

Interactive White Board Training Guide – Level 3



Designed by

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Promethean Interactive White Board Training Guide. Level 3

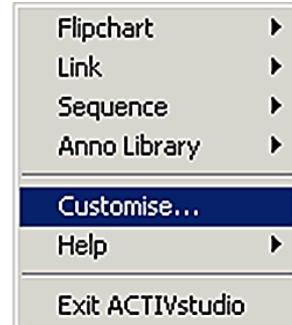
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Setting up Default Background

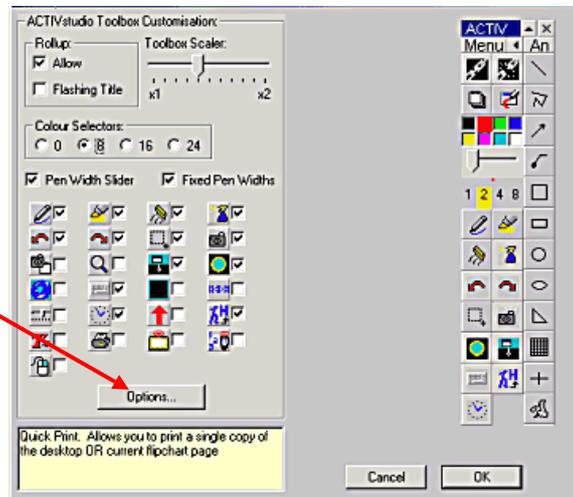
It is possible to set up a background that will appear on all flipchart pages.

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

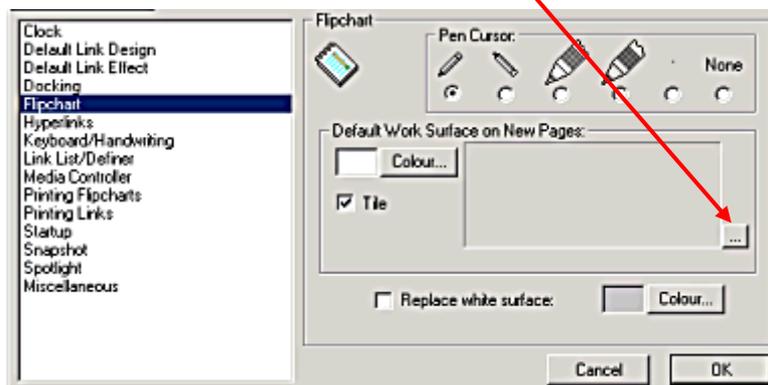


This window will appear. Click on **Options**

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



To see the full tile library click here.

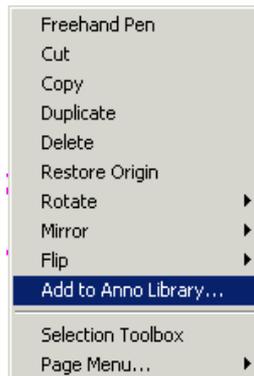


Click **OK** to finish.

Adding Annotations

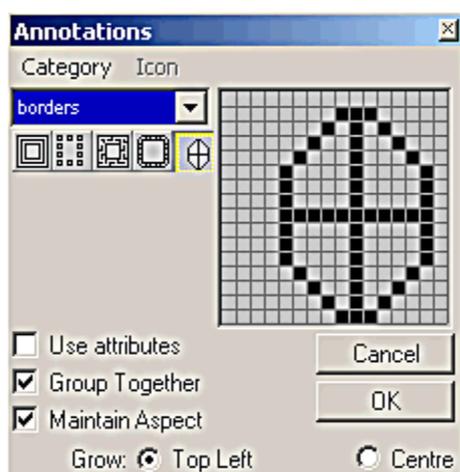
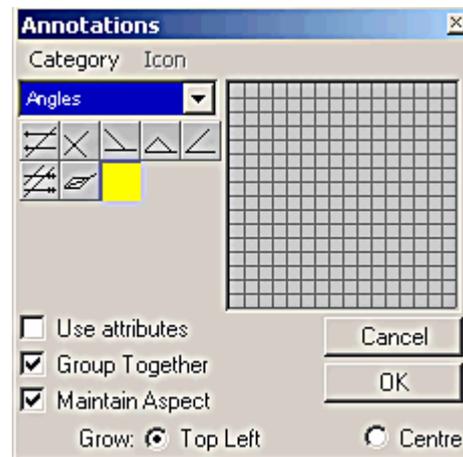
Using the freehand pen to draw the annotation you wish to add to the library.

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.

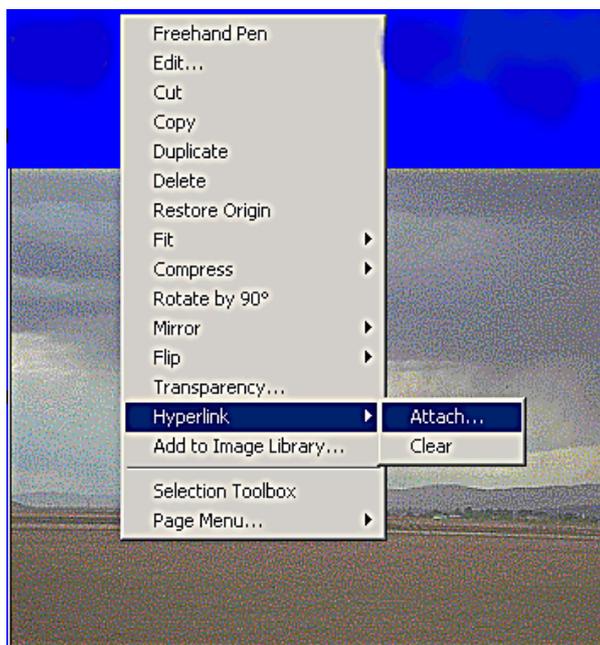


Select **OK** and the annotation will be added to the library in the category selected.

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.

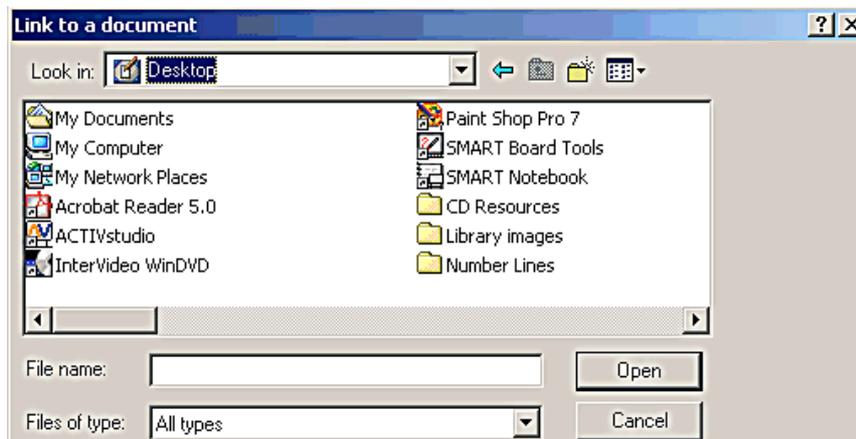


From this menu select **Hyperlink** then **Attach...**

A **Hyperlink Type** window will appear. Select the type of link required.



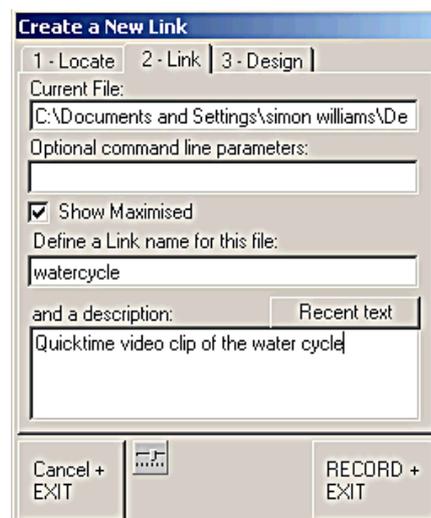
If a file or embedded link is selected a **Link to a document** window is displayed.



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

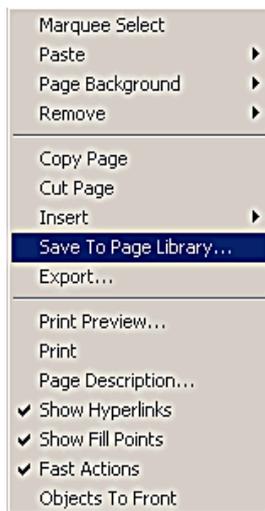
Add a name and a description of the link then select **Record and Exit** to complete the link.

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



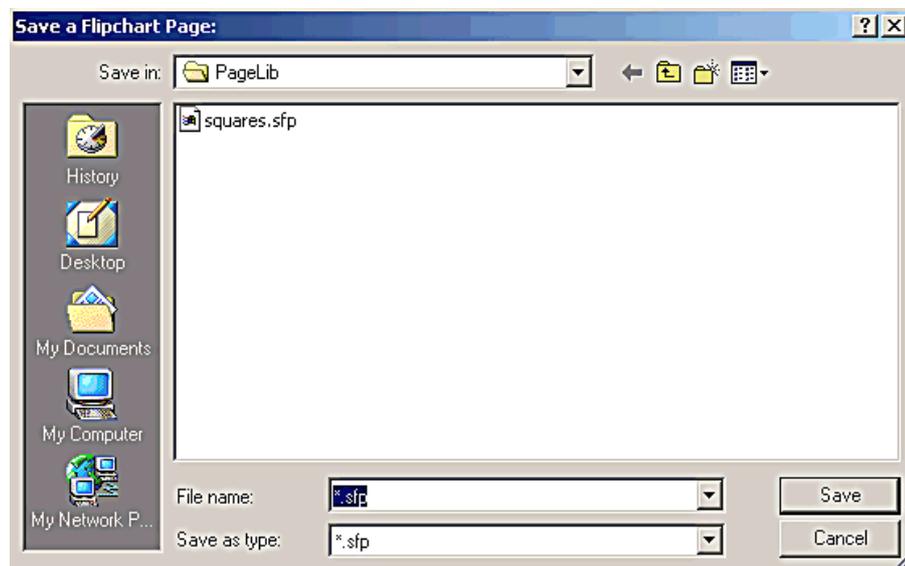
Saving Individual Pages

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...**

Give the page a file name then select **Save.**



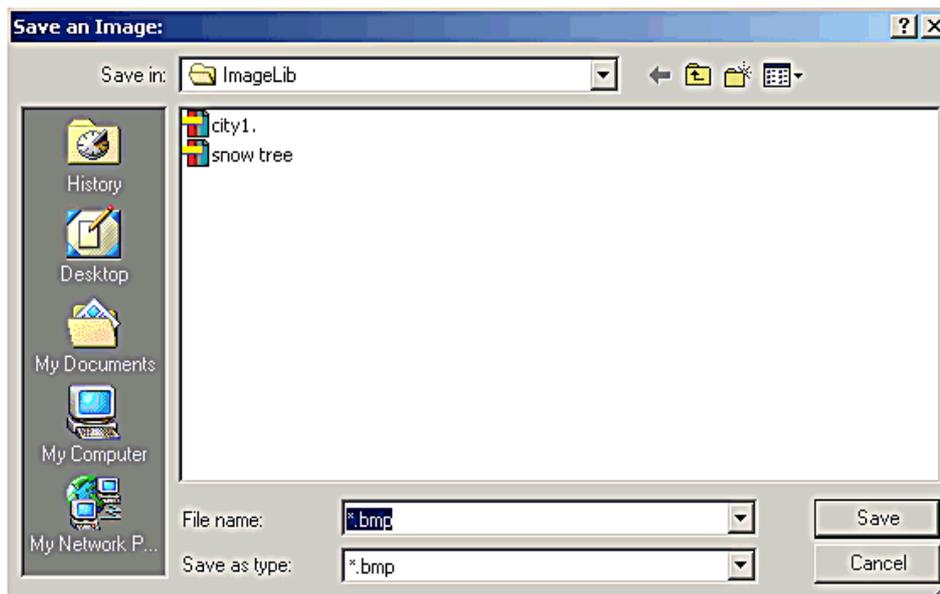
Saving Images to the Library



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

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

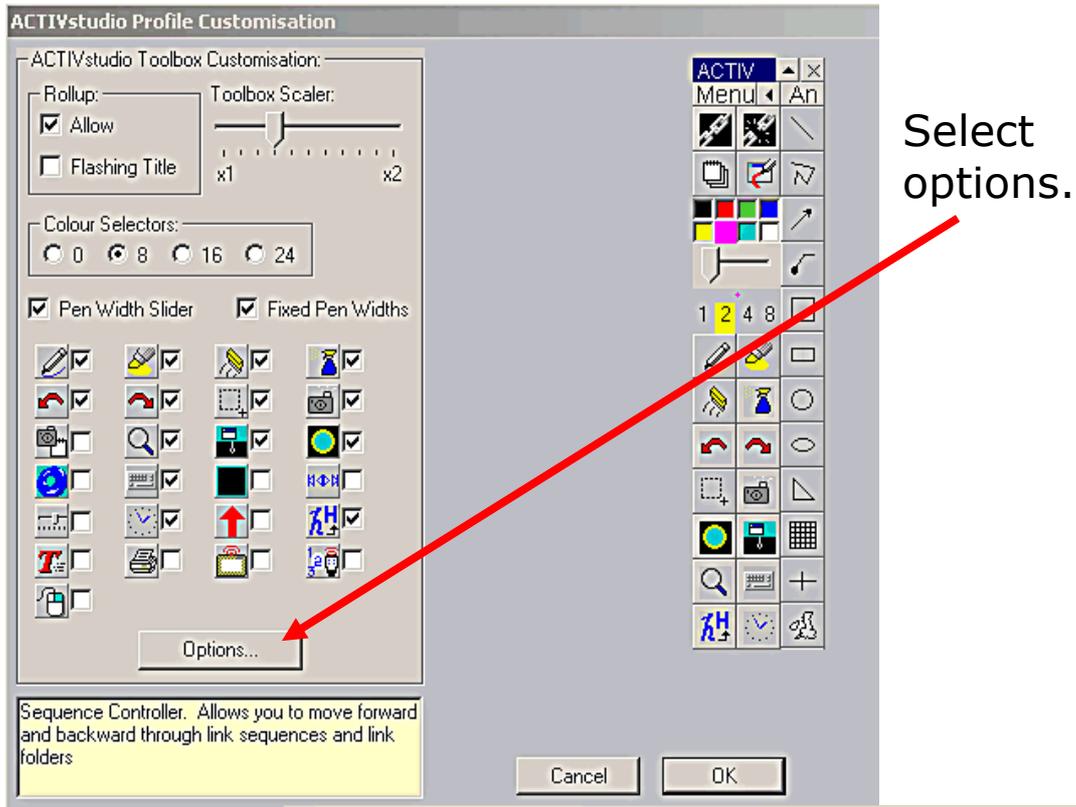
The **Save an Image** window will be displayed.



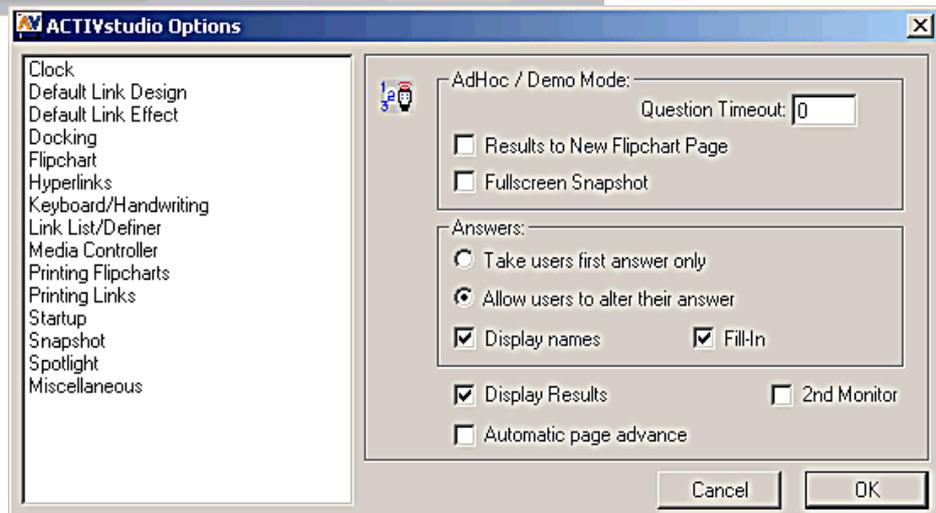
Name the image to be saved and select **Save**. The image will now be saved in the image library.

Further Options

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



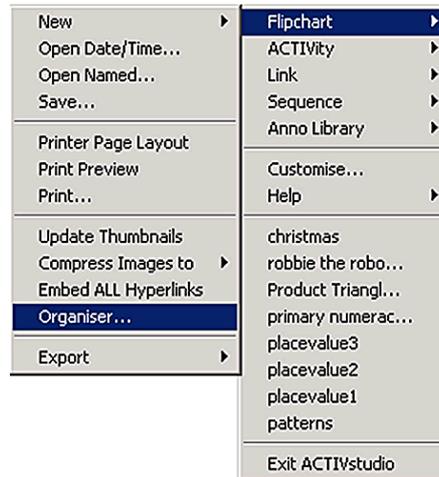
The menu allows for changes to settings on many different Activstudio tools.



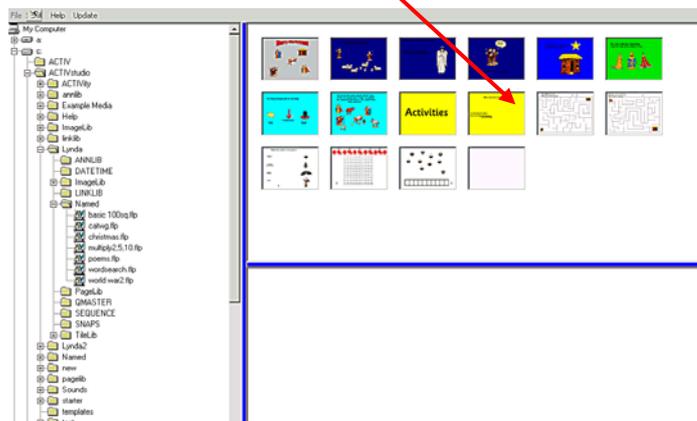
Organising flipcharts

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

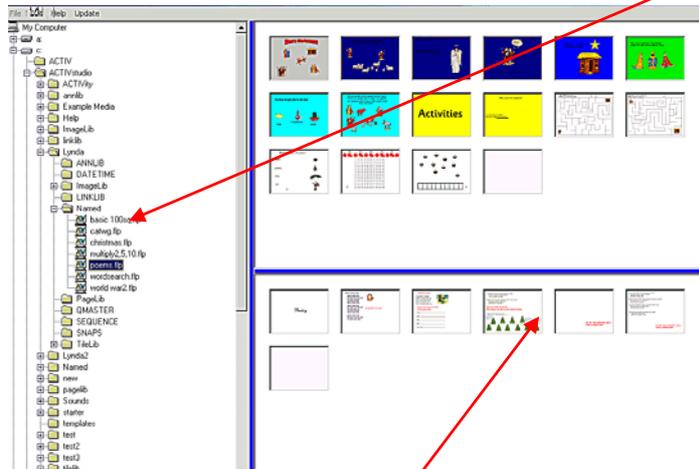
Click on **Menu – Flipchart – Organiser** and this window will open.



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**

