# Using ActivInspire

To open a flipchart, click on 'File', 'Open'.

Your open flipcharts are listed at the top of the page. It is possible to have more than one flipchart file open at a time. This allows you to prepare for the whole day.

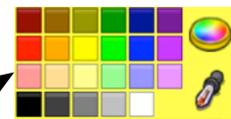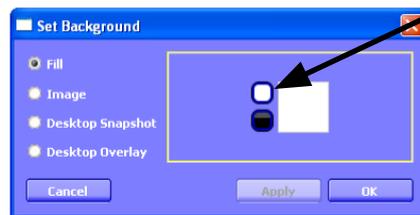Click a flipchart to make it visible. To close a file, click on the 'X'.

It is good practice to save flipcharts when you are finished with them. This allows you to review the annotations that were made in the lesson, which can be especially useful if reteaching the lesson at a later date. To do this, click 'Save'.

## Changing background colours

To change the background colour of a flipchart page, <u>right click</u> on a flipchart page (in empty space, such as in the middle of the page), and select 'Set Background'.
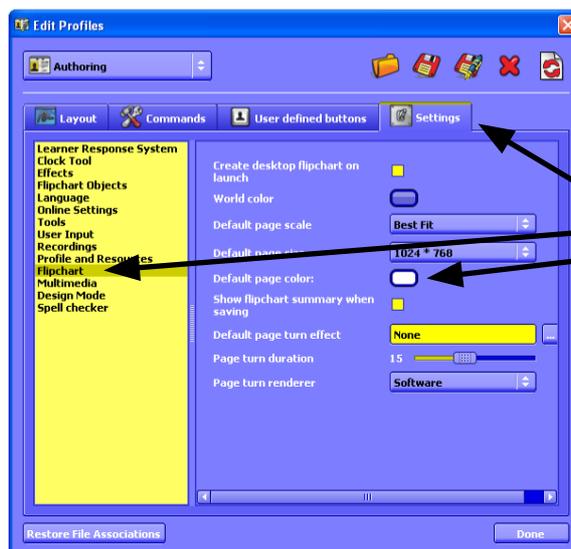
From the window that pops up, select fill then click on the first colour box.

A colour picker will appear. Select the colour you wish to use. Repeat with the second colour box. Select the same colour to achieve a solid background, or select a different colour to achieve a gradient.

To change the default colour for all new flipchart pages, click on the 'Edit' menu and select 'Profiles'.

From the window that appears, select 'Settings' then 'Flipchart'. Click the colour picker to select your colour as before.

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This is the toolbar. It gives access to the main functions you use in the classroom.

Click here to annotate the 'desktop'. This allows you to write over anything on the computer, include word documents and websites.

Click on the arrow tool to drag objects around the screen.

Click on the pen tool to write on the board. This reveals an extra toolbar, from where you can select your style of pen, highlighter or rubber.

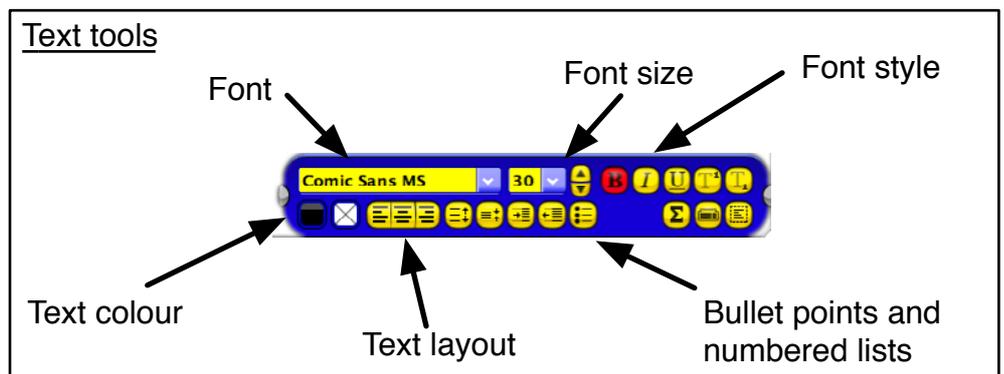Click the shapes tool to draw a range of preset shapes on the screen.

Click here to clear your page. Five options appear. 'Clear annotations' is the most useful for removing written work and returning the page to its original state.

Click the left and right arrows to move between flipchart pages. Pressing the right arrow will add additional pages when you reach the end of what has been prepared.

Click on the tools icon to access features like timers, rulers and protractors.

Click on the bucket tool to 'fill' a shape with colour. You can select a colour from the colour picker that appears when you select this tool.

Click on the text tool to add typed text to the screen. This is generally used when preparing for a lesson, rather than when teaching.

Clear Annotations
Clear Objects
Clear Grid
Clear Background
Clear Page

**Text tools**

Font

Font size

Font style

Comic Sans MS    30

Text colour

Text layout

Bullet points and numbered lists

**Pen tools**

Click here to access 'pen modifiers'. These allow you to draw neat shapes automatically with the pen.

Highlighters

Pens

Rubbers

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