

ActivInspire Migration

Overview

In this training you will learn to transition from ActivStudio to ActivInspire. ActivInspire is the new software for the Promethean Interactive Whiteboard.

Objectives

- ✓ Learn the new tools of ActivInspire
- ✓ Make the transition from ActivStudio to ActivInspire
- ✓ Discover new sounds, flipcharts, and graphics
- ✓ Hands-on experience in the uses and benefits of ActivInspire
- ✓ Work collaboratively in a group setting



ActivInspire Migration

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ActivInspire Migration

Objectives

- Learn the new tools of ActivInspire
- Make the transition from ActivStudio to ActivInspire
- Discover new sounds, flipcharts, graphics, etc...
- Hands-on experience in the uses and benefits of ActivInspire
- Work collaboratively in a group setting

What is ActivInspire?

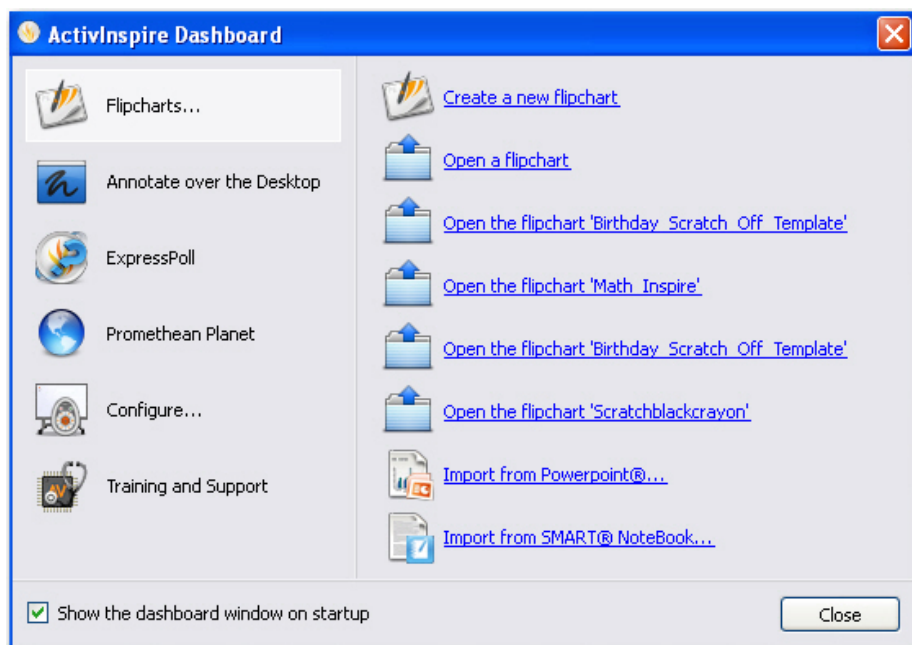
ActivInspire is the new software produced by Promethean for the Promethean Interactive Whiteboards.

What is new in ActivInspire?

- The flipchart is already set to Best Fit so that the page fits on the screen nicely.
- Profiles are preset to the task at hand: authoring, at the board, languages, math or media.
- Open flipcharts show as tabs across the top. You can easily move between the flipcharts.
- The Browser window now includes: resources (library), page browser, objects, notes, properties, and action browsers. No more pop up boxes!
- Tools are added to your toolbox as you use them.
- Text boxes are more like regular word processing, with the tools across the top of the page.
- Handwriting and shape recognition works when not attached to the board.

Starting ActivInspire

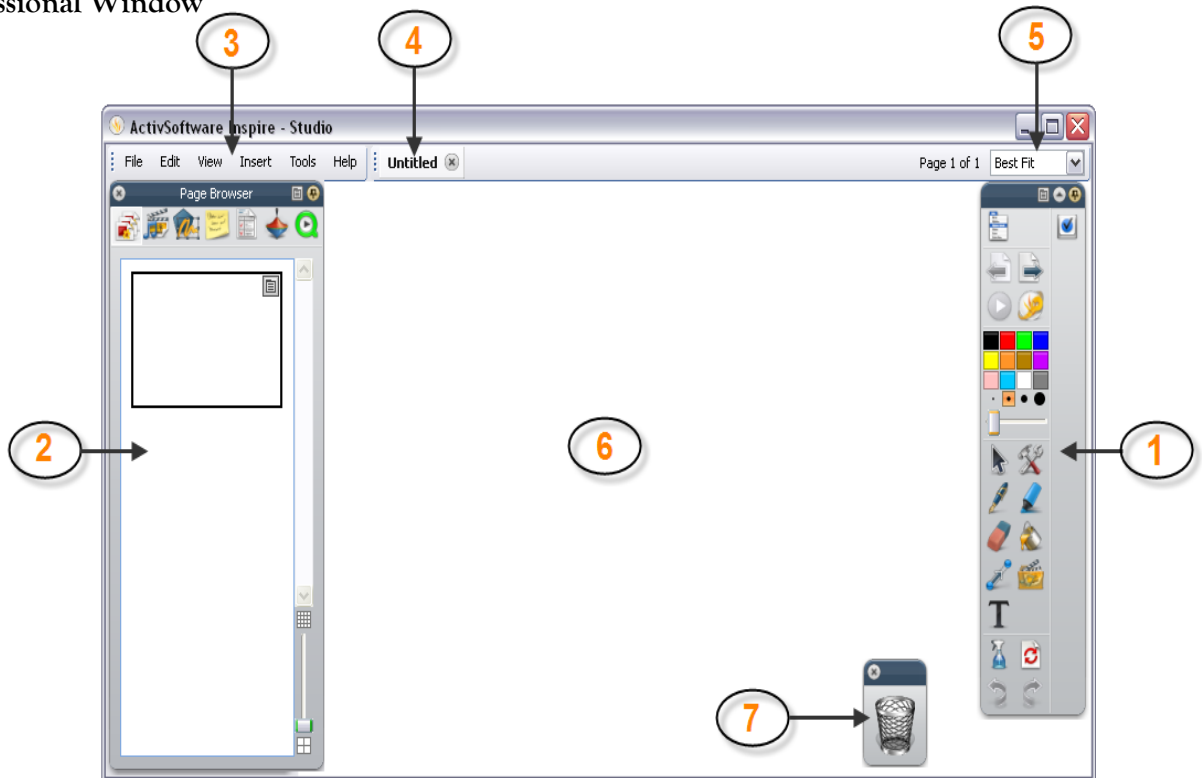
When starting ActivInspire, the first thing you notice is the Dashboard. The Dashboard contains shortcuts to flipcharts and useful tools to save you time. From here, you can choose to create a new flipchart or open an existing flipchart. (Choosing to close the dashboard will also start a new flipchart page). The Dashboard will remain open until you close it.



ActivInspire Window and Toolbox

ActivInspire Professional Window

1. Main Toolbox
2. Browser
3. Menu bar
4. Flipchart name
5. Sizing details
6. Flipchart page
7. Trashcan



Toolboxes

The toolboxes change in ActivInspire. Note the former look of ActivStudio vs the new look of ActivInspire. The toolbox and toolstrip are now combined together in Inspire.

ActivStudio



Activstudio Toolbox and Toolstrip



ActivInspire Toolbox

Main Toolbox

The Main Toolbox is only displayed when working with a flipchart. This may be a Standard or Desktop Flipchart. Should you minimize the Flipchart Window, the toolbox will minimize as well. Options for accessing tools for use with other applications will be addressed later.

The Main Toolbox no longer has a Show/Hide Button. Flipcharts are now minimized or maximized using the operating system options.

- Tools no longer toggle on and off.
- Shortcut Bar now known as Quick Access Toolbox.
- The Object Edit Toolbox has been replaced with a Marquee Handles Toolbar and continues to reflect options relevant to specific object types.
- The Flipchart Toolstrip is not a feature in ActivInspire. The tools found there are now incorporated within the Main Toolbox, or the new Browser Window.
- The Page Edit Toolbox options are now accessed within a right-click menu or the Page Browser.
- The Quick Select Toolbox is not currently available.

Text

Text edit tools are now located across the top of the flipchart window rather than in a floating toolbox. All text edit options remain available. One new feature with the text is the use of the *handwriting recognition tool*. In ActivInspire, the handwriting recognition tool can be used with OR without the board.

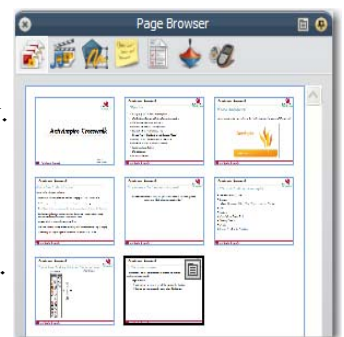
Handwriting Recognition  and Shape Recognition 

- You do not need to be connected to a board to use the recognition tools.
- There is no Recognition Toolbox.
- The formatting of text when the Handwriting Recognition Tool is used is determined by the last format used with the Text Tool. This applies to the color of the text as well.
- The color of the pen will determine the color of the shape object.
- Settings for the wait time are located in Edit Profiles>Settings>User Input.

Page Browser

Page Selector and Page Organizer options are located within the Page Browser.

- Access the Page Browser by clicking on the Page Browser Icon in the Browser Window.
- Use the thumbnails of the displayed pages to move about the flipchart.
- Click and drag pages to change their order.
- Use the slider to change the size of thumbnails.
- Use the menu in the top corner of a selected page's thumbnail to access menu options.



Magic Ink  vs. Eraser Tool 

Eraser Tool 

The Eraser Tool has been significantly changed in ActivInspire. The tool now deletes annotations. The Eraser Tool applies only to Annotation Objects. Annotations are deleted by the Eraser regardless of the layer properties of the object.

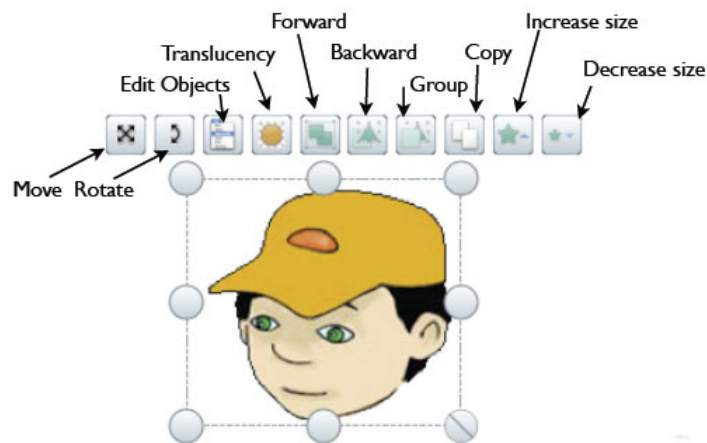
Magic Ink

Magic Ink is the way ActivInspire has incorporated the ActivStudio Eraser. The information in Activclassroom Module 1 applicable to the Eraser is now transferred to mean Magic Ink.

Objects

This toolbox is now replaced by the Marquee Handles Toolbar.

- One click opens the toolbar and displays pickup boxes.
- Default Authoring Marquee Handles Toolbar requires Cut/Copy/Paste/Delete to be accessed with new Menu Tool. (This menu opens with a right-click as well).
- Freely Move, Rotate, Group Pickup Boxes now in toolbar.
- Backward/Forward buttons replace To Front/To Back (these options available through Menu Tool). The backward/forward options allow objects to be move one step in a stack of objects.
- Some of the familiar tools' icons have a different look. Hovering over each icon will identify the action that will be applied when the tool is chosen.



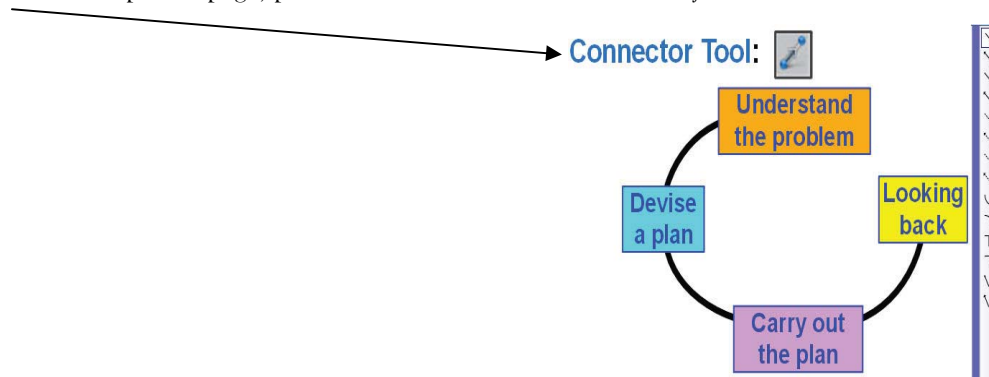
Connector Tool

This is a new tool in ActivInspire. The Connector Tool is used to draw connections between objects on the flipchart page. For instance, it could be used to create concept maps.

The connecting line adapts automatically when connected objects are moved.

Directions for using the new Connector Tool to create connectors are listed below:

- Click on the Connector Tool.
- Choose a connector style from the Connector Menu.
- Choose line color from the Color Palette on the Main Toolbox.
- Choose the line width with the Pen Slider or presets.
- Move to the flipchart page, press and draw the line from one object to another.



Shape Resources

Shapes can still be added through the Resource folders. You will also find a new tool in ActivInspire that will offer you the opportunity to create special shapes of your own.

Shape Tool

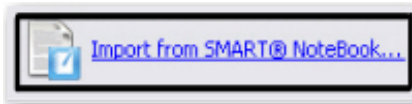
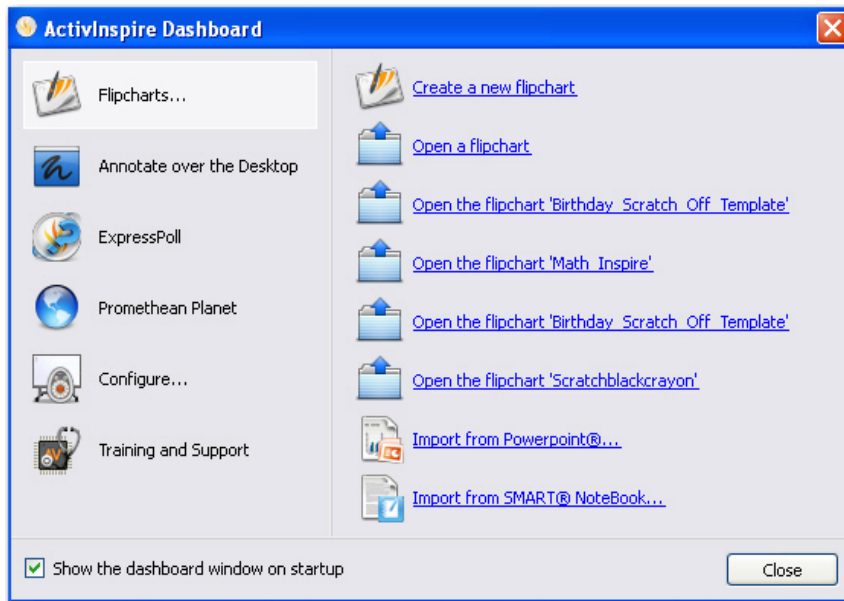
Directions for using the new Shape Tool to create Shape Objects are listed below:

- Click on the Shape Tool.
- Choose a shape from the Shapes Menu.
- Choose outline color of the shape from the Color Palette on the Main Toolbox.
- Choose the outline width with the Pen Slider or presets.
- Choose Fill Options (color fill or no fill) from the Color Palette within the Shapes Menu box.
- Move to the flipchart page, press and draw the shape to desired size.



Importing Smart Notebooks and PowerPoints

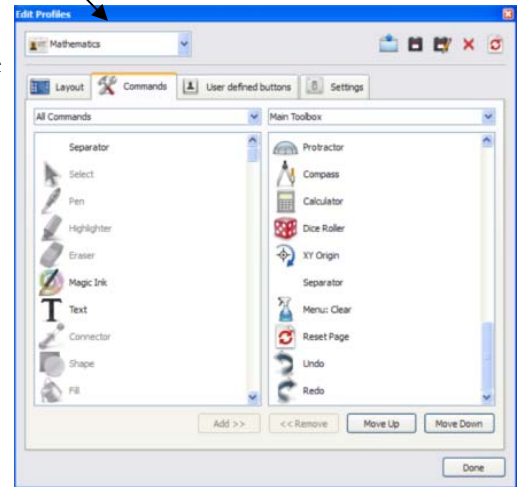
After downloading a SMART notebook flipchart you like open up the Dashboard (F11) in ActivInspire. On the dashboard make sure you click on flipcharts. On the bottom right click on Import from SMART Notebook. Locate where your flipchart has been saved, click on it, and select open. The SMART notebook flipchart will now be converted to a Promethean flipchart. The flipchart will open and you will have access to all the interactive aspects of the flipchart. Some things may need to be modified.



Settings (Profiles)

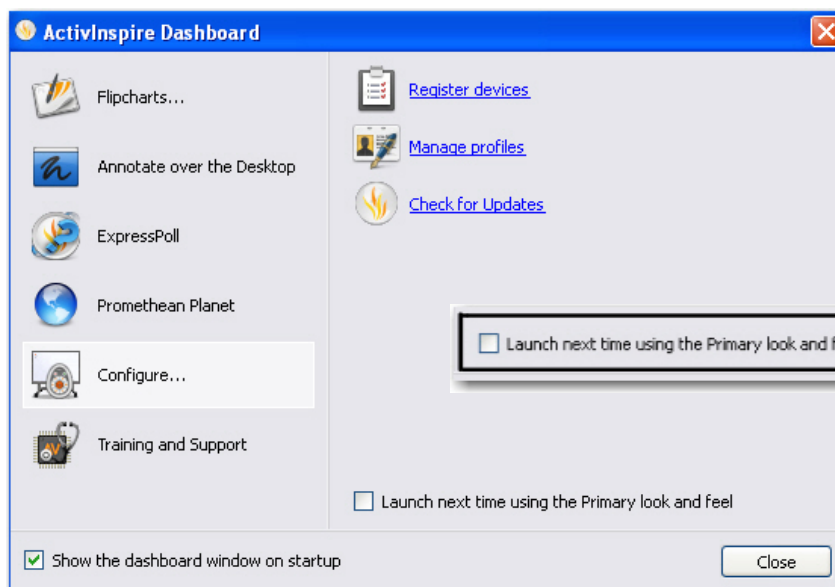
ActivInspire has consolidated all aspects of personalizing the profiles available in ActivStudio. This makes moving between the five built-in profiles or customizing one of your own quick and easy.

From the Switch Profiles Button on the Main Toolbox, choose Authoring. The toolset, Flipchart Style, and other profile settings will instantly switch to Authoring. You will no longer need to restart the software. Click on the Settings tab to view what tools can be added to the Main Toolbox.



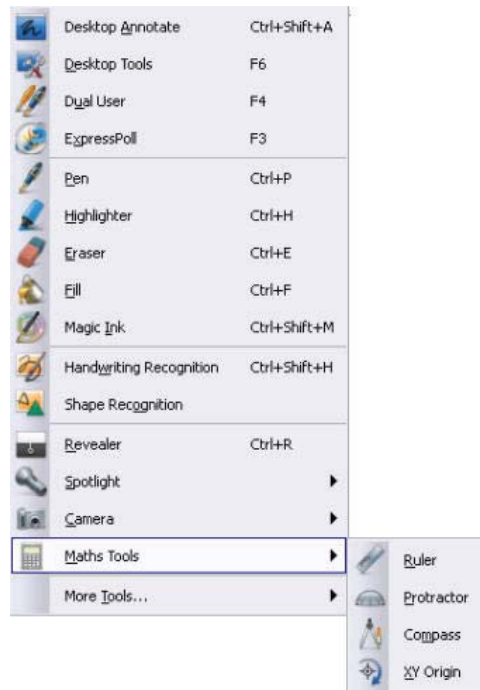
Launching the Primary Look and Feel

On the Dashboard (F11) click on configure. Click inside the box to the left that says, “Launch next time using the Primary look and feel.” Make sure the box is checked. Now you can close out of ActivInspire. The next you open ActivInspire it will have the Primary look and feel. To get back to the Studio look and feel open up the Dashboard (F11) and click on configure. Click inside the box to the left that says, “Launch next time using the Studio look and feel.” Make sure the box is checked. Now you can close out of ActivInspire. The next time you open ActivInspire it will have the Studio look and feel.


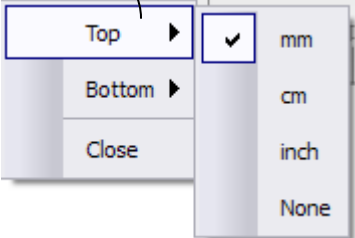


Tools: Presentation Tools , Math Tools, and More Tools

The tools known as Power Tools in previous versions of Activsoftware are available to be added to the toolbox or can be accessed through the Tools Menu. Tools commonly used for Math are found in the *Maths Tools Menu* within the Tools Menu.



New Math Tools Features and Functions

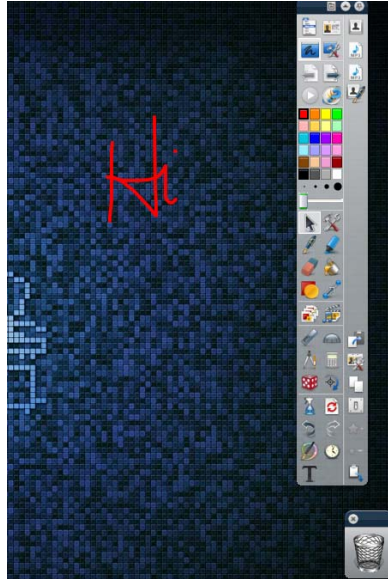
Math Tool	Feature
Ruler	Users can utilize more than one ruler at the same time
Protractor	Like the ruler, users can utilize more than one protractor
 Menu	Instead of right clicking on the tool, use this icon to close or manipulate the tool
	Example of manipulation of the Ruler-Math Tool:
XY Origin	<p>The XY Origin tool sets a specific rotate point for which objects on the page will rotate around.</p> <ul style="list-style-type: none"> Try it by opening the tool and placing on object on the page. Then click the "rotate" icon on the marquee tools list for that object. Next, move the XY origin and notice that the object rotates from a different place.

Desktop Annotate/Flipchart



The Desktop Annotate Tool appears on the Main Toolbox.

The Desktop Flipchart in ActivInspire is the same as the Annotate Over Live Desktop (default) flipchart in ActivStudio 3.6.



**** Activity! ****

- Open the screen keyboard from the Toolbox before you open the Internet browser.
- Click on the Desktop Overlay tool. This tool allows you to annotate over an Internet page with the pen or highlighter.
- The pen writes on a “transparency” clear page, allowing you to also use the select tool to click on active links on the Internet page.
- When at the board, click on the select tool and use the onscreen keyboard to type in text on the web page (such as Google search). If you click on a link and change web sites, the annotations will still be visible on the overlay.
- Use the Clear tool to erase the highlighter or pen marks and make new ones. (clear annotations)
- To go back to the flipchart, click on the Desktop Overlay tool.

Desktop Tools

Click the Desktop Tools Icon to open the Desktop Tools Wonderwheel. The Desktop Tools offer tools commonly used with other applications.



Return to Flipchart



Browsers

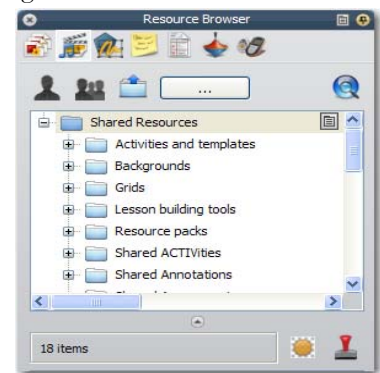
What else is new with ActivInspire? The *Browsers*. The Inspire has seven browsers: page, resource, object, notes, properties, action, and voting.

The Browser is on the left of the screen, but you can use the toolbox menu to move it. Click on the Pin in the upper right corner to free the browser to hide when not in use. Move the mouse to the left of the screen and click, then the browser will reappear. Change the icon size with the slider at the bottom of the browser window.

Resource Browser

Changes in the Resource Libraries:

- Resources are now accessed through the Browser Window. Display the Browser Window and choose Resource Browser.
- Category Buttons as they appeared in ActivStudio 3's Resource Library are not part of the Browser. The My Resources/Shared Resources and Other Resources Folder Buttons remain available. The top section of the Resource Browser will display the folders within each of the locations. The bottom section of the Resource Browser will display the contents of the folders.
- My Resources Folders no longer include default Category folders.
- Add objects with a Drag and Drop or choose to Rubber Stamp. The Grow Objects selection is not available at this time.
- Continue to access any available resources on your computer or network through the Other Resources Folder option.
- Open files displayed in the Resource Browser with a double click.
- The Search for Resources feature is not currently available.



Resource Browser

Object Browser

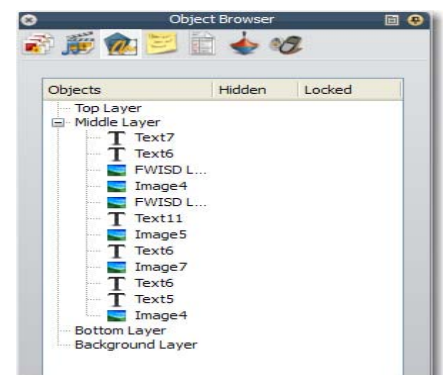
Object stacking order and flipchart layers remain the same in ActivInspire as in previous versions. An added feature to help with stacking and layering objects is the Object Browser. This browser displays detail of the objects on a flipchart page.

The Object Browser allows a user to **view**:

- The order and layer of each object
- Hidden objects
- Locked objects

The Object Browser can be used to **work** with objects:

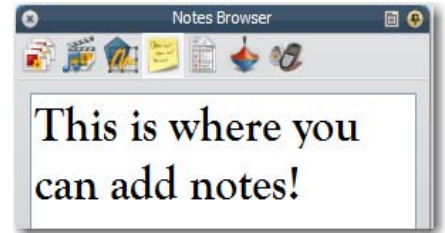
- Reorder or change the layer of objects by dragging and dropping within the Object Browser.
- Edit objects within the Object Browser by selecting the object and using the Popup Menu to make changes.



Object Browser

Notes Browser

Choose the Notes Browser Icon in the Browser window to create or view page notes. Note: If a note is included for a page, the Page Notes Icon will appear in the top of the flipchart window. To add notes to the flipchart page, select and drag the text onto the page.



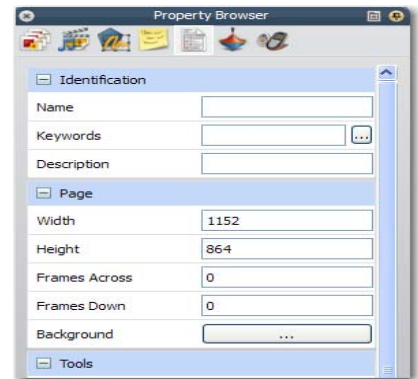
Notes Browser

Properties Browser

All properties for objects and pages are found in the Property Browser. The selected object's properties will be displayed in the Property Browser and can be edited using the available options.

These options, in most cases, remain the same as those offered in previous versions of Activsoftware.

An option that previously was set using a check or radio button is now set by choosing either 'True' or 'False' from a popup menu.



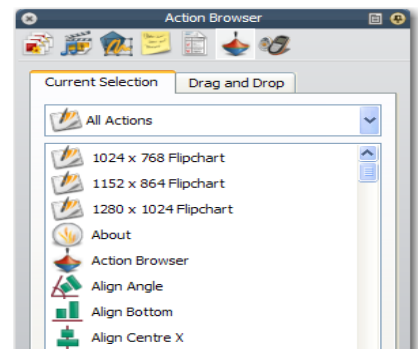
Property Browser

Actions Browser

Attaching an Action to an Object

The process for attaching actions remains the same. The Action Properties of an object are found in the Action Browser.

- From the drop down menu in the Current Selection Tab, select the type of action to apply.
- Choose the Action to apply from the list.
- If a target needs to be set or a file is to be opened, use the Browse Button. (Type in the URL of desired Webpage to open).
- Click Apply Changes.



Actions Browser

Voting Browser

The voting browser now includes ActivExpressions activation. No longer will separate software be used for ActivExpressions-it is part of the ActivInspire. More details on how to use this browser will be offered as a separate training.



Voting Browser

Promethean Learning, "ActivInspire User Guide." 2009. Promethean. Retrieved June 5, 2009 from <http://www.prometheanlearning.com/us/index.php>

ActivInspire Migration

Below is a list of quick shortcuts to get to useful places within ActivInspire. Using these shortcuts will allow you to get to what you need faster instead of having to search around ActivInspire to find what you need.

Shortcuts

F2	Design Mode
F3	Express Poll
F4	Dual User
F6	Desktop Tools
F5	Fullscreen
F7	Spelling
F11	Dashboard
F12	Promethean Planet



Ctrl + A	Select All
Ctrl + B	Browsers
Ctrl + C	Copy
Ctrl + D	Duplicate
Ctrl + E	Eraser
Ctrl + F	Fill
Ctrl + H	Highlighter
Ctrl + J	Profiles
Ctrl + M	Media
Ctrl + N	New Flipchart
Ctrl + O	Open
Ctrl + P	Pen
Ctrl + S	Save
Ctrl + T	Text
Ctrl + U	Customize
Ctrl + V	Paste
Ctrl + W	Close Flipchart
Ctrl + X	Cut
Ctrl + Z	Undo

Ctrl + Shift + A	Desktop Annotate
Ctrl + Shift + C	Connectors
Ctrl + Shift + G	Grid
Ctrl + Shift + H	Handwriting Recognition
Ctrl + Shift + K	Area Snapshot
Ctrl + Shift + M	Magic Ink
Ctrl + Shift + O	Circular Spotlight
Ctrl + Shift + P	Print
Ctrl + Shift + R	Revealer
Ctrl + Shift + S	Shapes
Ctrl + Shift + Z	Page Zoom



