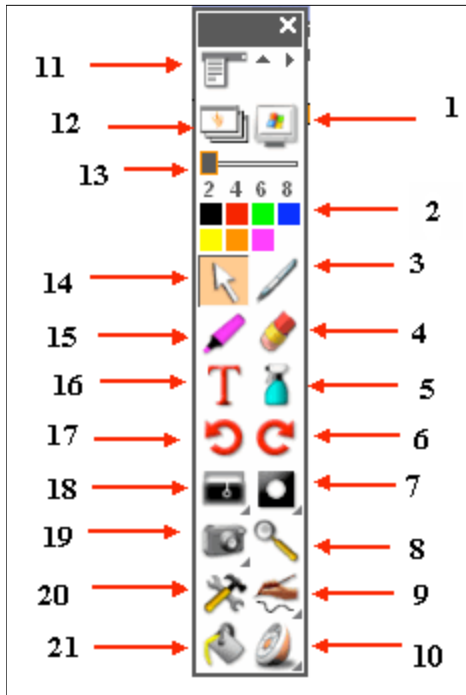


Promethean Board

Toolbars



1. The **Annotate over Desktop** feature allows you to make notes, comments or simply draw on top of an image of your Windows application.
2. **The Color Palette** allows you to select different colors to use for your annotations, drawing lines and shapes, filling objects, etc.
3. The Pen tool is the most frequently used tool, use it to annotate, write and draw.
4. The Eraser tool allows you to remove any mistakes that you may have made when annotating with the Pen tool or Highlighter tool. You can erase the whole or part of an annotation object. When the Eraser tool is selected, the cursor changes to mimic the top of an eraser topped pencil. The Eraser tool always erases the annotation in square block shapes. Select the size from the Pen Width Selector, which you will notice has changed so you can choose either 20 or 50.
5. Use the Clear tool to remove objects and types from the page. Click on the Clear tool button and a popup menu is displayed.

6. Click the **redo** button to reverse the action of the undo button (#17).

7. Click on the **Spotlight** tool in the toolbox, and choose one of the spotlight types from the popup menu: circular spotlight, square spotlight, solid circle, solid square.

8. The **Page Zoom** allows you to magnify or reduce the current page you are viewing.

9. The **Handwriting Recognition** tool enables you to convert freehand annotations into shapes or text as you write or draw. As well as recognizing handwriting and shapes within Activstudio, the Recognition tool can also recognize handwriting in other applications, for example Word.

10. This button is used to activate the **Activotes** remote controls (needs to be purchased separately.)

11. Use the **Menu button** to access key functions of Activstudio. The Menu button changes color to indicate the mode you are working in, Design Mode or Presentation Mode.

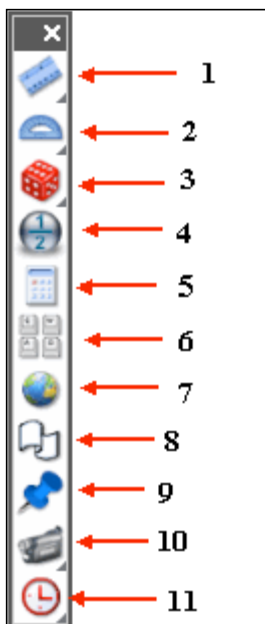
12. The **Flipchart** button allows you to show or hide your currently open Flipcharts. This feature enables you to easily change between working in Activstudio or in a Windows application. If you are working in Activstudio and you want to use a Windows application, click on the Flipchart button to hide the Flipchart. The Flipchart is temporarily hidden but the Main toolbox remains displayed while you work in the Windows application. Click on the Flipchart button again to resume working on your Flipchart. The Flipchart will be maximized, hiding all Windows applications from view. Any information you had on your Flipchart will still be there when you switch back to it.

13. Use the **Pen Width Selector** to select a different size for your eraser, highlighter or pen.

14. The **Marquee Select** tool allows you to select objects on the page, and manipulate them by moving, sizing and rotating them.

15. Use the **Highlighter** tool to draw over annotations, text, images, and other objects with a translucent pen. This allows you to emphasize text or another object with a translucent color, to draw attention to certain parts of your presentation. Like the Pen tool, you can select any color from the Color Palette, although lighter colors work best because it's easier to see through them.
16. **Text tool:** Activstudio allows you to add text to your Activstudio Flipcharts and pages, for titles, labels and notes. To add text, place your cursor where you want the text and start typing. The Text tool will be selected automatically. Your text will appear on the page. You can also click on the Text tool before typing. Select the Text tool and the **cursor** will change to indicate the position of your text. Click on the page to define where your text will begin. Start typing.
17. **Undo** button is pressed to undo an action on your flipchart.
18. The **Reveal tool** is designed to work in a similar way to the traditional method of using a piece of paper to mask off parts of an overhead projector presentation. You can use the Reveal tool to slowly expose the screen in one of four directions (down, up, left and right).
19. Use the **camera tool** to capture an image of your Desktop, Flipchart, and paused video frames or animations. You can take a photograph of the complete display screen or you can define a specific area on the screen to capture only part of it.
20. **Power Tools:** press this to access a second toolbar of options (**see below**).
21. The **fill color** tool allows you to choose a color and fill the background a solid color.

Power Tools Toolbar



1. This activates the on-screen ruler.
2. This activates the on-screen protractor.
3. This activates the on-screen virtual dice. Roll 1-6 dice at a time.
4. Fraction Creator.
5. On-screen calculator.
6. On-screen keyboard.
7. Web browser (within Promethean software, not a window to Internet Explorer).
8. Ticker tape: create messages that run across the top of the screen.
9. Add a note or pointer to the screen.
10. The flipchart recorder allows you to record your movements on the screen and play them back.
11. Display an analog or digital clock. OR display a timer to count up or count down.

Calibrating the Board

When using an Activboard or proActivboard, you may need to re-calibrate if the whiteboard or projector have been moved for any reason. This aligns the tip of the Activpen to the cursor on the screen. To calibrate the board, follow these steps:

1. From the **Dashboard** (the screen that appears when you open the software), click on the “**configure**” tab.
2. Under “**Set up Activboard**”, click “**calibrate board**”.
3. Follow the directions that appear on the Activboard. You will need to touch the Activpen to the points that appear on the board.

Annotating over Microsoft Office Documents

Activmarker is a separate program that is installed with Activstudio. It allows you to annotate on top of Microsoft® Office products, namely Word, Excel, and PowerPoint. Your annotations are recognized by the application so that you have the option of saving them along with the document. When you open your document, you will be able to view it together with your annotations. You will be able to delete the annotations at that time if you wish.

To launch Activmarker, click on Menu > Activextras > Activmarker. A splash screen will be displayed while Activmarker is launched, then an Activmarker icon will appear in the Windows task tray to indicate the program is open. To access the Activmarker online help, right-click the icon and select Help. To close Activmarker when you open a Microsoft Office document, right-click the icon in the Windows task tray and select Exit.

Activmarker will launch itself automatically when you open Activstudio; ready for when you open your Microsoft Office document. To switch Activmarker off, click on Menu > Activextras > Activmarker and the checkmark will be removed against the Activmarker option.

Importing your PowerPoint show as a FlipChart

When you import your PowerPoint as a flipchart, each slide will be imported on a different page of your flipchart. Then you will be able to make annotations over the PowerPoint. To do this:

1. Click **Menu** on the toolbar.
2. Select **Flipchart** —> **Import** —> **PP Converter**.
3. Browse to your PowerPoint file and click open.
4. A flipchart will open with one slide of your PowerPoint show on each page.

Use a Flipchart for Annotations (blank screen using the pen)

1. Open the ACTIVstudio software.
2. Click on the flipchart icon from the toolbar to open a new chart.

3. Click the pen icon. Use the pen to write on the chart.
4. To save your flipchart with your annotations, click on the menu icon on the toolbar.
5. Click “**Flipchart**” —> “**Save to**” —> “**My flipcharts**” or “**Other location**”.
6. Choosing “**My flipcharts**” will save your chart within the flipchart folder on your hard drive within the Promethean software.
7. Choosing “**Other location**” will allow you to save your chart to “**My Documents**” in a folder of your choice.

Exporting your Flipchart to a Microsoft Office Document

You may also choose to export your flipchart into another document (PowerPoint, Word, or as a PDF) so that you may open the flipchart in another program. To do this:

1. Click the menu icon on the toolbar.
2. Click “**flipchart**” —> “**Export**” and select your document: “**PP**” (PowerPoint), “**DOC**” (Word), “**PDF**”, or “**HTML**”.
3. Name your document and click **save**.

Making Annotations over a Website

When you make annotations on top of a website, **ACTIVstudio needs to freeze the screen in order to do this**, which means you will not be able to scroll through the website or continue to a new website without losing your annotations. In order to save annotations you make over a website, follow these steps:

1. After you make annotations to a website, click the **Camera** icon and select **Fullscreen**.
2. Click the flipchart icon to open a blank flipchart.
3. **Right-click** on the flipchart and select **Paste** —> **from Clipboard** —> **Image**.
4. The desktop image with your annotations will appear in the flipchart.
5. Save your flipchart by clicking **Menu** —> **flipchart** —> **Save to** —> and choose your location to save your flipchart.