

Importing PDF Files into ActivInspire

- Open ActivInspire and click on File → and choose Import (or click on the IMPORT PDF button you placed on your toolbar)
- Choose PDF
- Navigate to where you have saved your PDF file, click on the file, and choose open or simply double click the file
- In the Window that pops up the settings can remain the same and then just click the Import button
- The PDF image will now show up on your ActivInspire Flipchart screen. You can zoom in on it by dropping down the menu on the top right corner of your flipchart where it might already say **Best Fit**. You may want to change it to 100% 150%.
- Once you have a size established, you will want to RIGHT CLICK directly on the PDF paper and LOCK the document in place. This will not allow the students (or you) to accidentally move the document around or throw it away.