

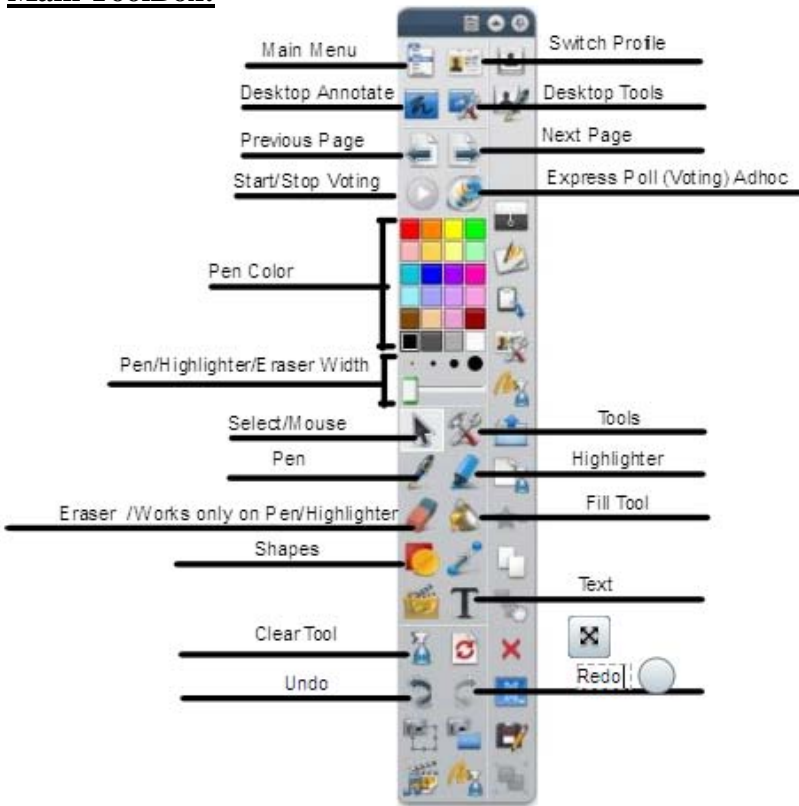
ActivInspire Quicksheet



Quick guide provided by the following companies
Do not use without permission.



Main ToolBox:



Dashboard:

opens when program is opened



Profile:

can be changed by clicking on the following icon.

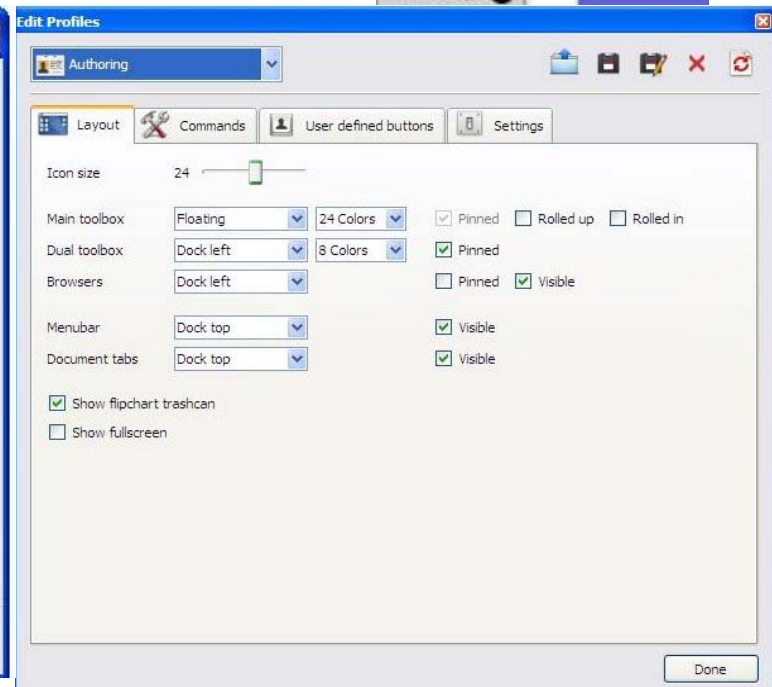
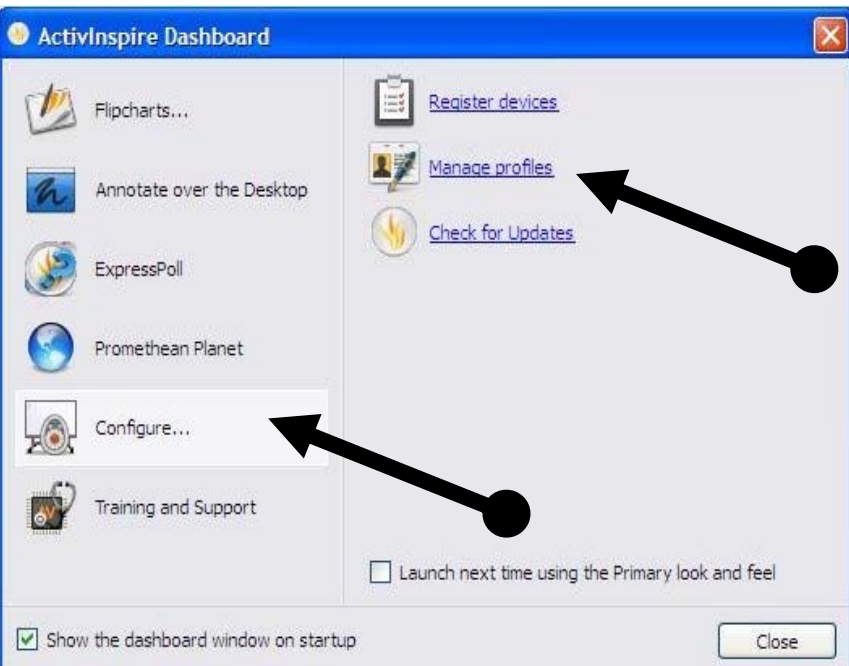


Click on the profile you want

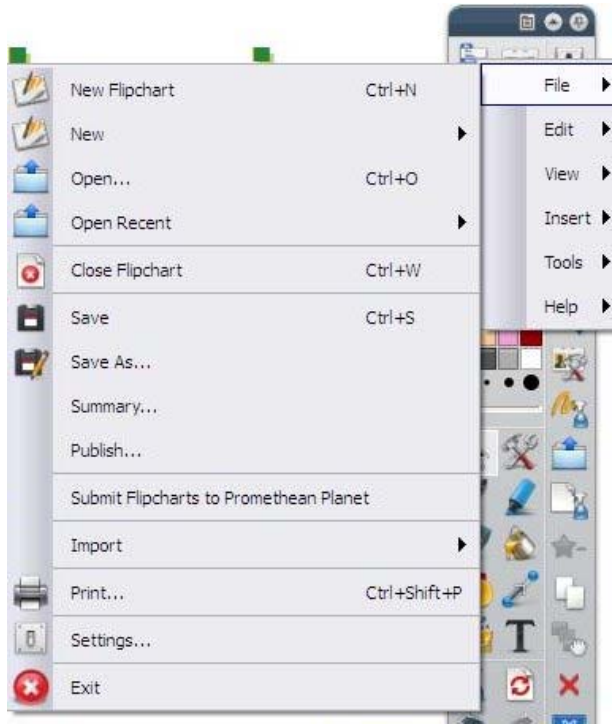


To manage profile open the dashboard, and click on configure, then click on manage profiles.

With this I can access colors and what I see on my toolbox.

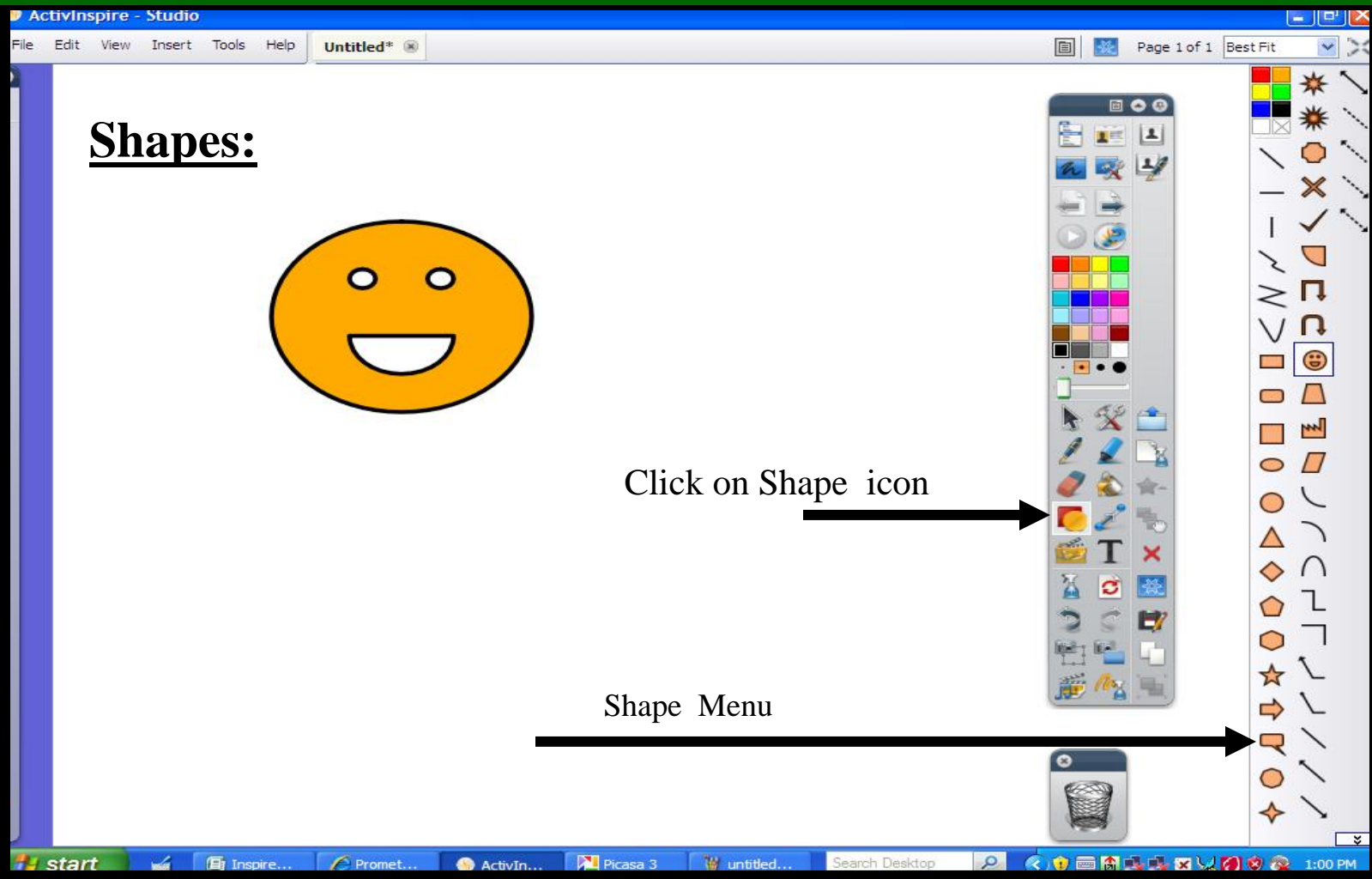
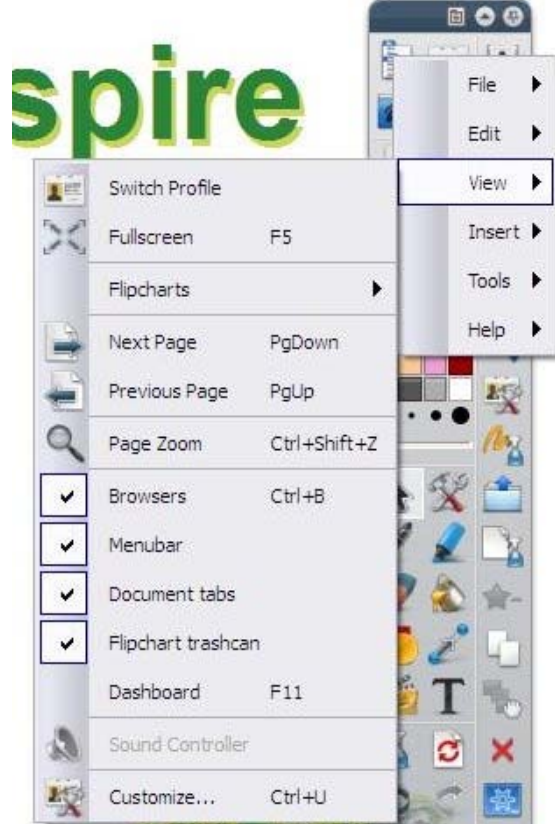


Menus Click on Main Menu Icon



File: New, Open, Save, Print, & Import

View: If it is checked you can see that menu on the page.



Shapes:



Click on Shape icon

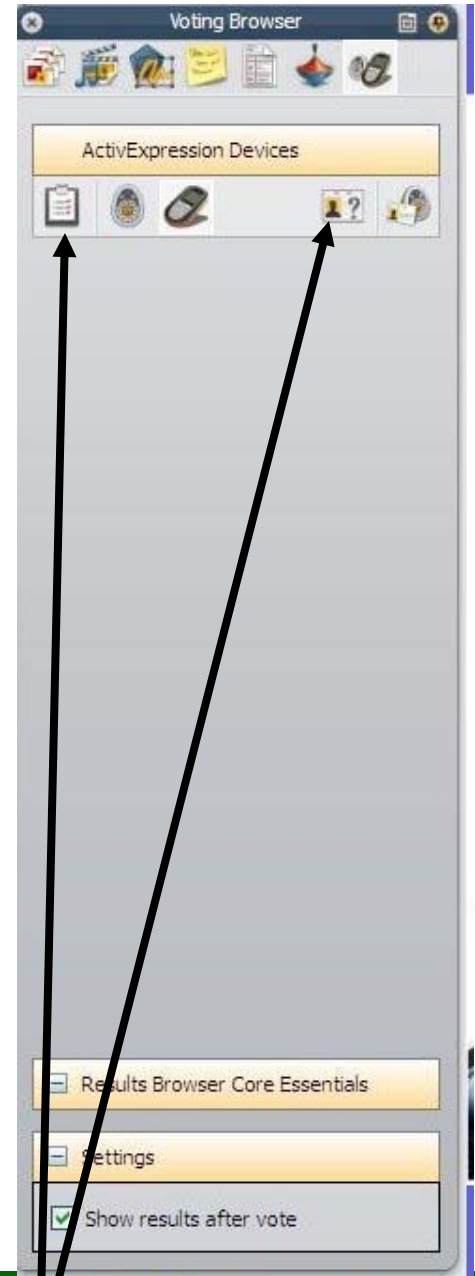
Shape Menu

Browser:

Page Browser



Voting Browser



Using the scroll button it will let you manage my flipchart pages. I can move, delete, & add pages by clicking on options menu.

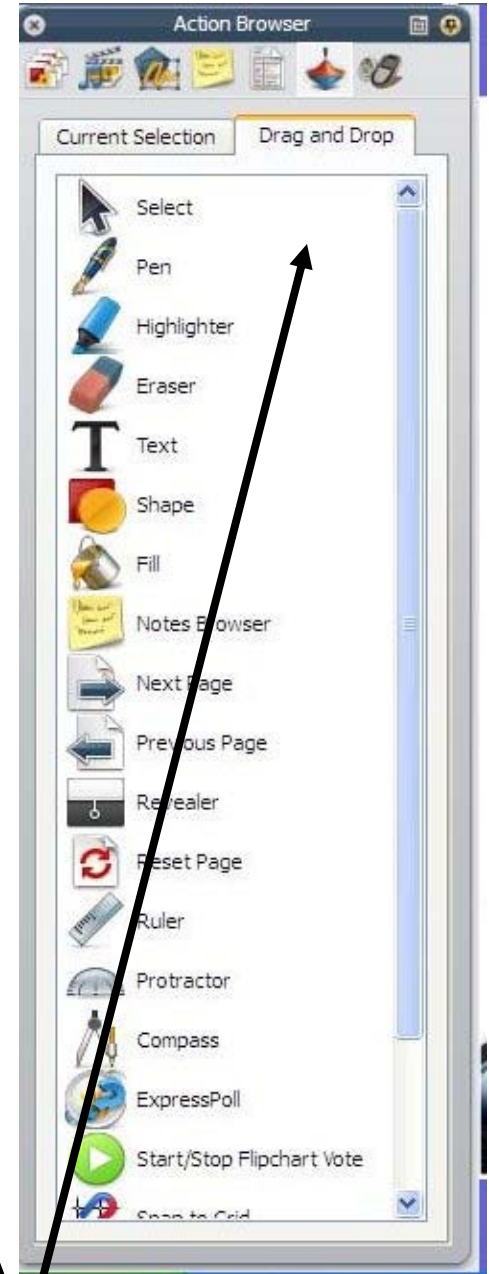
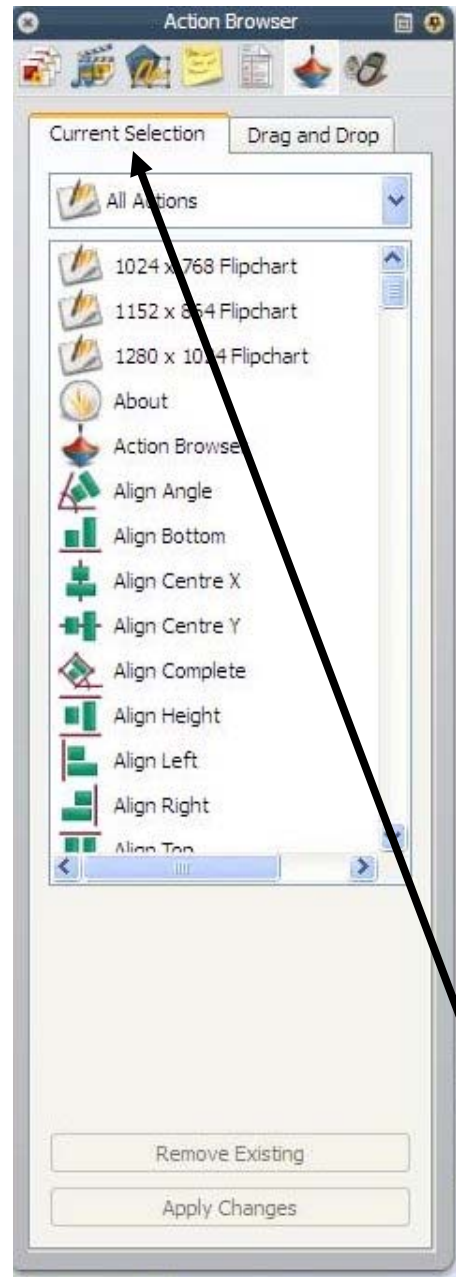
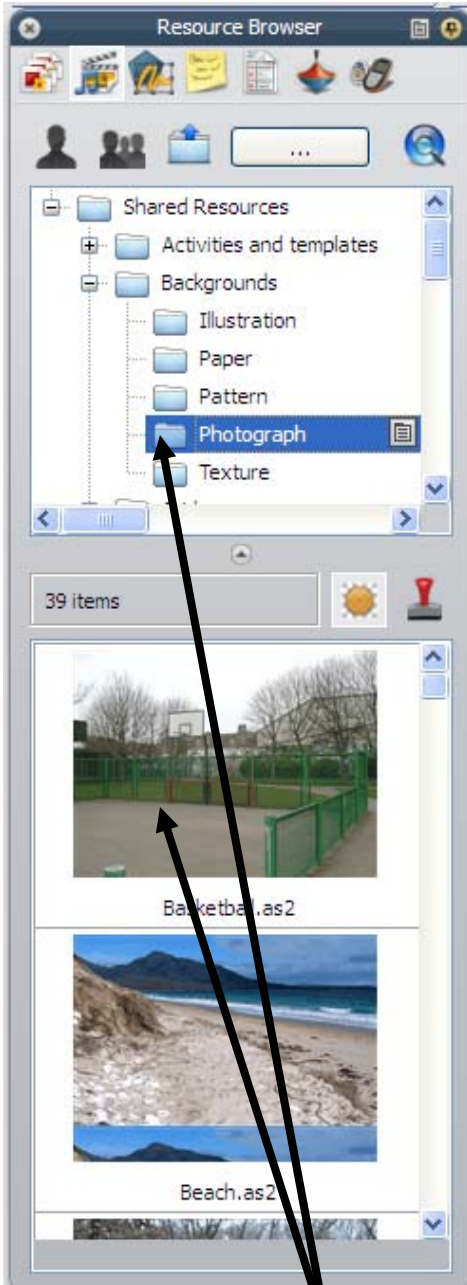
Use voting browser to register, manage, & export voting information.

Browsers:

Resource Browser



Action Browser

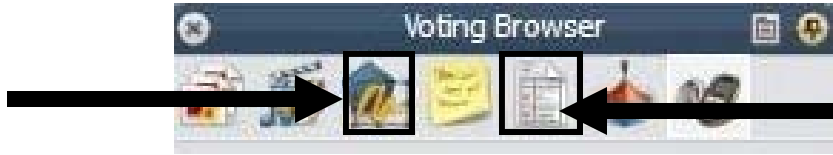


Click on plus sign to see more folders, in most cases drag out from bottom window. Choose folder for choice on resource. Will show in bottom window.

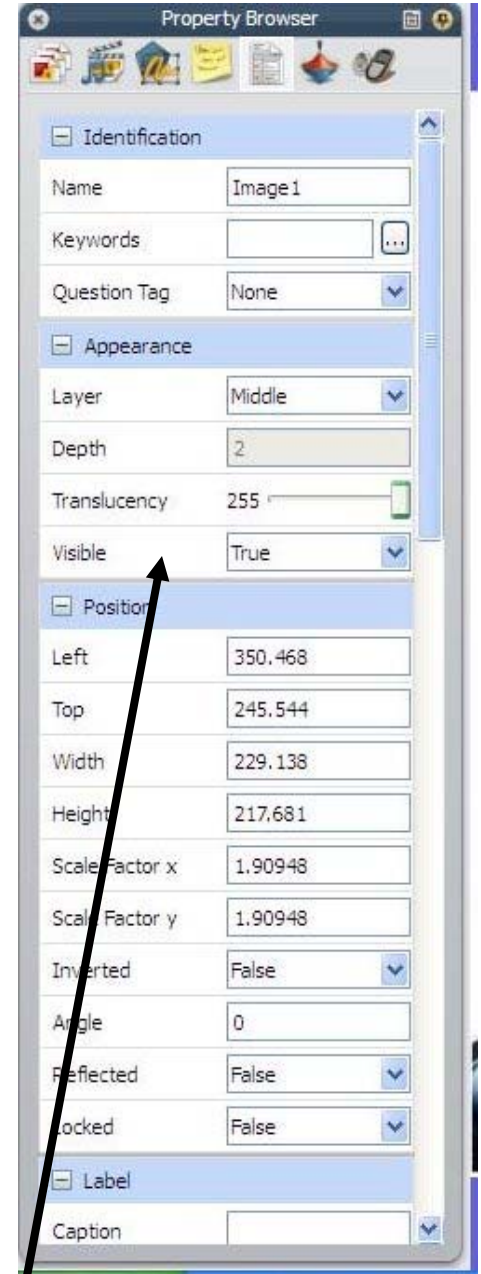
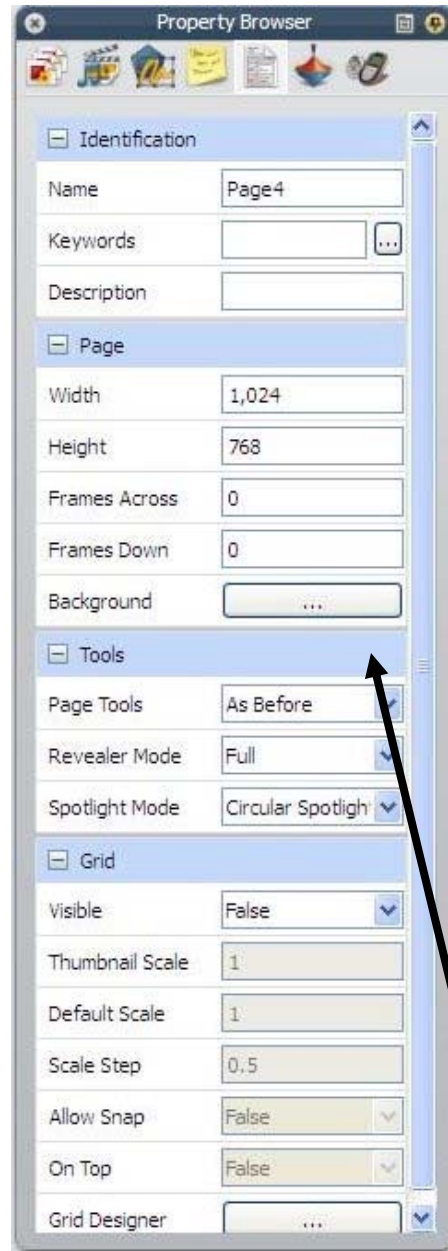
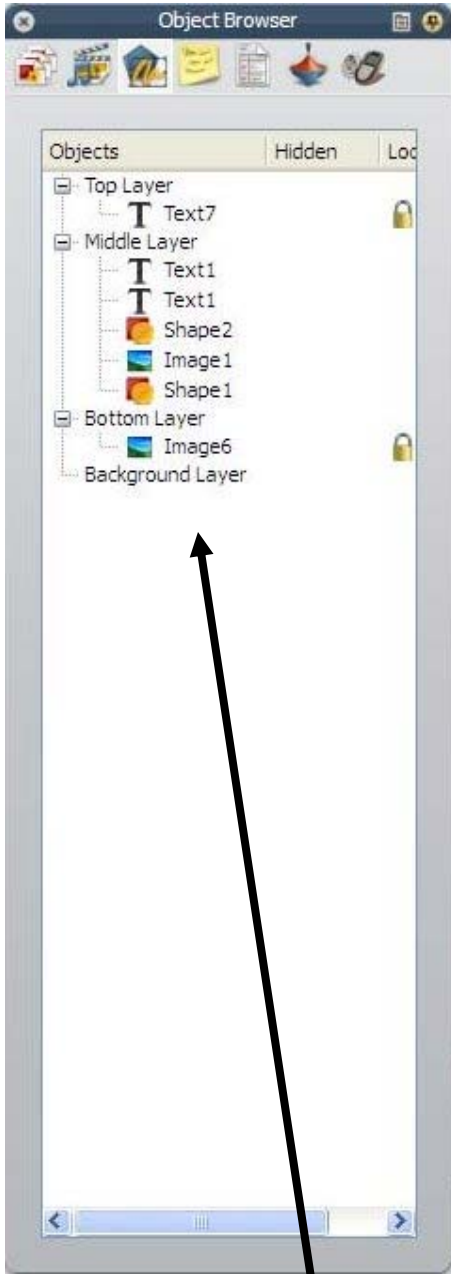
Use action browser to drag program options as shortcuts on flipcharts, also use other tabs to add actions to flipchart.

Browsers:

Object Browser



Property Browser

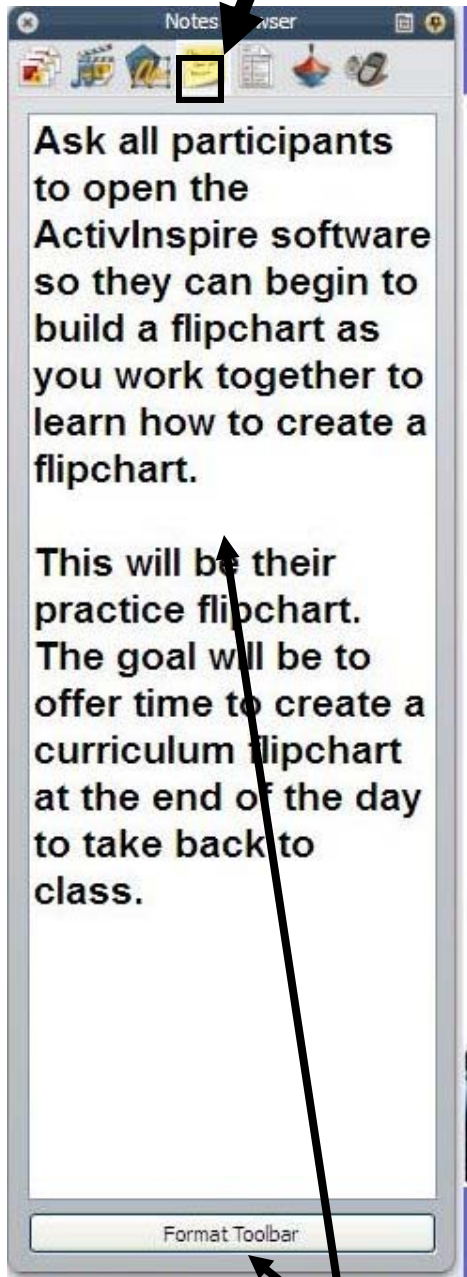


Object Browser allows you to see the layers of the software and what layers the items on the page are on. You can drag and item to another layer with this browser.

Click on the flipchart page after choosing property browser, it will give you advance edits for your page including grid designer. If you choose a item on the page this browser will show advance edits for the item.

Browsers:

Notes Browser



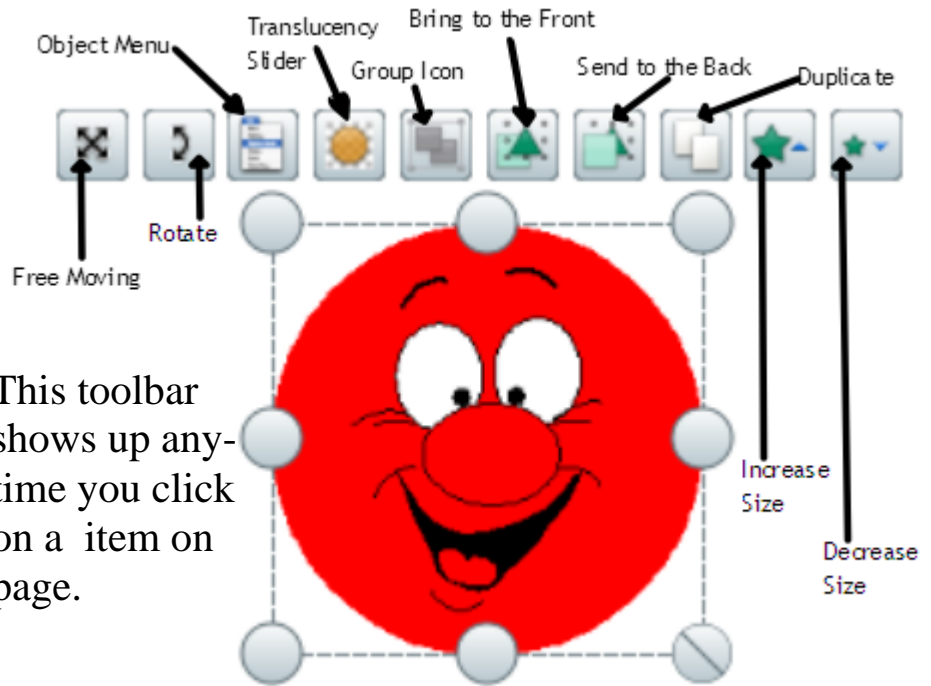
Notes Browser: Is a way to leave notes for yourself and others by page. Just start typing in browser to change font click on format toolbar

Extra Help:

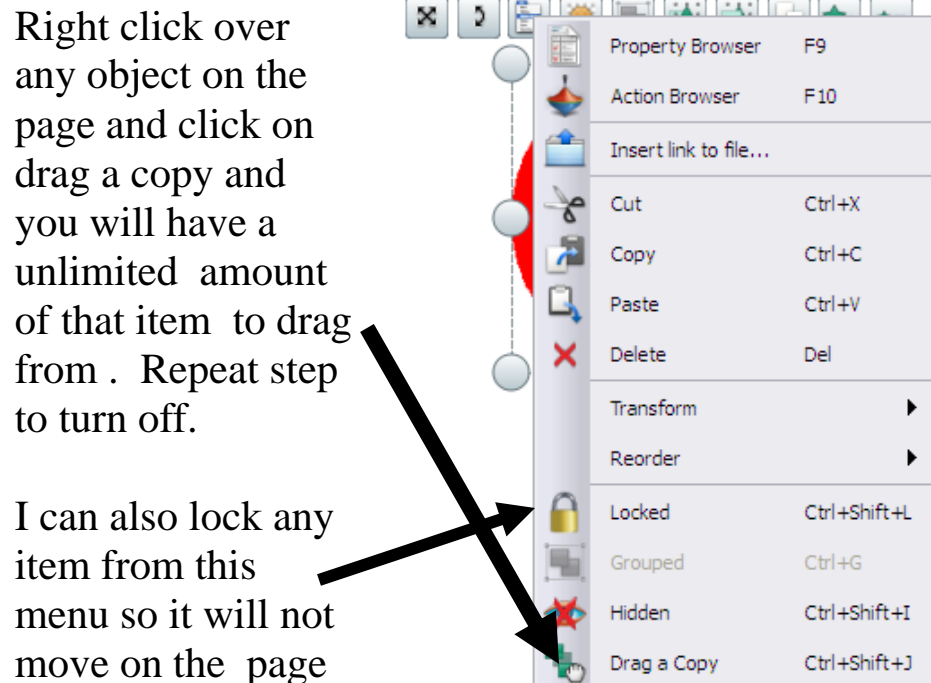


This is a option menu you will see it show up in a lot of places in Inspire . When you click on it, it will give more preferences.

Marquee Handles Toolbar



This toolbar shows up any-time you click on a item on page.



Right click over any object on the page and click on drag a copy and you will have a unlimited amount of that item to drag from . Repeat step to turn off.

I can also lock any item from this menu so it will not move on the page