Interactive White Board Training Guide – Level 3





Designed by

L. Shaw C. A. Gerrard S. Williams

Promethean Interactive White Board Training Guide. Level 3

Contents

- 1. Default backgrounds
- 2. Adding annotations
- 3. Adding a hyperlink
- 4. Saving individual pages
- 5. Saving images to the library
- 6. Further options
- 7. Flipchart organiser
- 8. Exporting flipcharts

Setting up Default Background

It is possible to set up a background that will appear on all flipchart pages.

Click on **Menu** on the floating toolbar. Then click on **Customise**.

Flipchart	₽
Link	۶
Sequence	۶
Anno Library	۲
Customise	
Help	►
Exit ACTIVstudio	

This window will appear. Click on **Options**

Click on **Flipchart**, then **Colour** to choose a coloured background for all pages. To choose a tile click on **Tile**.

ACTIVatudio Toolbox Customisation	ACTIV
Rollup: Toolbox Scaler:	Menu An
Flashing Title x1 x2	× 120 €
Colour Selectors	
Pren width Sider Pren widths	1 2 4 8 🗖
	2 🖉 🗆
	3 3 0
	~ ~ ~
953 그 9 명 그 🖬	
<u>A</u>	四 24 +
Options	له 👏
Quick Print, Allows you to print a single copy of the desktop QB or went flochart page	
The deskup on conerchipoten page	Cancel OK

To see the full tile library click here.

Clock Default Link Design Default Link Effect Docking Firschaft Hypefinks Keyboard/Handwriting Link List/Definer Media Controller Printing Fipcharts Printing Links Statup Snapshot	Pen Curso: None Colout. Tie
Miscellaneous	Replace white surface: Colour
I	Cancel DK

Click **OK** to finish.

Adding Annotations

Using the freehand pen to draw the annotation you wish to add to the library.

Select the annotation using the **Marquee Select** tool then right click to display this menu.



Select Add to Anno Library...

Select the category you wish the annotation to appear in then use the grid to draw a representation of the annotation.

Annotations	×	
Category Icon		
Angles 🔽		
¥xdad #ø		
Use attributes	Cancel	
Group Together	ОК	
Grow: 💿 Top Left	C Centre	



Select **OK** and the annotation will be added to the library in the category selected.

Adding a Hyperlink

A hyperlink is a way to quickly move from one flipchart page to another, or to a different file, image, video or even a website.

Select the object that is to be used as the link, then right click to display a menu.



A Hyperlink Type

window will appear. Select the type of link required.

Hyperlink Type			
Select the type of hyperlink you require: Cancel			
Page Link	Page Link Allows you to make a link to another page in the currently loaded flipchart		
Library Link	Creates a link to an item in your current Link Library		
File Link	Creates a link to a file or document on your computer (a reference link)		
Embedded Link	Creates a link to a copy of a file or document that will be stored in your flipchart (an embedded link)		
	🔲 Image Link is displayed on flipchart page		

If a file or embedded link is selected a **Link to a document** window is displayed.



Select the individual file that is to be linked then select **Open**.

Add a name and a description of the link then select **Record and Exit** to complete the link.

To activate the link in the flipchart, you must use the pen tool.



Saving Individual Pages

Use a right click on a section of the page that has



no text, images or annotations to display this menu.

Select Save To Page Library...





Saving Images to the Library

	Marquee Select	
	Edit	
	Cut	
	Сору	
	Duplicate	
	Delete	
	Fit	•
	Compress	•
	Rotate by 90°	
	Mirror	•
	Flip	•
	Transparency	
	Hyperlink	•
	Add to Image Library	
_	Selection Toolbox	
	Page Menu	
	r ago monarm	

Right click on the image to be saved and a menu will be displayed.

Select the **Add to Image Library...** option.

The **Save an Image** window will be displayed.

Save an Image:					? ×
Save in:	🔄 ImageLib		•	+ 🗈 💣 💷 -	
History Desktop My Documents My Computer	snow tree				
	File name:	*.bmp		•	Save
My Network P	Save as type:	*.bmp		•	Cancel

Name the image to be saved and select **Save**. The image will now be saved in the image library.

Further Options

Many other options may be explored by using the **Menu - Customise** window.



Organising flipcharts

It is possible to change the page order of a flipchart or to import pages from a different file.

Click on **Menu** – **Flipchart** – **Organiser** and this window will open.



Move pages by dragging to new position.



To import pages from a different file load another file from the list on the left.



Select a page from the new file and drag into the original flipchart.

Exporting a flipchart as Powerpoint file

It is possible to export a flipchart in different formats e.g. as a Powerpoint file.

Click on Menu – Flipchart – Export – as Powerpoint

