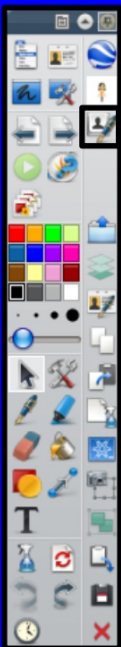# J's ActivInspire Top 10 Tools List



**Jennifer Hall, NBCT**
Educational Technology Specialist | Atlanta Public Schools

# 10.  Third Column

The third column of the main toolbox can be customized with applications, images, executable files, documents, media, etc. This is especially helpful for quick access to items used regularly.
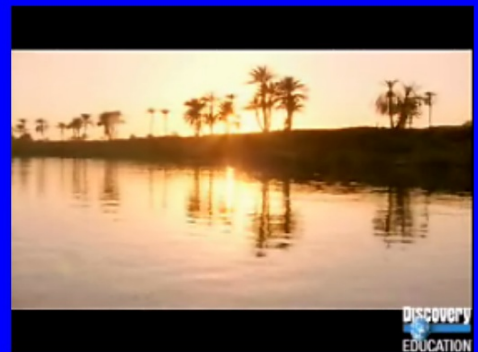
1. Select Edit > Profiles > User Defined Buttons or select the Edit User Defined Buttons icon on the main toolbox.

2. This will enable a program/file button to be added to the third column of the main toolbox.

3. To add an image or object, simply drag from the flipchart and drop it in the third column of the main toolbox.

# 9. Drag and Drop

Another easy way to insert media, text, objects, etc. from another location into a flipchart is to simply drag and drop the item from the desktop or application onto the flipchart.

1. Size windows in such a way that you can see the flipchart and the desktop/application.

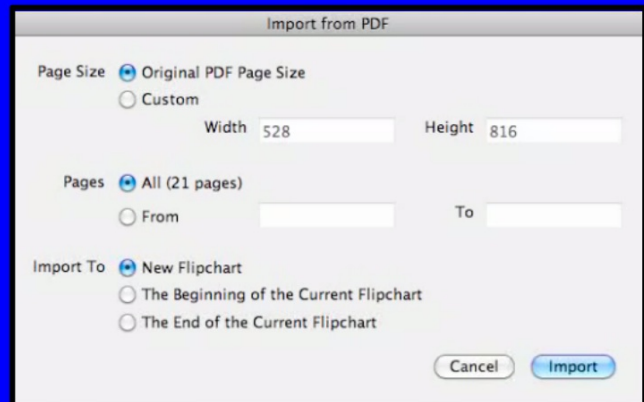2. Select the file/object and drag it onto the flipchart.
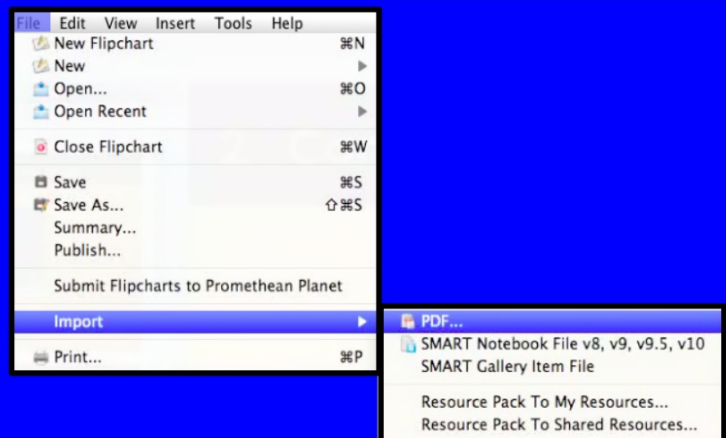
# 8.  Convert to Text

Convert to Text allows you to convert annotations created with the pen tool to editable text.

1. Select the annotations

2. Right-click and select Convert to Text

3. You can also use the Object Edit Menu or  you can customize your toolbar with the Convert to Text tool.

*The text will be converted to the same font, size, and color that was selected when the text tool was last used.
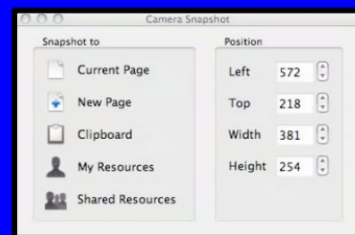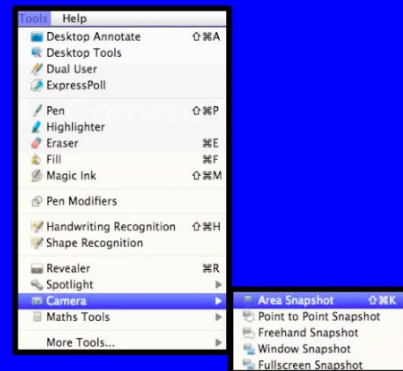
# 7.  Import from PDF

1.  Select File

2.  Select Import

3.  Select PDF

4.  Navigate to the PDF
    file you wish to import.

5.  Select Open

6.  An Import from PDF menu
    opens and will allow you to
    modify page size, pages, and
    import location.
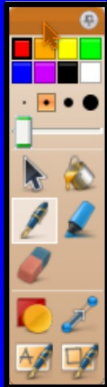
# 6.  Camera Tool

The camera tool can be used to capture snapshots from ActivInspire, the internet, and other applications.  It is also useful for cropping photos.

1. Select Tools

2. Select Camera

3. Select the type of snapshot

4. The Camera Snapshot menu will open.  Choose the location where the snapshot will be sent.

# 5. Dual Pen/ActivArena

Dual Pen/ActivArena encourages cooperation and collaboration in the ActivClassroom by enabling two students or a student and teacher to interact with the ActivBoard simultaneously.



1. Select Tools

2. Select Dual User

3. The main toolbar will remain, but a smaller, secondary toolbar will appear for the second user.

# 4. Desktop Annotate

Desktop Annotate gives you the ability to use ActivInspire with the desktop, internet, or other applications.

Select the Pen tool to write on the desktop. You are, in fact, writing on a transparent flipchart which covers the desktop. Most tools in the Main toolbox can be used with the desktop, internet, or other applicaitons.

The Select tool, however, can click through the transparent flipchart, so you can launch programs and interact with them.
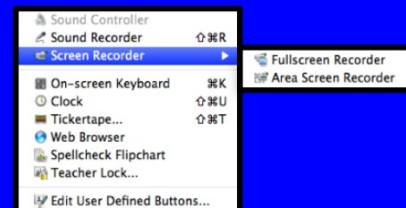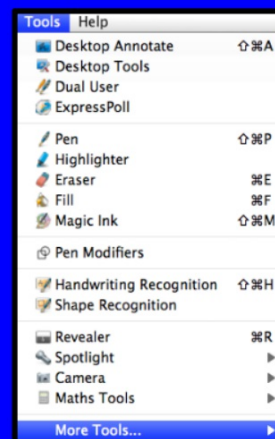
To return to the open flipchart, select the Desktop Annotate tool again. Note the new Desktop Flipchart tab at the top of the page.
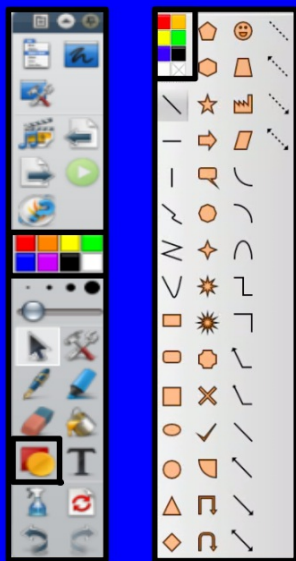
# 3. Screen Recorder

The screen recorder can be used to create fullscreen recordings and area screen recordings.  This tool is great to use to create video tutorials, to record lessons, and so much more!

1. Select tools.

2. From the tools menu, select "more tools".

3. Select the screen recorder.

4. Select the Full Screen Recorder or Area Screen Recorder.

5. A recorder menu will pop up. Use this menu to begin and end the recording.  You will be prompted to save the file.

# 2. Shape Tool

The shape tool can be used to create graphic organizers, for teaching math concepts, for page design, and so much more.
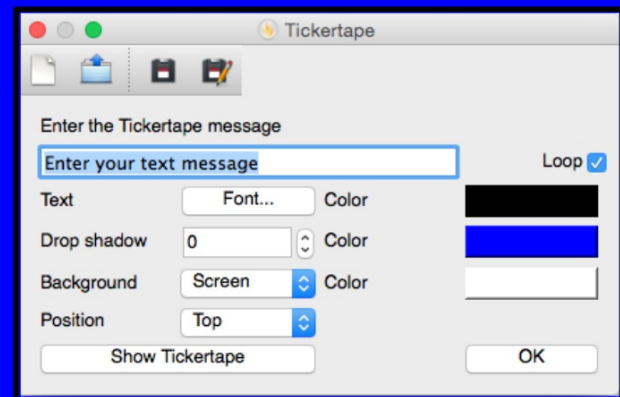
1. Select the Shape Tool

2. The shape toolbar will appear.

3. Select the shape.

4. Select a shape's fill color by using the color pallet on the shape toolbar.  The X means no fill color.

5. Select the shape's outline color by using the color pallet on the main toolbar.

6. Draw the shape

# 1. Ticker Tape

Ticker Tape is an easy way to scroll a message across the screen (i.e. test alert, special isntructions, lesson objective or standard).

1. Select Ticker Tape

2. Type text

3. Customize
   (font, color, size, position,
    shadow, speed)

4. Save

5. You can create and save
   multiple ticker tapes

# J's ActivInspire Top 10 Tools  List

10.  Third Column
 9.  Drag and Drop
 8.  Convert to Text
 7.  Import from PDF
 6.  Camera Tool
 5.  Dual Pen/ActivArena
 4.  Desktop Annotate
 3.  Screen Recorder
 2.  Shape Tool
 1.  Ticker Tape