



# INTRO TO PROMETHEAN SOFTWARE

THIS IS AN INTRODUCTION TO ACTIVINSPIRE SOFTWARE

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## Intro and Launch.

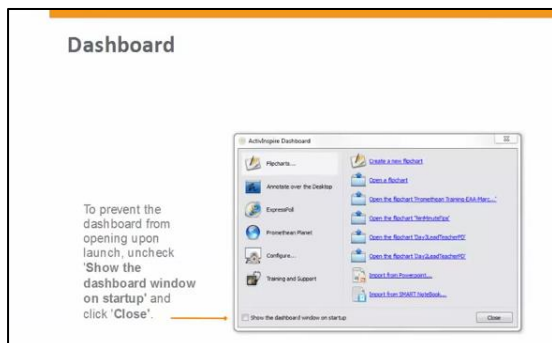
This is a quick guide to the ActivInspire software. This should already be installed on your computer and it is the software that you will be working with predominantly for creating and delivering lessons

Locate the ActivInspire icon on your desktop



This is the splash screen that will launch for the software

## Dashboard



When you open your flipchart you will see this window pop up. It is called the Dashboard and it contains shortcuts as well as recent documents.

I like to have the dashboard open every time I launch but this can be changed by clicking here.

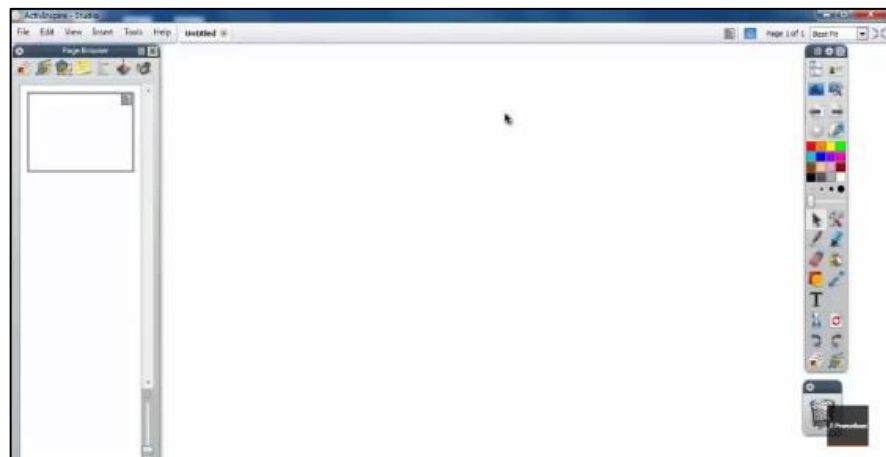


## Flipchart.

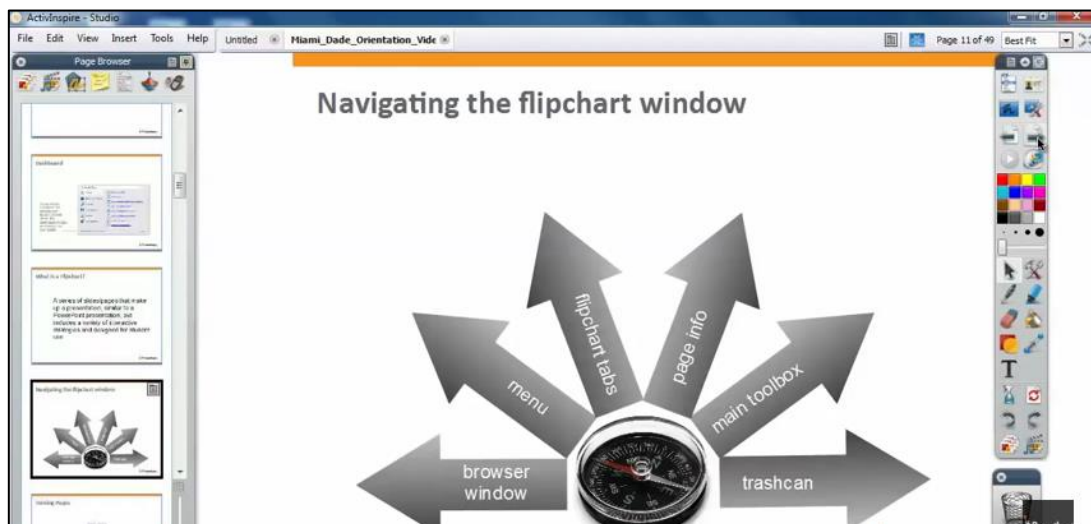
### What is a Flipchart?

A series of slides/pages that make up a presentation, similar to a PowerPoint presentation, but includes a variety of interactive strategies and designed for student use

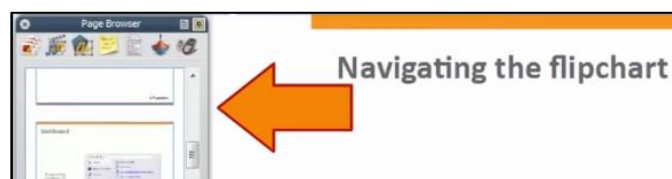
This is the flipchart homescreen. Let's look at it in more detail.



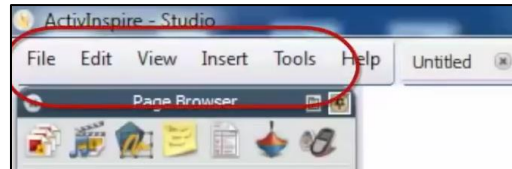
## Navigating the Flipchart Window



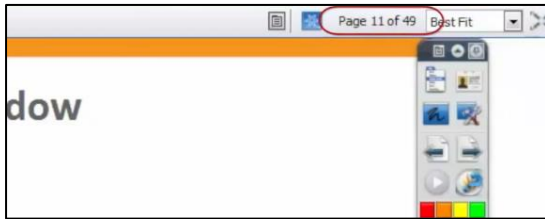
The **Browser Window** is located on the left of the screen and is similar to the slide viewer in Powerpoint. You can navigate through your pages from here using your pen or mouse



The **Menu Bar** is located at the top of the screen. It is the same as the Microsoft toolbar with similar functionality



**Flipchart tabs** are also the exact same as the ones to be found if you use Microsoft, in this case Internet Explorer. The tabs on your Internet Browser work the exact same as the ones on your flipchart. They are a great way of taking notes on those extra teachable moments in your classroom, you can just open a new tab, take a note using your pen or finger and then go back to original tab and continue with your lesson.



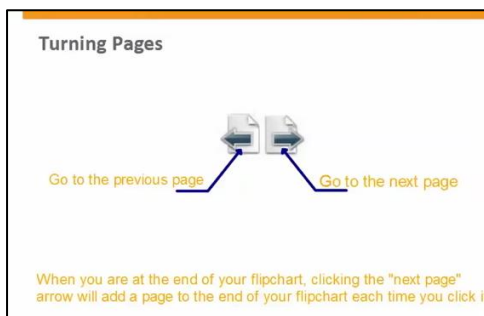
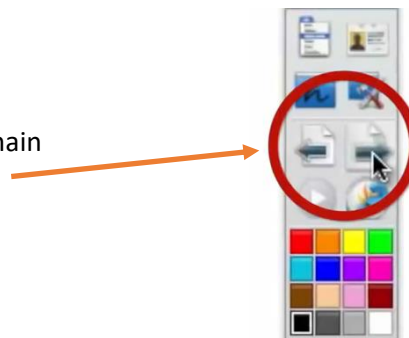
**Page Info** is located at the top right hand corner of your flipchart, above the toolbox and it tells you which page you are on and how many pages there are.

The main **Toolbox** is a very important element of the flipchart window and this will be looked at in more detail in a little while.

The **Trashcan** is the exact same as the Recycle Bin in Windows.

## Turning Pages.

There are two buttons located on the main toolbox, just over the colour palette



There is a Previous Page and a Next Page button.

## Saving a Flipchart.

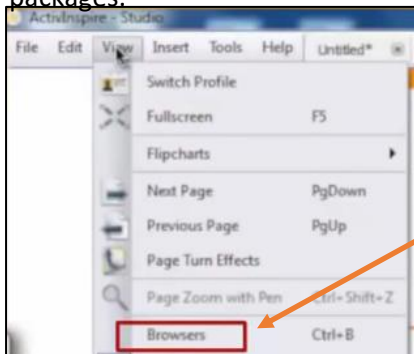
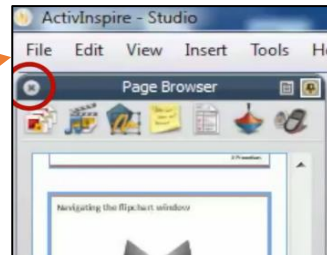
To save a flipchart, like in Office, just click on File move down to Save and Click it. Rename and Save As also work in the exact same way.



## Page Browser Functionality.

As mentioned earlier in this handout, the Page Browser is located on the left of the window and it is a good way to navigate through your flipchart. We will now look at some of the extra functionality in a little more detail.

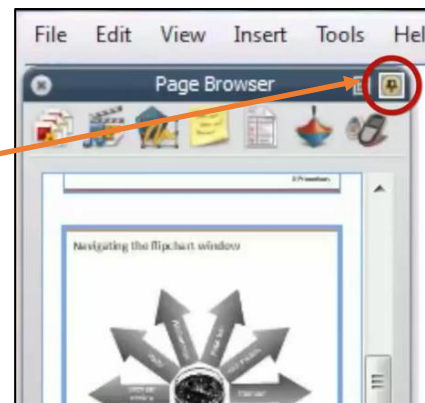
Along the very top of the window on the extreme left is the Browser Close Button. It is a standard X button like in all Microsoft Software packages.



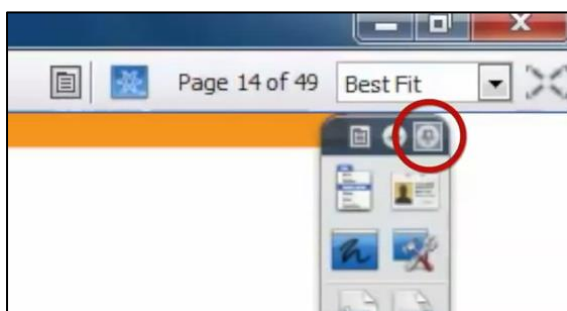
If your Page Browser is closed then all you have to do is click on the View button on the Menu bar and navigate down to Browsers and Click it.

Some people like to have this window open all of the time but if you do not then you can choose to pin it or unpin it using this button, it looks like a push pin.

If you pin it then it will remain open and if you choose to unpin it then it will slip into the side and you can click on its little arrow to make it reappear.



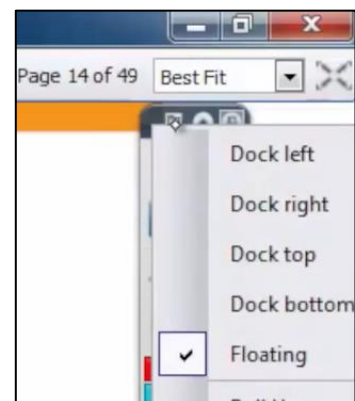
## Toolbox Functionality



The toolbox has the same push pin button as the Page Browser. It functions in exactly the same way

The Toolbox has an extra feature though, it can be docked, or located in different positions depending on your preference.

Click on the button on the left of that same menu on the button that looks like a file and this menu will open up.



## Resources.

There are lots of resources, training videos and manuals, as well as lessons and lesson plans for lots of subjects on the Promethean Planet website, <http://www.prometheanplanet.com/en/>



# Promethean Planet

**Thanks a lot and good luck.**

I can be contacted at [doconnor@lmetb.ie](mailto:doconnor@lmetb.ie) with any questions, please don't hesitate to contact me!