

Using ActivStudio v3

The Dashboard:

The dashboard is your launchpad to open your files and organize Activstudio just how you want it.

New/Open Tab:

Quickly open a previously created Flipchart or create new Flipchart.

Configure Tab:

Callibrate the Board, Set-up Activote/Activslate and create Profiles.

Online Tab:

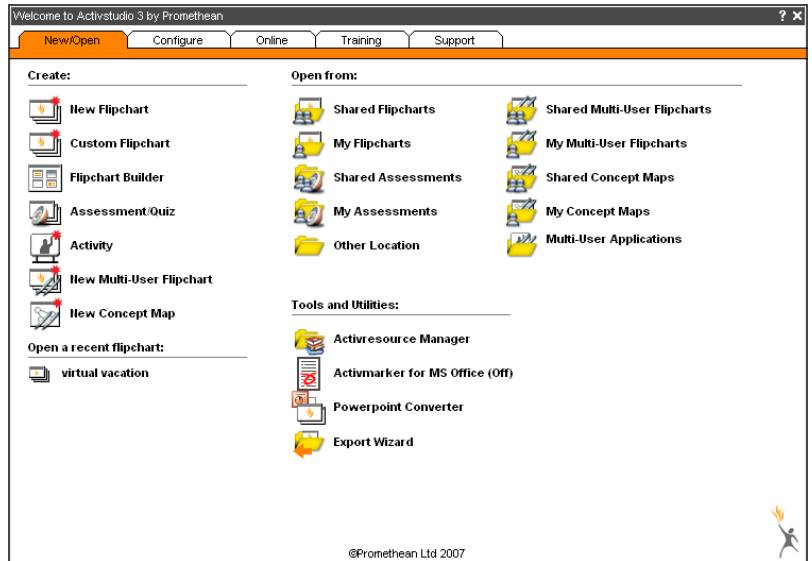
Helpful links from PrometheanPlanet.com

Training Tab:

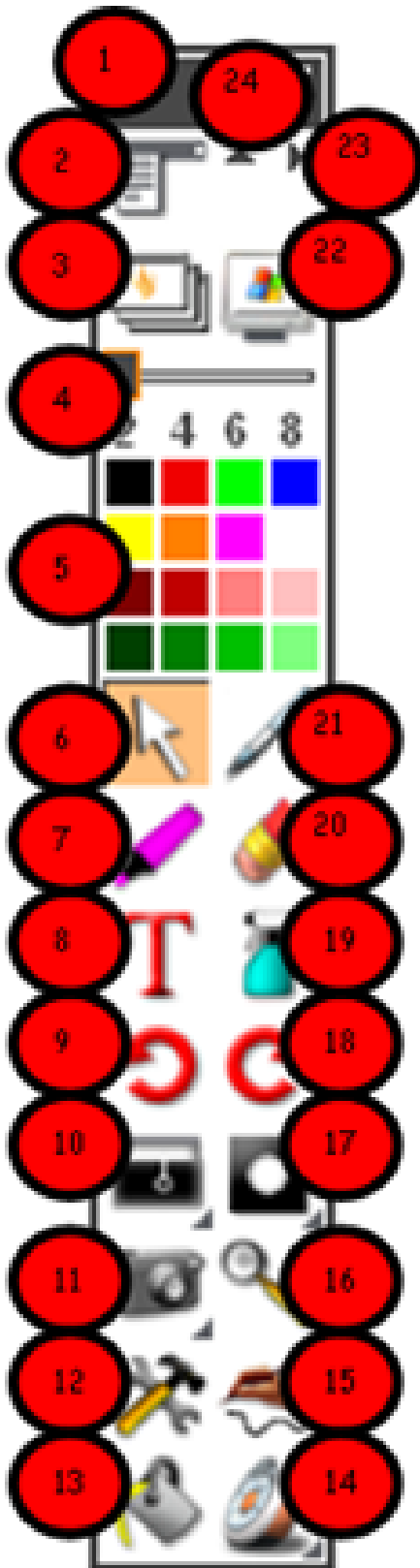
Training from PrometheanPlanet.com

Support:

Check for Updates for your Promethean Software



ActivStuido Toolbar



Main Toolbox:

1. Title Bar: Drag to reposition the Main Toolbox.
2. Menu Button: Access the key functions of ActivStudio.
3. Flipchart Button: Show or hide your current flipchart; alternate between ActivStudio and Windows applications. Create a new blank flipchart if there isn't one already open.
4. Pen Width Indicator: Drag to choose a stroke width for the activpen, highlighter, or eraser tool.
5. Color Palette: Select different colors for you text, annotations, shapes and object fills.
6. Marquee Select Tool: Click on or drag over objects to select them for editing.
7. Highlighter Tool: Draw over annotations, text, images and other object with a translucent pen.
8. Text Tool: Add text to your flipchart, Windows applications or desktop.
9. Undo: Reverse the last action performed on the active flipchart page.
10. Reveal Tool: Conceal the flipchart page and then reveal it from the top, bottom, left, or right.
11. Camera Tool: Capture regular or irregular areas of the screen as images which can be added into your flipcharts or the Windows clipboard.
12. Power Tools: Launch the Power Tools Toolbox, which contains a special selection of useful tools.
13. Fill Tool: Change the color of objects in the flipchart. Fill enclosed areas formed by the pen or highlighter tool.
14. Activate Tool: Use activate to obtain audience responses to questions.
15. Recognition Tool: Recognizes and converts freehand shapes or handwriting into smooth geometric shapes or editable text objects.
16. Page Zoom: Magnify or reduce the view of your active page or pan around the screen.
17. Spotlight Tool: Highlight a part of the screen to draw attention to it or mask a part of the screen to hide it.
18. Redo: Re-apply an action reversed by the Undo Tool.
19. Clear Tool: Clear all instances of a particular type from the flipchart or desktop page.
20. Eraser Tool: Erase mistakes made with the Pen Tool or the Highlighter Tool.
21. Pen Tool: Draw, write, or make freehand annotations on the flipchart page, Windows applications or desktop.
22. Annotate over desktop: Make notes or draw on top of your Windows application.
23. Rollout/in button: Display/hide the Shortcut bar.
24. Rollup/down button: Minimize/maximize the Main Toolbox.

Common Tasks:

Searching for Flipcharts:

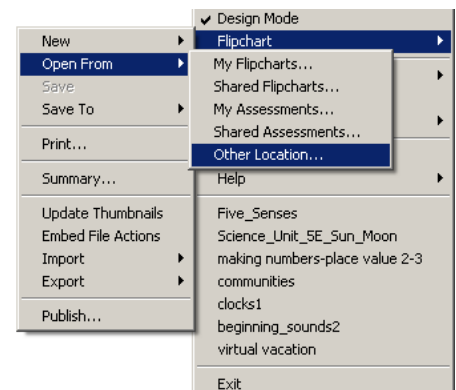
1. Connect to <http://www.prometheanplanet.com>. When you get to the site, register for your free login name.
2. Set up your password. Don't forget it!
3. Login
4. Click on **Resources** on the left side of the window.
5. Search by topic or state standard
6. Click one you like
7. Click Download Resourced
8. Save it to your U: drive in a new folder called "My Flipcharts" or something similar.
9. When you open your folder in the U: drive double click and it opens ACTIVstudio and you are ready to go.

Opening a Saved Flipchart:

1. Once you are inside the ActivStudio program, you can still open flipcharts by clicking the menu button.

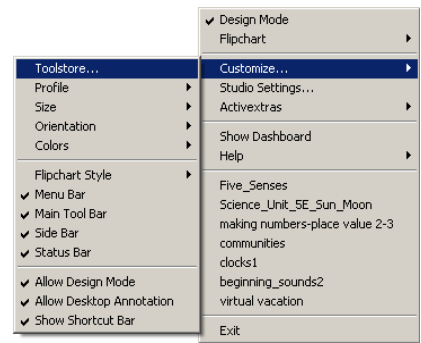


2. Point to "Flipchart".
3. Point to "Open From".
4. Click "Other Location...".
5. Find your U: Drive (or where you saved the flipchart) and open the flipchart file.



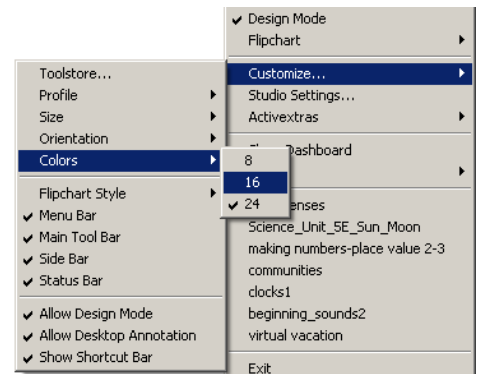
Customizing your Toolbars:

1. Click the "Menu button" on the main toolbox.
2. Point to "Customize".
3. Click "Toolstore..."
4. Click and drag the tool that you want to toolbar where you want it to appear.
5. Click "Finish".



Adding More Colors to the Color Palette:

1. Click the "Menu button" on the main toolbox.
2. Point to "Customize".
3. Point to "Colors".
4. Choose from 8, 16, or 24 colors.



Adding Notes to your Page:

1. In presentation view, click the "N" in the upper right corner of your page.
2. Type your Notes. Click the "T" for text menu to edit your notes.



3. Add a "Page Notes" Action Object to prompt viewers to open your notes.



Using the Eraser Tool to Reveal an Answer

1. Type the correct question and answer.
2. Use the Pen Tool with a large font the same color as the back ground to color on top of the correct answer.
3. Then the students can use the Eraser Tool to erase the pen annotations to view the correct answer.

Today is: Monday

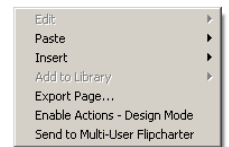
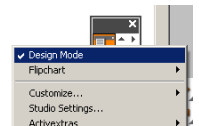


Today is: Monday

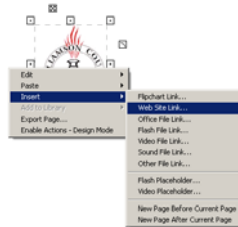
Linking to a Webpage from an object:

Make sure that you are in Design Mode and have Enable Actions deselected.

1. Click the "Menu Button" and choose "Design Mode".
2. Right-click the page and make sure that Enable Actions does not have a check beside it.



3. Right-click the page.
4. Point to "Insert".
5. Click "Web Site Link".



Type in your website URL.

6. Choose "Action Object".
7. Click "OK".



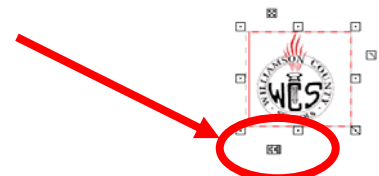
8. When in "Design Mode" your link object will appear as red box.
9. Position the red box over the image. If you are unable to move the red box, make sure you have actions are unable by right-click the page and unchecking "Enable Actions".



10. Use the Marquee Select Tool to select both the image and the action object (red box).

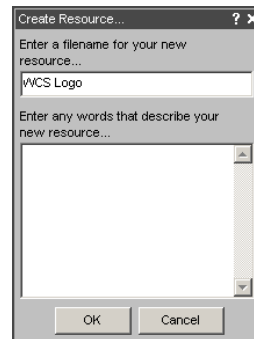


11. Click the "Grouping button" below the selected items.
12. Enable Actions by right-clicking the page and clicking "Enable "Actions".



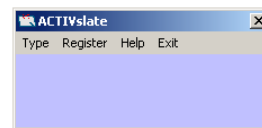
Saving your own Resources to "My Resources":

1. Click the "Resource Library Button" on the Toolstrip.
2. Click the "My Library Button" at the top of the Library screen.
3. Select the category that your object should be associated to.
4. Click and drag your object to the Library window.
5. Type a name and keywords for your resource.
6. Click "OK".



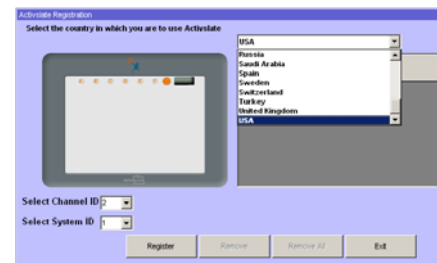
Using the ActivSlate:

1. Turn on the Slate.
2. Click the "Slate Tool" icon.
3. Click "Register".

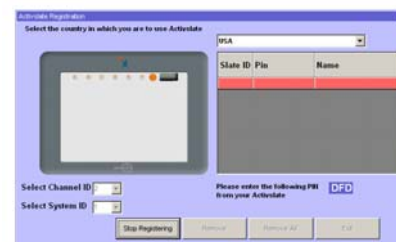


Choose "USA".

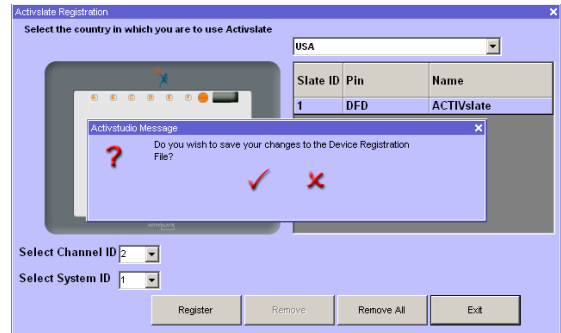
4. Click "Register".



5. Press the "Register" button with your ActivPen on the slate.
6. Type in the correct PIN on your slate.

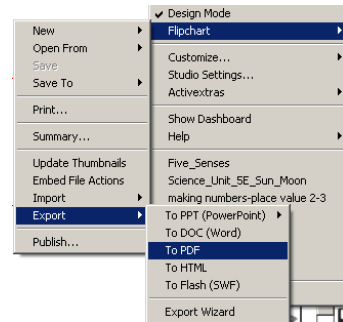


- Once your slate has been registered, click "Exit". Then click "yes" you do wish to save your changes.

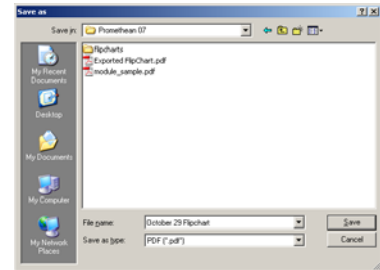


Exporting your Flipchart:

- Save your Flipchart to a folder in your U: drive.
- Click the "Menu Button" on the main toolbox.
- Point to "Flipchart".
- Point to "Export".
- Choose what type of file type you would like your exported flipchart to be saved as.



- Select a location to save your flipchart.
- Give the exported flipchart a name.
- Click "Save".



- Click "Start" to begin the exporting process.

