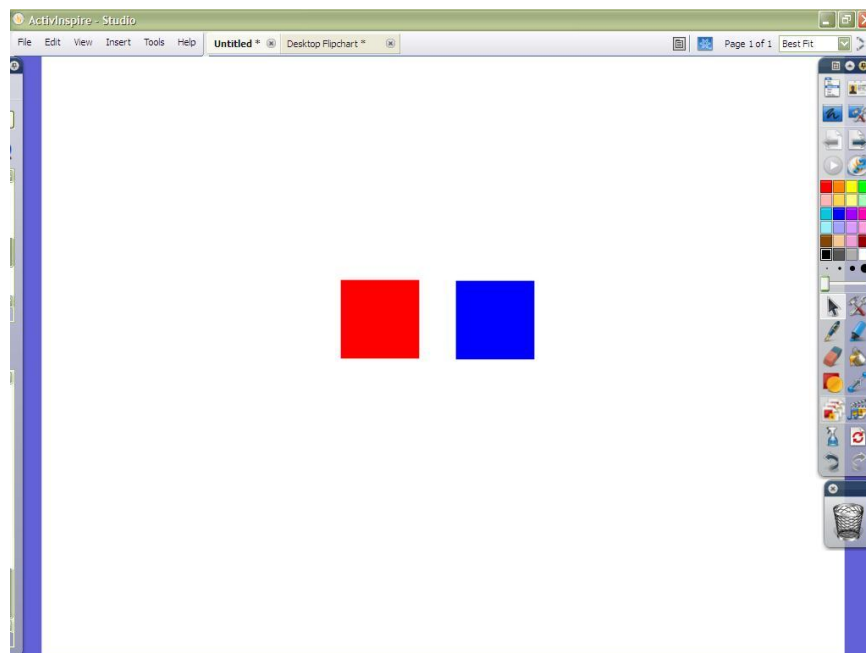
then fill question and answer with colors of two backgrounds alternately.



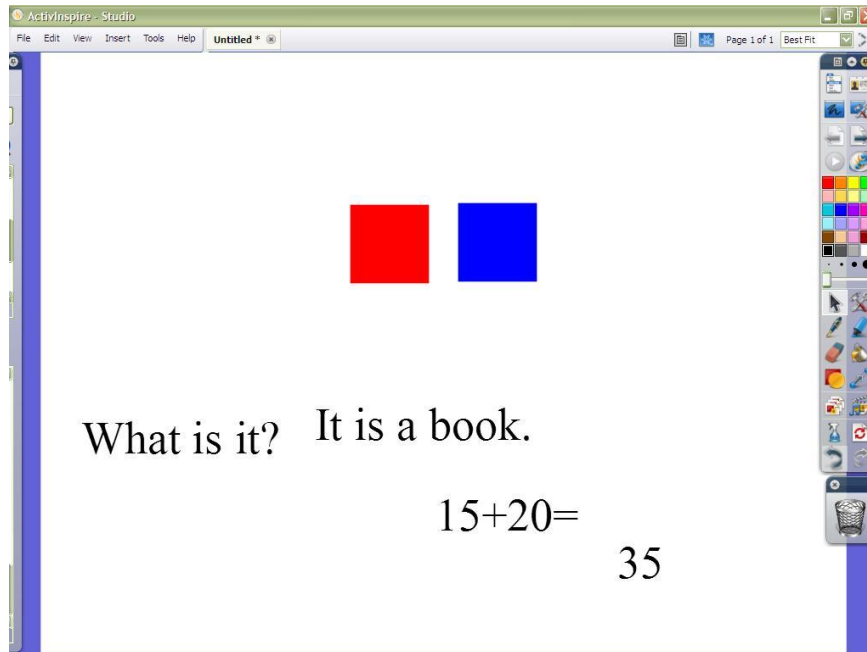
- Step 1 Click and drag square images from Resources.  
Shared Resources > Shared Shapes > Square



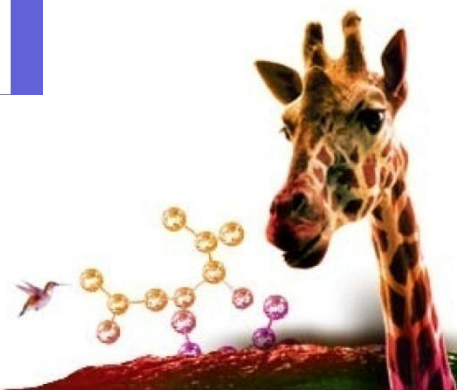
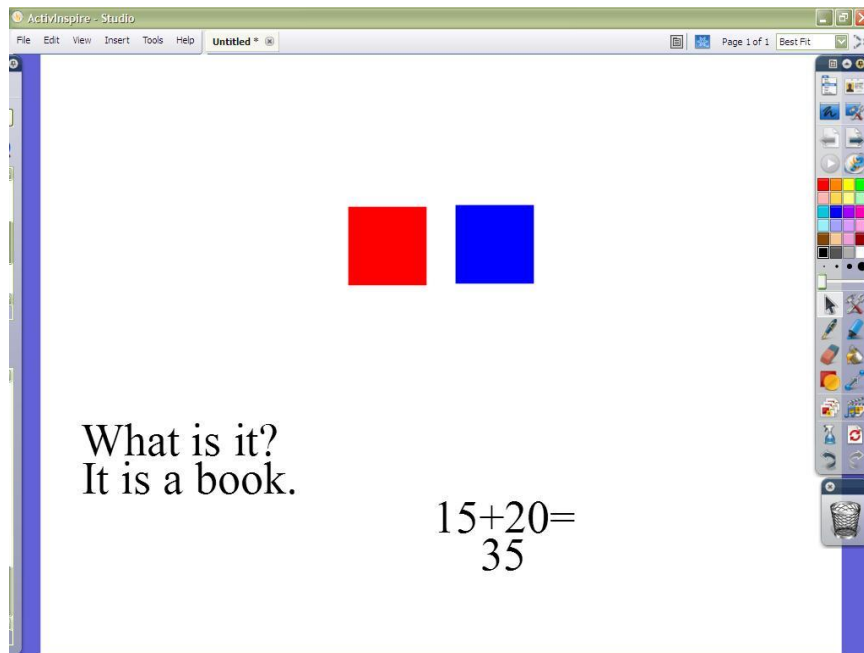
- Step 2 Select Fill Tool  Fill each square image with color.  
In this example, we fill red and blue to each one.




- Step 3      Type text of both questions and answers to the page.  
Make sure questions and answers are separate text.

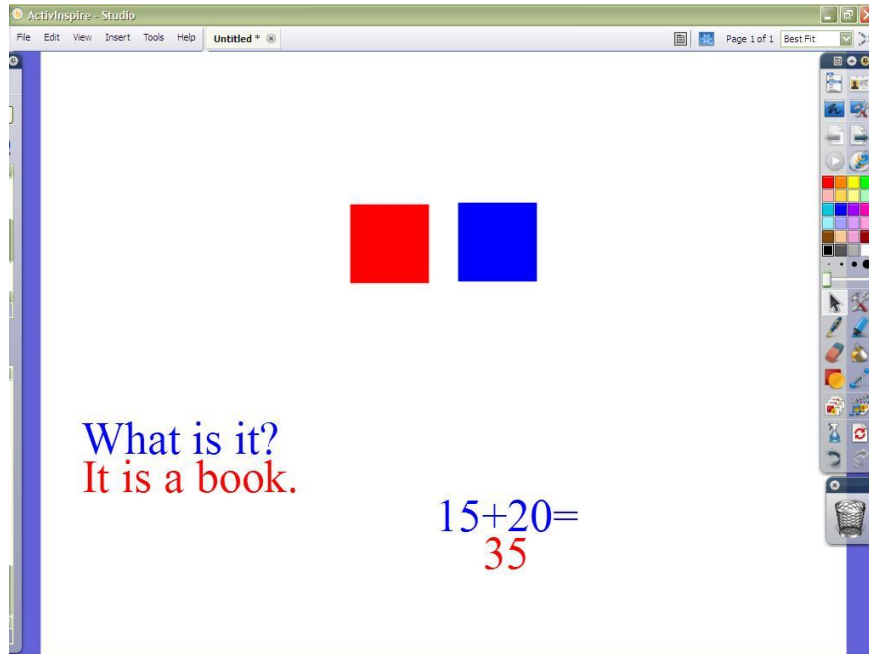




- Step 4      Click Select Tool  Click and drag to match questions and answers, position questions to be upper than answers.

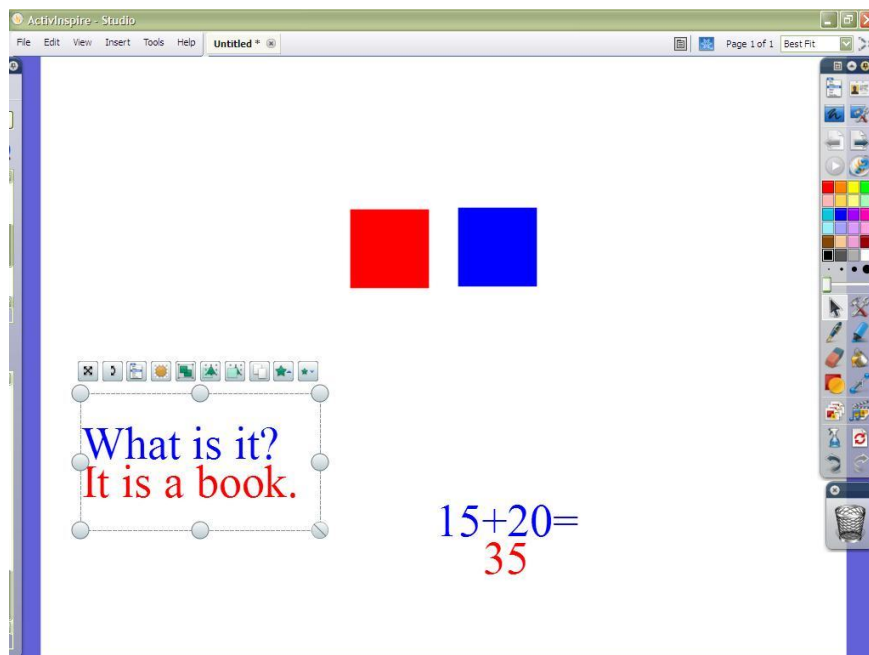


Step 5 Select Fill Tool  fill questions and answers with colors of the two squares alternately.

Example Fill each question with blue color and fill each answer with red color.

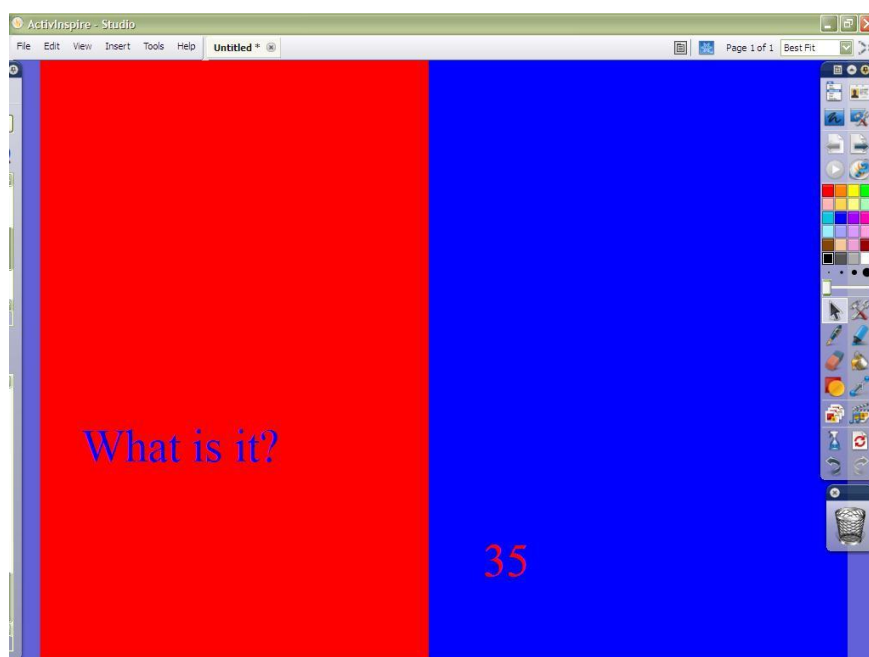


Step 6 Group each set of question and answer together, click and drag to cover both of them then click group button  to become highlight. 

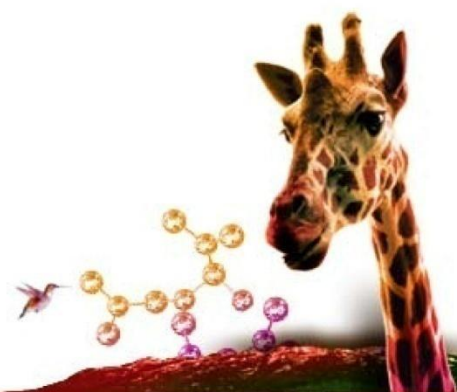
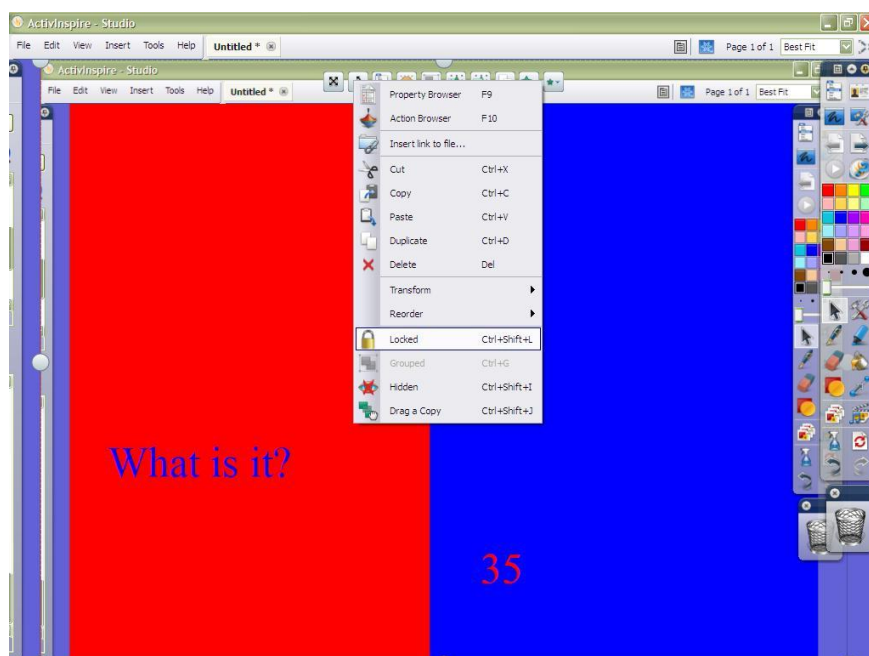
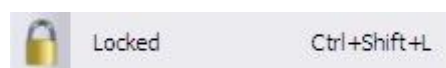




Step 7 Increase each square to half of the screen.

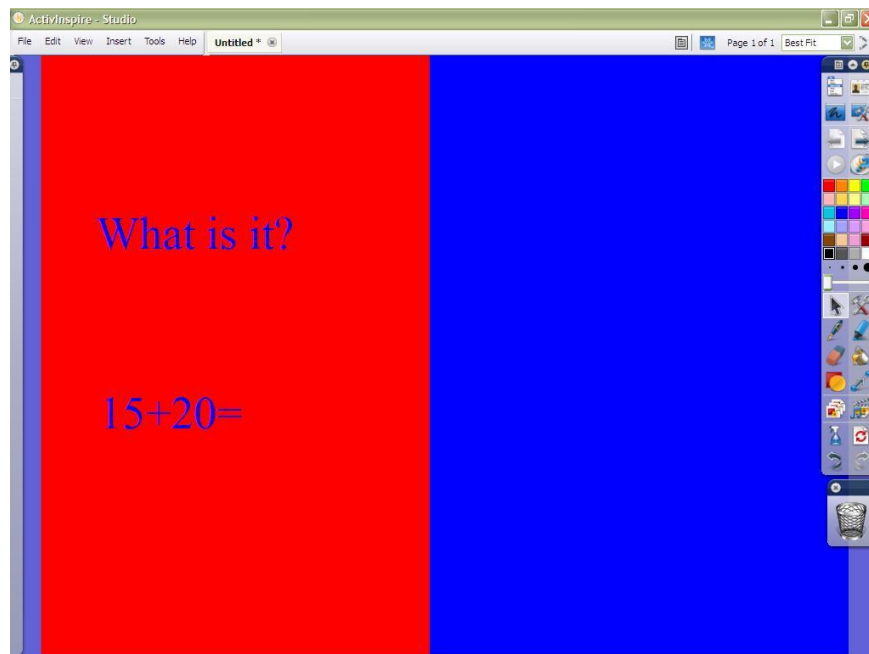


Step 8 Right-click on red rectangle and select Locked then right-click on blue rectangle and select Locked.





Step 9 Finally, set positions of question-answer sets as you like.



Hint

1. Make sure to group question and answer together.
2. You can apply this technique with images.

Application Use it to make question more interesting. This technique can be used in every subject field.



### 3. Magic Ink



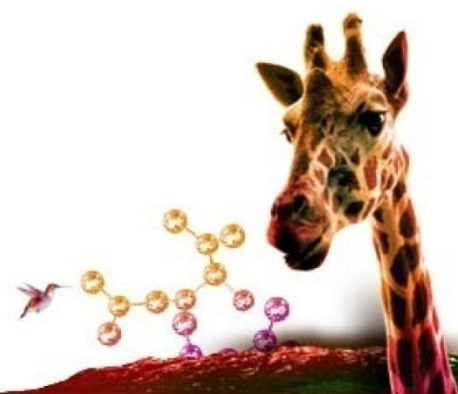
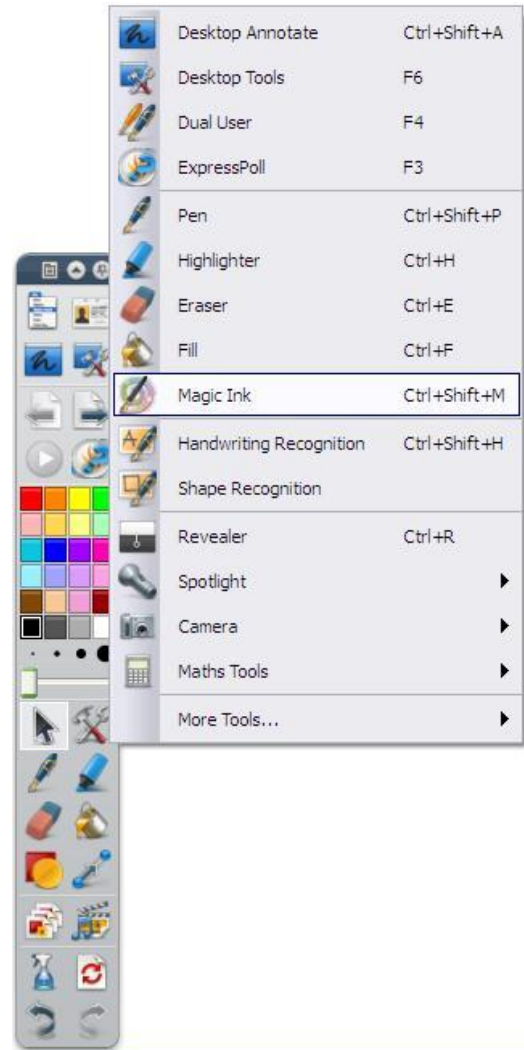
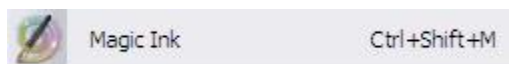
Magic Ink Tool is used to create a fantastic Flipchart.

Magic Ink works like Eraser Tool, click and drag to erase Pen line or Highlight line, and its width can be adjusted. Instead of permanent delete, Magic Ink will translucent line and reveal whatever behind the line.

To select Magic Ink:

Click Tool  in Main Toolbox


Select Magic Ink 



Magic Ink Example:

1. Type word 'Hidden' on the page.

# Hidden

2. Select Pen Tool  in Main Toolbox,  
Select blue color on color palette  
and select Pen Width of 86.



3. Draw blue line over the word.



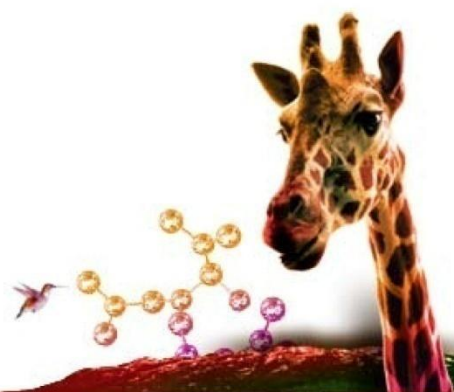
4. Select Magic Ink, click and drag on blue line.  
The word 'Hidden' will reveal.



# WELL DONE!

You've finished ActivInspire Foundation Skills!

In this manual we have introduced you some of the most important features of ActivInspire. We have shown you the software's principal toolboxes and we have demonstrated some of the tools you may find most useful in your lessons.



# WHERE TO GO FROM HERE

Explore our Help file for many more training ideas or click to learn the endless idea from Promethean's websites.

## Promethean Learning

For more training ideas, visit Promethean's training website:

[www.PrometheanLearning.com](http://www.PrometheanLearning.com)

## Promethean Planet

Promethean Planet is a free, online community designed with one goal – supporting teachers.

[www.PrometheanPlanet.com](http://www.PrometheanPlanet.com)

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