

## Migration from Px

### Why use it?

- PowerPoint is often intended for a passive audience, and best at presenting information in an uninterrupted, linear fashion.
- ActivInspire gives a good mix of tools for presentation and interaction.
- ActivInspire works well as a “hub” to link other media and software.

### Why replace Px?

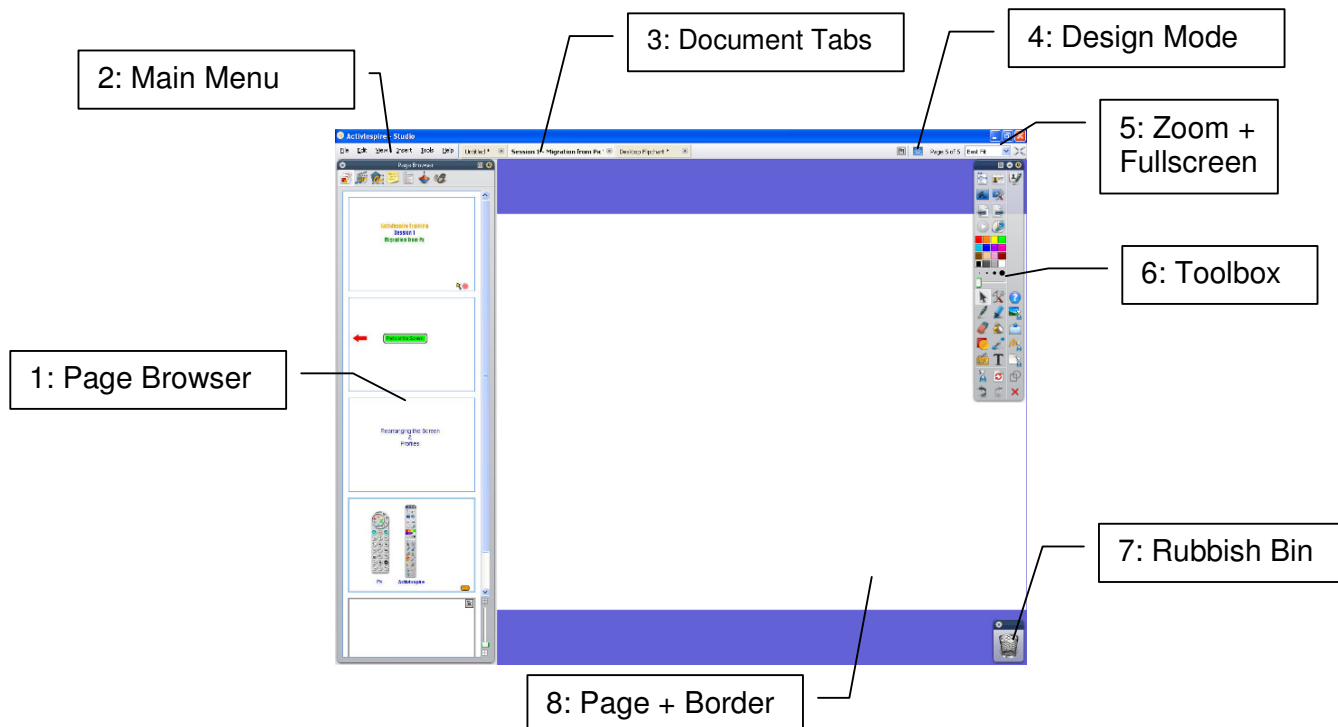
- ActivInspire does everything Px does. *(As far as I'm aware...)*
- ActivInspire does it better.
- ActivInspire does more.

### Can I use it at home?

You can download ActivInspire from the Promethean web site for free, but it will only be the Personal Edition which has many useful features disabled. You can create basic flipcharts, and can still load and use flipcharts with advanced features created elsewhere.

[www.prometheanplanet.com/activinspire](http://www.prometheanplanet.com/activinspire)

### Orientation – Parts of the Screen



Many of these different screen parts can be moved, resized, edited or switched off altogether. You can save these settings with **Profiles** (described briefly below, but covered in more detailed in the **Profiles & Customisation** session).

## 1: Page Browser

Gives an overview of all the pages in the current flipchart, and allows you to jump between pages. Use this browser to copy from one page to another within a flipchart, or copy entire pages to other flipcharts. (*See the training pages on the School Intranet for details.*)

**Slider** (bottom right of the window) changes thumbnail size.

**Close** the browser window by clicking the **x** in the top left corner.

**Open** the browser window by doing any of the following:

- Pressing Ctrl-B
- Selecting from the menu: View/Browsers
- Pressing any icon that displays a particular browser (like the Page

Browser icon



or Resource Browser icon



The **pin icon** toggles the browser's auto-hide function

- When pinned, the main view will shrink so you can see all of it.

**Drag** to reposition the browser by grabbing the title bar.

- It will "snap" to the sides of the screen.

**Resize** the browser, as with other windows, by dragging its edges.

*This window also gives access to other browsers (using the icons at the top). Most of these will be covered in later sessions.*

## 2: Main Menu

Can be switched off, but you can always access the Main Menu icon on the



Toolbox.



## 3: Document Tabs


Use these to switch between different flipcharts, just like the window tabs at the bottom of the screen (in Windows XP / Vista).

## 4: Design Mode

Most of the time, this should be **blue** . If it's orange , some special effects are disabled – useful when editing advanced flipcharts. Click to toggle it.

## 5: Zoom + Fullscreen

Leave the zoom drop down list on **Best Fit**. There are better ways of zooming in and out of a page, such as ActivInspire's built in Page Zoom, and third party magnification software.

Fullscreen  is a toggle – press once to go to fullscreen mode, press again to return to normal. It hides the title bar at the top of the screen and, on a Windows machine, the taskbar at the bottom.

## 6: Toolbox

This can be dragged around and pinned/unpinned like the Browser window, but it cannot be closed.

"**Roll Up**" the menu using the small arrow to the left of the pin – this leaves just the Main Menu, Previous Page and Next Page icons showing.



"**Roll In**" the menu from the **Toolbox Options**. This reveals/hides a third strip to the right of the main toolbox. This extra column contains user-defined buttons (see the **Profiles & Customisation** session) at the top and frequently used tools at the bottom. *The latter is often more useless than useful.*

**Dock Bottom**, also available from the **Toolbox Options**, creates a more familiar icon bar along the bottom of the screen. Useful if you or your pupils are having trouble reaching the toolbox icons at the side.

## 7: Rubbish Bin

Drag something over it and, when the red arrow appears, release to delete it.




Can be opened and closed with View/Flipchart bin.

## 8: Page + Border




















The white area is the main area to write and display objects. You *can* use the border area, but this will usually be hidden.

## Profiles

You can customise all sorts of things: screen colour, position and state of the toolbox and browser window, contents of the toolbox, custom icons for starting programs and files, etc. These can be saved in **Profiles** – learn more in the **Profiles & Customisation** session. You can use the built-in profiles to get you started:

- **At The Board** – use this when you're in a lesson. The Page Browser will be hidden, but an icon  appears on the toolbox to open it.
- **Authoring** – use this when you're preparing a lesson. The screen is more cluttered, but you'll often need the tools on display.
- **Language / Maths / Media** – try these out to see how the toolbox changes, making more "relevant" tools more easily available. All the tools can be used with any profile, but having them on the toolbox makes them easier to access.

## Toolbox

	<b>Pen</b>	Allows you to scribble on the board.		
	<b>Highlighter</b>	Thicker, translucent pen. <i>The quality is superior to Px, leaving highlighted text far more readable.</i>		
	<b>Fill</b>	Colour in an area enclosed by <b>Pen</b> or <b>Highlighter</b> annotations, or other <b>Filled</b> areas, including <b>Shapes</b> and <b>Text</b> . Click on an empty part of the page to change the <b>background colour</b> .		
	<b>Eraser</b>	Will delete <b>Pen</b> and <b>Highlighter</b> marks. ( <i>Though not <b>Fill</b>, unlike in Px. Also different from Px as it actually deletes writing, it doesn't 'cover up' with movable Tippetex!</i> )		
	<b>Colour Palette</b>	Change the <b>Pen</b> , <b>Highlighter</b> , <b>Fill</b> or <b>Shape outline</b> colour. Each tool remembers its own last selected colour, so select the tool before selecting the colour. <i>Right-click to bring up a larger palette and get access to more advanced colour tools.</i>		
	<b>Width Selector</b>	Set the size of the <b>Pen</b> , <b>Highlighter</b> , <b>Eraser</b> and <b>Shape outline thickness</b> . Use the presets to get a "good" size for each tool, or use the slider to give more precise control.		
	<b>Select</b>	Move things on the page. Look for the move icon (↔) as you hover over something on the page, then click and drag. <i>You need to be quite precise when moving things written with the Pen tool.</i>  Click on something to bring up the <i>marquee handles</i> , which allow resizing, rotating, etc. Covered in the <b>Building Blocks</b> session.		
	<b>Shape</b>	Select and draw a built-in shape. The colour palette sets the outline colour; another palette above the built-in shapes sets the fill-colour. A shape's colours can be changed with the <b>Fill</b> tool.		
	<b>Clear</b>		<b>Clear Annotations</b>	Clears Pen and Highlighter writing.
			<b>Clear Objects</b>	Clears Shapes, images and text.
			<b>Clear Page</b>	Clears everything!
	<b>Page Navigation</b>	Move between the pages of your flipchart. If you are on the last page, <b>Next Page</b> will create a new one.		
	<b>Annotate on Desktop</b>	Creates a transparent (and separate) flipchart for writing over web pages and other documents. Click the icon again to return to the standard flipchart.		
	<b>Text</b>	Enter text. You don't really need the icon, as you can enter text just by typing on the keyboard. <i>In practice, it's more appropriate to type when you are preparing a flipchart, and write with the <b>Pen</b> tool in a lesson.</i>		
	<b>Revealer &amp; Spotlights</b>	Conceal and reveal parts of the page at a time. <i>Similar to Px, although Spotlight has a few extra modes, including a curious "solid" spotlight.</i>		
	<b>Tools</b>	Gives access to all tools, including those not currently visible on the toolbox. Some of these are covered in the <b>Media &amp; Gadgets</b> session.		
	<b>Resource Browser</b>	Gives access to background graphics, sounds, Flash files, etc., and your own flipcharts. Covered in <b>Media &amp; Gadgets</b> .		
	<b>Media...</b>	Allows you to select and insert pictures, videos, etc., from your own files, but copy and pasting is often quicker.		