



Promethean Board Guidelines and Helpful Hints

DO...

- Personalize the toolbar to make it comfortable for you
- Turn off your projector when not in use
- Keep your ActivPen in a safe place
- Supervise students during board use
- Share activities with other people
- Use your computer to create the lessons
- Take the time to play and explore
- Save to H:Drive
- Register yourself as a member of Promethean Planet - it's free!

www.prometheanplanet.com

DON'T...

- Use any kind of markers on the board (colored, dry erase, etc)
- Uncheck "Show the dashboard window on startup"
- Calibrate board in the middle of a lesson
- Clean your ActivBoard
- Calibrate EVERY time you use ActivInspire
- Save files to My Flipcharts
- Eat or drink near ActivBoard
- Push the Orange button unless you want to "right click"

Calibrating the ActivBoard

This section describes how you can check if your ActivBoard needs calibrating.

When using an ActivBoard, you may need to re-calibrate if the whiteboard or projector have been moved for any reason. Calibration aligns the tip of the ActivPen to the cursor on the screen.

Does your ActivBoard need calibrating?

With both the ActivBoard and the computer switched on, hold the ActivPen lightly on the ActivBoard, without pushing in the ActivPen nib. The cursor, on the ActivBoard, should line up with the tip of the ActivPen. If it does not, you need to calibrate the ActivBoard.

Three ways to calibrate your ActivBoard

How you calibrate the ActivBoard depends on the type of ActivBoard.

Method 1

1. Hover the ActivPen over the Calibration light in the top-left corner of the ActivBoard for a few seconds.
2. Follow the on-screen instructions.

Method 2

1. Right-click on the **ActivManager**  icon in the bottom right-hand corner of the display.
2. Select Calibrate.
3. Follow the on-screen instructions.

Check that the tip of your ActivPen lines up with the cursor on the ActivBoard.

Using the ActivPen



This section gives some tips on using the ActivPen with your ActivBoard.

The ActivPen can do everything that a standard computer mouse does.

Moving the cursor

Hold the ActivPen's nib lightly on the board; don't push the pen nib in. Move the ActivPen around. The cursor will follow your pen.

Left-click

Tap the ActivPen's nib firmly but quickly into the ActivBoard.

Right-click

Hover the ActivPen nib over the ActivBoard, less than a centimetre away from the board. Press the button on the side of the ActivPen.

Click and drag

Click on the object you want to move, hold the ActivPen's nib down on the board and then move the ActivPen. The object you have clicked moves with the ActivPen.

Double-click

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

Presenting at the board

When you are presenting at the board, you need easy access to a range of presentation tools. You want to maximize the available space and minimize distractions.

Here are some ways to achieve this:

- Set the display to Fullscreen Mode (F5).
- Hide menus.
- Pin or dock the Main Toolbox.
- Add tools you intend to use, such as the Math Tools, Spotlight, Dual User, or Tickertape to the Main Toolbox before the lesson.
- Remove any tools that you know you don't need from the Main Toolbox.
- Enable interactive elements, such as actions or links.
- Hide action objects.
- Open the Page or Resource Browser.
- Show the Trashcan.

Writing on a flipchart

When you are working at the board and do not want to use your computer keyboard, you can write on your flipchart with the **Pen** .

Here we show you how to:

- [Write with the Pen](#)
- [Add highlights](#)
- [Change the Pen and Highlighter width](#)
- [Change the color](#)

All the tools we describe in this section are in the [Main Toolbox](#).

Write with the Pen

When you run ActivInspire, the **Pen** is enabled by default, so that you can start writing immediately. At other times, you may have to click or tap on it to select it.

With the **Pen** enabled:

1. Position the cursor where you want to begin.
2. Tap and drag to draw a line or shape, or write a word. Whatever you draw or write appears in the currently selected Pen color on the flipchart.

Lesson 1

Every time you write on a flipchart, you create an annotation.

The **Pen** remains enabled until you select another tool.

Add highlights

To make some or all of your text stand out:

1. Click on the **Highlighter**  The cursor changes to a little highlighter with a circle.
2. Move the cursor to where you want to begin.
3. Click or tap, and drag to highlight an area of the flipchart.



Just like a real highlighter, you can use the **Highlighter** on any area of your flipchart, not just on text.

Deleting stuff

Here we show you several easy ways to delete different things from the page:

- [Rub out with the Eraser](#)
- [Clear the page](#)
- [Reset the page](#)
- [Undo and Redo](#)
- [Use the Trashcan](#)

You can also select objects and delete them with the **Delete** key on your keyboard.

Most of the tools we describe in this section are in the [Main Toolbox](#), except the **Trashcan** 

Rub out with the Eraser

The **Eraser**  works on any annotations as long as they are on the top layer.

You can use the **Eraser** in two ways:

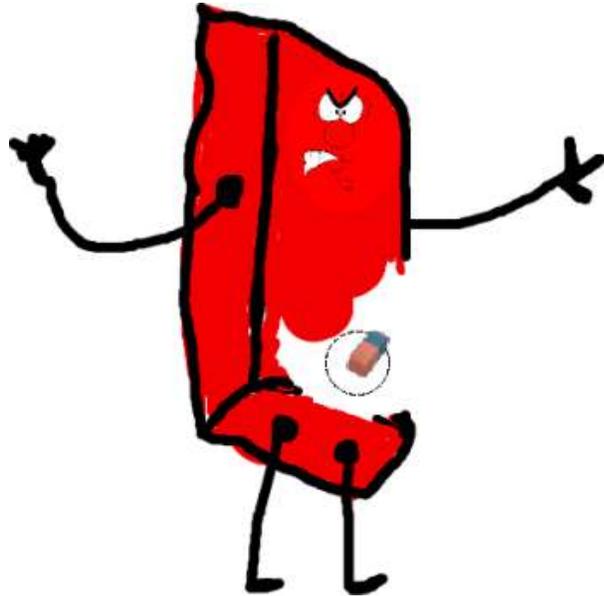
- To rub an annotation out completely.
- To break an annotation into separate objects. This has the advantage that you can then select and manipulate the remaining parts of the annotation as separate objects.

To rub something out with the **Eraser**:

1. Click on the **Eraser**. The cursor changes to a little eraser with a circle.
2. Position the cursor where you want to begin.
3. Click and drag to rub out all or part of the annotation.



You can change the width of the **Eraser** in the same way you change the width of the **Pen** or **Highlighter**.



Clear the page

To delete everything on the current page, click **Clear**  and select **Clear Page**.

You can use **Clear**  for a number of different purposes, for example, to delete all annotations, or delete all objects and leave everything else in place.

Clear is also available from the Edit Menu.

Reset the page

This is a quick way to undo all the changes you made to the current page since the last time the flipchart was saved.

Reset Page  is also available from the Edit Menu.

Undo and Redo

Undo and **Redo** are powerful tools that can quickly get you out of all kinds of trouble!

For example, if you've used any of the above tools too freely and you need to restore some or all of what you've deleted.

Use the Trashcan

If the **Trashcan** is visible you can delete objects in the following ways:

- Drag an object or objects to the Trashcan and drop them when a red arrow appears in the Trashcan.
- Select an object or objects, then click on the bin Trashcan to delete them.



You can always recover your objects with **Undo** .

Exploring tools

ActivInspire includes many tools to help you create engaging lessons to captivate your audience and to add interest while working at the board.

The Main Toolbox contains the most popular tools and more tools are available from the Tools Menu.

Here, we describe just a few of the fun tools for you to explore:



Annotate over Desktop

This is what the name implies, a tool that allows you to write annotations over your computer's desktop.

Within the ActivInspire window, a transparent flipchart, called a desktop flipchart, is placed over the screen. You can then use the tools in the Main

Toolbox to create annotations. You can even click on **Select** , open a document in another software application and annotate the document.



Camera

This tool allows you to take an instant snapshot of what's on the screen and place it in your flipchart, the clipboard, or into the My Resources or Shared Resources folder. A range of options allow you to tailor the size and shape of the snapshot to your needs.



Express Poll

This tool allows you to quickly ask your students a question and capture their answers using ActiVote or ActivExpression devices. A useful tool to confirm understanding, or to stimulate debate.



Sound Recorder

This tool allows you to capture sound to a file for inclusion in your flipchart. For example, you can create sound clips and link them to words, to help your students pronunciation, or capture sound while making a screen recording with the **Screen Recorder** .



Screen Recorder

This tool allows you to capture whatever happens on screen to a video file (.AVI), which you can keep in your flipchart, or save to a resources folder and replay as often as required.



Revealer

This tool covers the flipchart page so that you can reveal parts of the page when you want.



Spotlight

This tool allows you to selectively hide or show areas of the flipchart page.

You can move the spotlight around and:

- Hide the screen, but for a circular or square spotlight.
- Show the screen, but for a solid circular or rectangular area.



Tools remember their settings. When you switch tools, each one remembers your last choice. For example, the Pen and Highlighter remember their color and width settings.

Resource Browser

This browser helps you to quickly view, navigate and use the resources provided with ActivInspire to enrich your flipcharts. The Resource Library contains a huge range of games and activities, annotations, assessments, backgrounds, concept maps, images, shapes, sounds and other items too numerous to list.

You can easily extend the library with your own and other people's resources and add resource packs from the Promethean Planet website on www.prometheanplanet.com, or from our partners.

Use the Resource Browser to:

- Quickly navigate to and view all the resources in a particular folder, for example My Resources, Shared Resources or other locations on disk or on the network.
- Display thumbnails and filenames of selected resources in the browser.
- Drag and drop resources such as page templates, activity pages and question pages from the browser into your flipchart.
- Drag and drop your own creations from a flipchart page into a folder in the Resource Library.
- Change the transparency of a resource in your flipchart.
- Use the Rubberstamp to quickly create multiple copies of a resource in your flipchart.

Example

By default, the Resource Browser opens the Shared Resources folder. All resources provided with ActivInspire are organized by category and stored in clearly named folders.

The picture on the right shows some of the resources in the Shared Resources folder.

Click on the icons at the top to browse the following for resources:

- My Resources
- Shared Resources
- Another resource folder
- Another folder on your computer
- Promethean Planet

The pane at the top of the Browser shows the folders. Its Popup Menu allows you to import and export Resource Packs.

The area between the two panes shows the number of items in the currently selected folder.

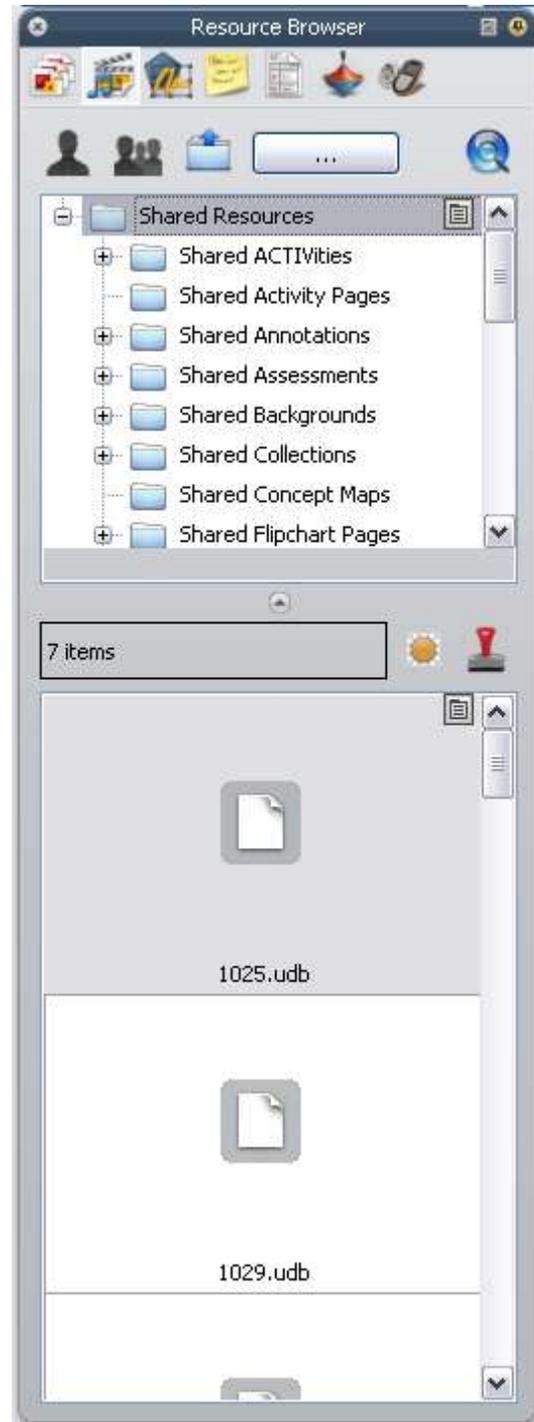
It also contains two useful tools for copying and changing resources:



Toggle Transparency lets you make the background color of an image resource transparent at the time you drag it onto the page.



Rubberstamp lets you quickly insert multiple copies of a resource into your flipchart.



For other questions and information – USE THE ACTIVINSPIRE HELP BUTTON- Click

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