

Taking it to the 4th Power Promethean Module 4 (ActivInspire)

Section 1: Tools



Part of what makes Promethean a powerful teaching resource is the vast array of tools (known in the previous software version as “power tools”). Roll dice, measure lines and angles, take snapshots, send messages, and much more. To access most of the tools, click the **Tool** button on the **Main Tool Bar**. Some of the tools are also available on the

Desktop Tools menu, and frequently used tools can be moved to the **Main Toolbar**. (See Mod 2 Section 9: Profiles)

Color Picker






The Color Picker adds customized color shades to the color menu on the main toolbar. To reproduce a shade of red from a sunset (the picture must be located on the flipchart), right click a color on the color palette. When the menu appears, click on the **Eyedropper Tool**, and then click the area of the picture that has the desired shade. That color will move to the color palette and be accessible for fills, lines, text, etc...

Hand-writing Recognition




The **Handwriting Recognition** Tool is in the **Tools Menu**.

This tool is used to convert annotations into text. ActivInspire can do this in real time while writing at the board. As well as recognizing handwriting and shapes within ActivInspire, the Handwriting Recognition Tool can also recognize handwriting in other applications, for example Microsoft Word®.

Select **Handwriting Recognition**  Write a word on the page. Wait for it to be converted to text. If the word has not been converted correctly, click on the **Alternatives**  hello 

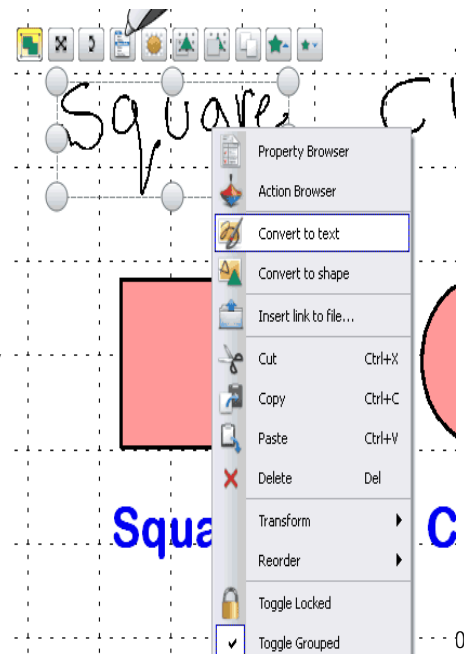
When the annotation becomes a text object, it moves to the middle layer, and the Eraser Tool can no longer be used.

Select the (converted) annotation, and then click on the **Text**  Tool to display the Format Toolbar. Highlight the text and format it.

Convert to text

Annotations made with the pen can also be converted to text at any time.

From the Object Edit Menu , select **Convert to text**.





Shape Recognition Tool



Freehand drawing annotations can be converted into shape objects while drawing at the board with the ActivPen.

The **Shape Recognition** Tool is in the **Tools** Menu. As the annotation becomes a shape object, it moves to the middle layer. When the new shape is selected, it can be transformed by using:

- The Marquee and Sizing Handles
- The Main Toolbox
- The Property Browser

While the object is in the middle layer, the **Eraser Tool**  can no longer be used. **Magic Ink**  can only be used if you move the shape back to the top layer.

Convert to shape

A freehand annotation can be converted to a shape object at any time.

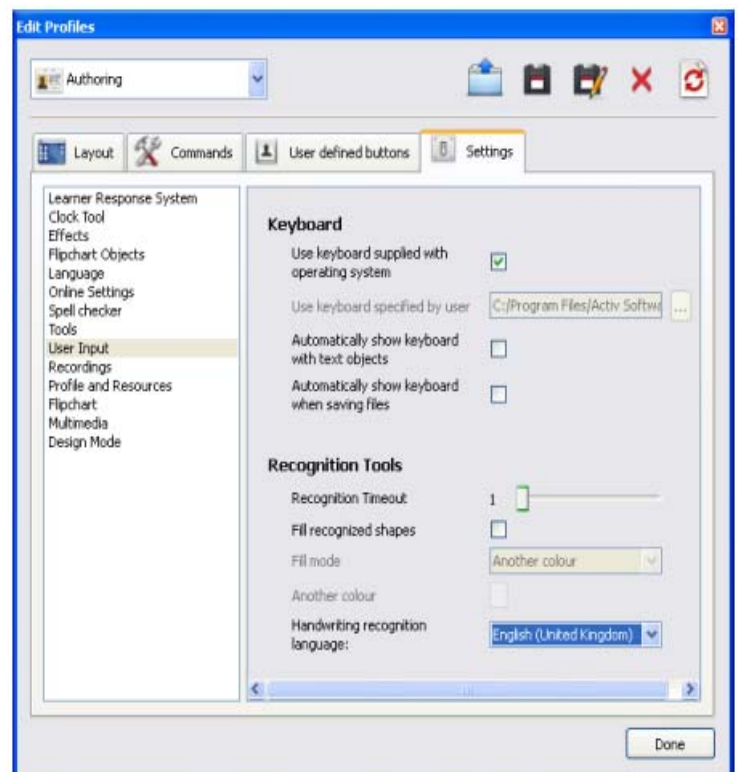
Right-click on the annotation and select **Convert to shape**.

Options and Settings

File > Settings>User Input

Recognition Tools options and settings are in the 'Settings' Tab of the 'Edit Profiles' Dialog Box:

- Recognition Timeout – The slider adjusts the timeout between 1 and 5 seconds.
- Fill recognized shapes – Check the box to fill enclosed shapes produced by conversion. Fill color options become available – fill the shape with the outline color, or check another color box and select accordingly.
- Handwriting recognition language – Choose the language to recognize (good for foreign language classes)

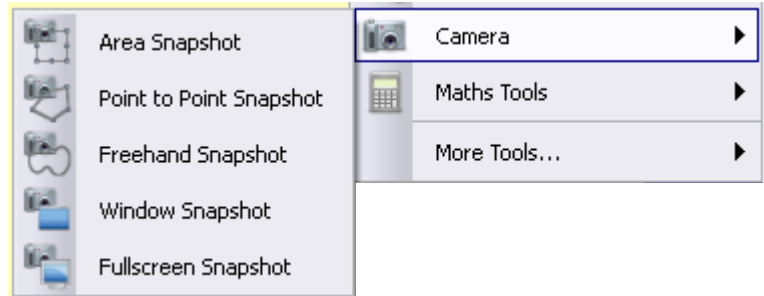


Camera



Use the Camera tool to capture an image from the Desktop, Internet, Flipchart, or paused video frames or animations. Options include taking a photograph of the complete display screen or defining a specific area on the screen to capture only part of it. The photograph will capture all types of objects displayed on screen including backgrounds, annotations, grids, lines, shapes, text and other images.

1. From the **Tools Menu**, select **Camera**. Choose the type of snapshot from the drop-down menu:



- **Area Snapshot** – A highlighted box is displayed. Click inside the box and drag to move it – change the measurements with the handles. For fine adjustment, use the Position controls in the Camera Snapshot box.
- **Point to Point Snapshot** – Click and drag, drawing straight lines to enclose a highlighted outline area on the grayed-out screen. The snapshot area cannot be moved or modified – if the area is wrong, just close the Camera Snapshot box and try again.
- **Freehand Snapshot** – Click and drag, drawing freehand to enclose a highlighted outline area on the grayed-out screen. The snapshot area cannot be moved or modified – if the area is wrong, just close the Camera Snapshot box and try again.
- **Window Snapshot** – Capture dialog boxes or the ActivInspire window
- **Fullscreen Snapshot** – Capture the full screen.

2. Choose the destination for the snapshot from the Camera Snapshot box:

- **Current Page** – Capture the image to the current flipchart page.
- **New Page** – Capture the image to a new page at the end of the flipchart.
- **Clipboard** – Capture the image to the clipboard.
- **My Resources** – Capture the image to the My Resources folder.
- **Shared Resources** – Capture the image to the Shared Resources folder.



Note: When capturing images within a flipchart, use the **Tools** menu on the **Main Toolbar**. When capturing images from another application or from the desktop, the **Desktop Tools** menu can be used.



Ruler



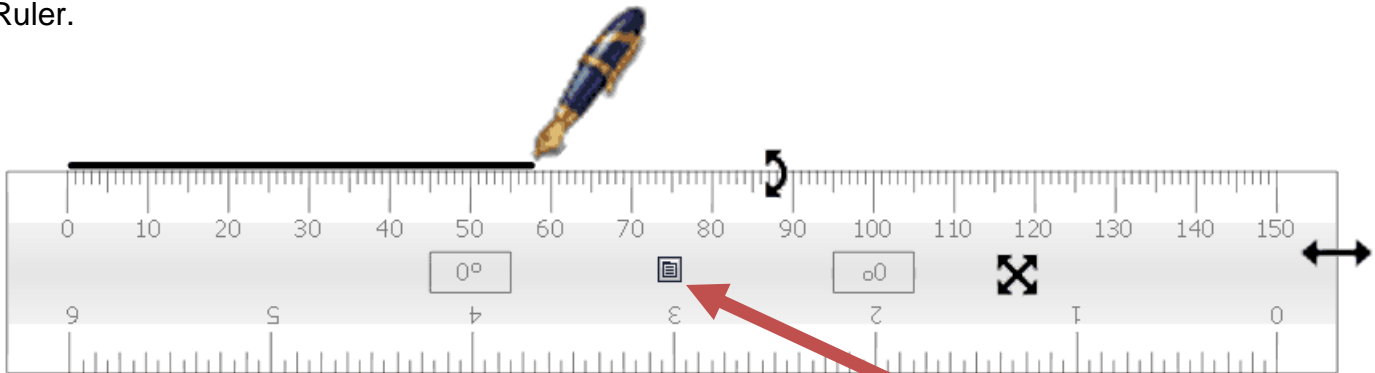
Use the ActivInspire ruler as a 'virtual' chalkboard ruler to give a traditional character to any lesson.

From the **Tools Menu**, select **Math Tools > Ruler**.

Hover with the cursor:

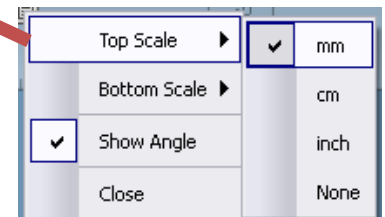
- **Center** – move it anywhere on the flipchart.
- **Right or left** – make longer or shorter
- **Top or bottom** – rotate ruler. The angle is shown in the box

With the Pen Tool selected, hover with the cursor near the edge of the ruler. A small circle appears on the edge of the ruler. This shows the Pen is ready to draw a straight line along the edge of the Ruler.



Options

- Right click on the **Settings** icon to display a drop-down menu to change the scale for the top and bottom of the ruler or to show or hide the angle.
- Select **Close** to dismiss the Ruler.

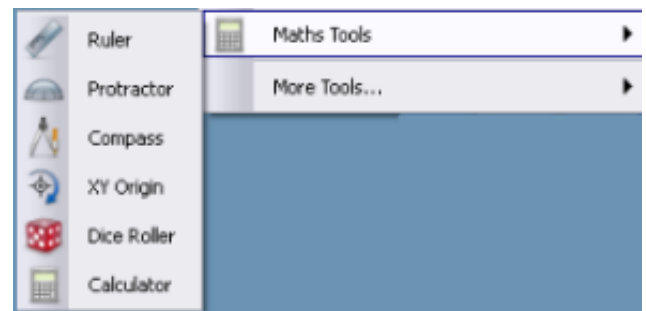


Protractor



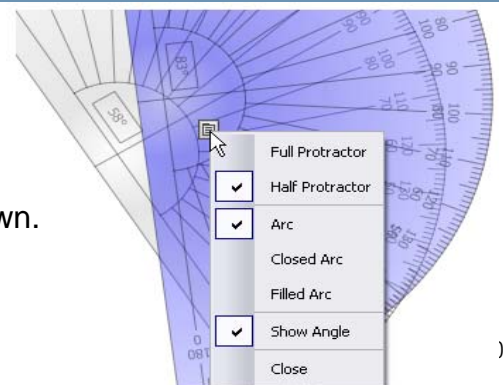
Use the Protractor to measure angles and draw arcs.

From the **Tools Menu**, select **Math Tools > Protractor**. You can do this multiple times to bring out more than one protractor.



From the **Properties Menu**, chose either Half Protractor or Full Protractor

The **Properties Menu** gives options for the protractor and arc drawn.



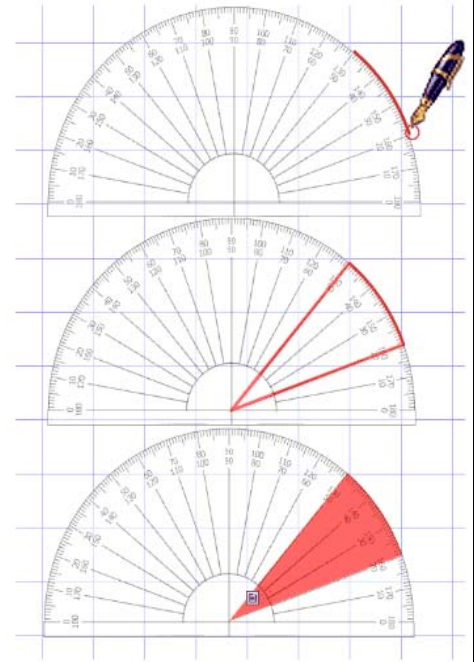
When ready to draw, hover with the pen near the edge of the protractor.

The cursor jumps or snaps to the protractor.


Click and drag along the edge of the protractor, and a perfect arc will be drawn. The three different arc styles are shown on the right.

The default colors are grey / black. To change the color of rulers and protractors, select **File > Settings > Tools**.

The color changes are shown in the next ruler or protractor selected.



Compass Tool

The compass draws a simple arc with outline and fill characteristics of the **Pen** . To set up the compass, click on its various parts:

- Click on the left arm to move the compass around the page.
- Place the spike at the desired center of rotation.
- Click on the right arm to rotate the compass without drawing.
- Click on the pencil holder to widen the span of the compass.
- Click on the hinge to hide the compass.



- 1) When ready to draw, hover with the pen near the tip of the pencil.
- 2) The cursor jumps or snaps to the pencil tip.
- 3) Click and drag to draw the arc.



Advanced Options

Click on the Compass and select one or more of the following:

- **Reflected** - places the pencil on the left and the spike on the right.
- **Show Angle** - displays the angle of the arms in degrees.
- **Show Radius** - displays the radius.
- **Mark Center** - inserts a + in the center of the circle.
- **Increase Length** - Lengthens the arms.
- **Decrease Length** - Shortens the arms.
- **Reset Length** - resets the length of the arms to the default.
- **Close** – Close down

XY Origin



The XY Origin changes the center in which items rotate. Instead of Rotating on its own center, the item will rotate on the new center which the user sets.

From the **Tools menu > Math Tools > XY Origin**

Set the icon where you want the new center to be. All items will rotate around the XY Origin icon.

Dice

Roll some dice

1. Click on the Dice Roller 



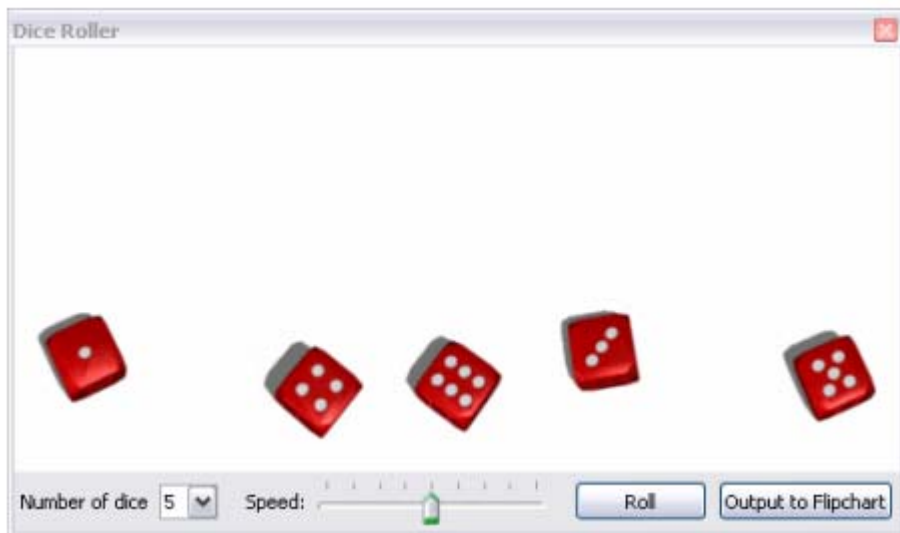
2. In the 'Dice Roller' Box, click on the Roll button.

Change the number of dice

1. In the 'Dice Roller' Box, click on the drop-down arrow.
2. Select the number of dice desired.

Change the speed of the dice

In the 'Dice Roller' Box, use the Speed slider to increase or decrease the speed of the dice.



Put the dice total on the page

In the 'Dice Roller' Box, click on the Output to Flipchart button.

Calculator



To use the calculator supplied with ActivInspire: from the **Tools Menu** select **Math Tools > Calculator**.

Buttons operate as on a standard calculator. The top bar shows the complete number sentence; the large number underneath shows only the number currently being typed or the result of the number sentence.

To move the location of the calculator on the screen, click and drag on the very outer edge of the calculator.

To show the work on the flipchart (or any Microsoft application), click and drag the equation from the calculator to any spot on the flipchart.


To access the simplified children's calculator, right-click on the outer edge of the calculator and select the blue and yellow figure. The equations may be displayed on the flipchart using the same procedures as on the regular calculator.

To close the calculator, click the "x" on the calculator

$$9 \times 6 = 54$$



Clock Tool

 Use the clock to show the time on the board. You can also do a countdown and have automated FlipChart actions.

From the Tools Menu, select **More Tools > Clock**. The clock is displayed in a box.

- Click the icons in the box to toggle between clock displays – analog, digital and both.
- Click + or - symbol to show or hide the Clock toolbar.
- Click and drag the sides or the corners of the box to change the size of the box and the clock.
- Click the button with the pause symbol to pause the clock.
- Click the down arrow to count down from a time.
- Click the up arrow to count up from a time.
- Click **X** to close the clock.



Clicking either arrow opens the 'Clock Counter' Dialog Box.

Set the time in the format 00:00:00 (hr:min:s).

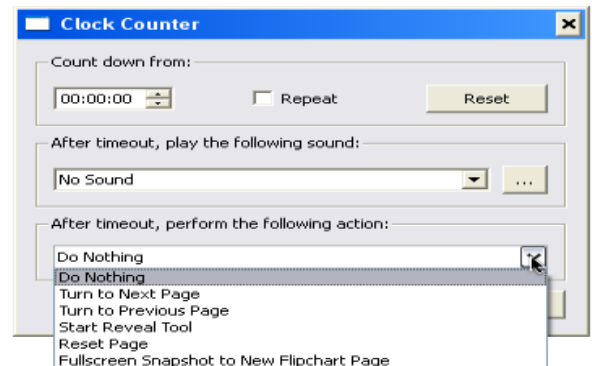
Check the **Repeat** box to repeat the counting action until the clock is closed.

Drop-down menus permit:

- Choosing a sound to play after the timeout.
- Choosing a page turn or page reset action after the timeout.

By choosing Turn to Next Page when the **Repeat** box is checked, blank pages will be added to the flipchart until the clock is closed.

Click **Reset** to return to the default settings for the Clock Counter.



Tickertape Tool

From the Tools Menu, select **More Tools > Tickertape**. Three items are displayed in the 'Tickertape' Dialog Box:

- The default scrolling tickertape message.
- Continuous preview responds instantly to changes.

The tickertape controller:

- Adjusts the speed with the slider.
- Pauses or resumes playback.



To enter the tickertape message:

Type a tickertape message into the textbox. Lengthy messages combined with large font sizes, require large amounts of memory. In extreme cases, the tickertape message will not display.

- **Shadow** - Enter a number into the Drop textbox to add or change the size of the shadow. A zero indicates no shadow is required. Any changes to the shadow are displayed immediately on the scrolling message, allowing the user to review of the tickertape. Click on the Color box to view the Color Palette and select a different color for the shadow.
- **Background**- Select the Screen radio button to select the current screen as the background for the tickertape. Select the Color radio button scroll the tickertape across a plain color background strip. Click on the Color box to view the Color Palette and select a different color for the tickertape background.
- **Font** - Alters the font, size, style and script attributes for the current tickertape.
- **Test** - Click on this button to test the tickertape.
- **Loop** - Select the checkbox to ensure the tickertape will scroll continuously until interrupted by a right-click on the message itself
- **Position** - Click on the drop-down arrow and select Top, Middle or Bottom from the list to specify the scroll position of the tickertape.
- **Make Default** - Click on this button to remember the current tickertape settings for the next time a tickertape is defined.

Section 2: Reusing Objects

Much time can be saved by re-using objects; this can be achieved by cutting, copying, drag a copy, or duplicating them.

Copy and duplicate objects

Copying and duplicating an object sounds similar, but these are not quite the same.

Copy, Cut, and paste an object

When copying an object, ActivInspire stores it in the Paste buffer until a decision is made where to paste it.


- There are three different ways to copy or cut an object after the object is selected:
 - 1) From the Edit Menu, select **Copy or Cut**.
 - 2) Click on the Object Edit Menu and select **Copy or Cut**.
 - 3) Press Ctrl + c on your keyboard to copy, or Ctrl + x to cut
- There are three different ways to paste an object. Navigate to the desired location for the object. This can be on the same page, another page, or even another open flipchart:
 - 1) Click the desired location and from the Edit Menu select **Paste**.
 - 2) Right-click w the desired location and from the Popup Menu select **Paste**.
 - 3) Press Ctrl + v on your keyboard

Duplicate an object

When duplicating an object, ActivInspire places the duplicate so that it partly overlaps the original object. The duplicated object is automatically selected, so when clicking and dragging, the duplicate is moved, not the original object.

There are two ways to duplicate an object.

With the object selected:

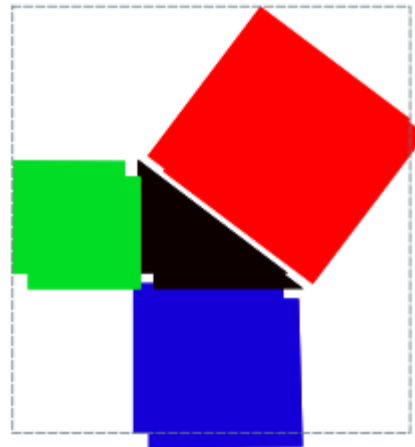
- 1) Click on the **Duplicate**  Marquee Handle.
- 2) From the Edit Menu, select **Duplicate**.

In the example on the right, note that the second object overlaps the first one.

Alternatively:

Duplicate the whole page, and then delete any unwanted objects from the copy:

Right-click anywhere on the page and from the pop-up Menu, select **Duplicate**. ActivInspire inserts a duplicate of the current page after the current page.



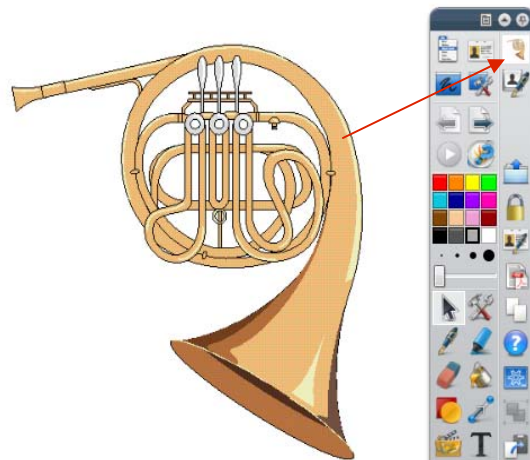
Add objects to the Toolbox Shortcut Bar

If using certain objects many times in lessons, consider adding them to the toolbox.

Simply select the object or group of objects, then drag and drop the selection onto the Toolbox Shortcut Bar. The object now appears in the toolbox and can be selected like any other tool.

Every time the icon is clicked, the object is added to the center of the current flipchart page.

To remove the icon from the menu go **Edit > Profiles > User Setting Buttons**. Click the icon from the menu on the left, and then click the **Remove** Button.



Copy and Paste using the Page Browser

Items can also be copied to other pages. From the page which contains the object to be copied, open the Page Browser and scroll the menu so that it shows the destination page. Click and drag the object on the flipchart to the page in the Page Browser.

Copying from Other Applications

Items can be copied from other applications, such as Internet Explorer or Microsoft Word, in two different ways.

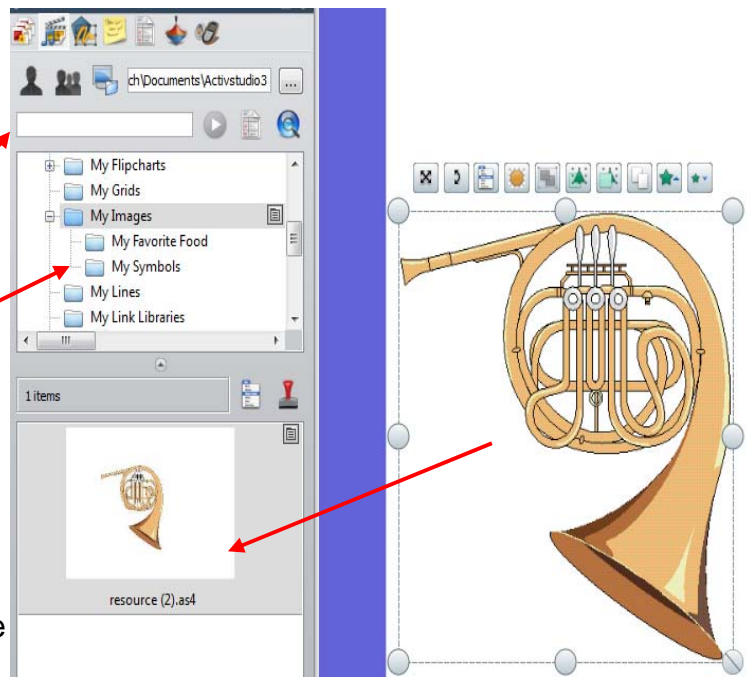
- Select the text or object on the application, right-click the mouse and select **Copy**. Open the flipchart and select any of the **Paste** options used above.
- Open the flipchart and the application side-by-side in half windows. Select the object or text in the application. Click and drag the selection over to the flipchart.

Section 3: Saving To My Resource Library

Frequently used pages or objects can be stored in **My Resources** for easy access.

To save objects or annotations to My Resources:

- Open the flipchart to the page that contains the object or annotation
- Open the **Resources Browser**
- Click the single person figure to open **My Resources**.
- In the menu below, click on the folder that contains the type of resource to be saved (**My Images, My Shapes**, etc). If desired a new folder can be created and named for the object. The folder will exist under whatever file is selected in the current list.
- Click and drag the object/annotation to the large white space at the bottom of the browser.



To save pages, backgrounds, or grids:

- Open the flipchart to the selected page
- Open the **Resource Browser**
- Click the single person figure to open **My Resources**.
- In the menu below, click on the folder that contains the type of resource to be saved (**My Images, My Shapes**, etc). If desired a new folder can be created and named for the object. The folder will exist under whatever file is selected in the current list.
- Right-click on any open part of the page and click **Add To Resource Library**
- Select **Add Page, Add Background**, or **Add Grid**

Section 4: Action Browser

The Action Browser is a powerful tool that can be used to add actions to your FlipCharts. The Action Browser can also be used to add easy access to tools needed on a particular page, embed websites for quick reference, or even open other documents with a simple click.

There are two tabs, Current Selection and Drag and Drop.

Under Current Selection tab, simply highlight the object that the action is to be applied to. Then choose the action and click the apply action button at the bottom of the Browser.

To remove an action, highlight the item the action is associated with, then click the Remove Existing button on the bottom of the Browser.

On the Drag and Drop Tab, simply drag and drop the desired icon onto the flipchart page for quick tools

