



**ACTIVstudio Professional Edition**

**User Guide**

**US Edition**

**TP 1517**

**Issue 2**



**PROMETHEAN INC**

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## About ACTIVstudio

Designed specifically for presentation and learning environments, ACTIVstudio is a user friendly software interface which has been developed for use with the ACTIVboard and ACTIVpen.

ACTIVstudio offers multiple features that allow you to create and deliver presentations, enhance material with special effects, annotate to highlight key points, add notes and pointers incorporating additional information or audience comments, and much more. Here's how...

## Interactive Tools

The range of tools included with ACTIVstudio allow you to annotate, create objects, apply special effects and incorporate interactivity to your presentation. The tools are accessed from the toolboxes, which can be customized to make certain tools or shortcut links accessible whilst you work on a particular presentation.

## Toolboxes

- **Main Toolbox**  
When ACTIVstudio is open the Main Toolbox is displayed. This is a floating toolbox which sits in front of any running applications and can be moved to any position on the screen. It can be docked to the side of the screen, or rolled up so that it is unobtrusive. The Main Toolbox already contains a number of popular tools to get you started.
- **Quick Select Toolbox**  
This is a smaller toolbox that allows you to quickly select a selection of frequently used tools whilst you are presenting. The toolbox is accessed from a right click in the flipchart window, making it accessible from wherever you are standing at the ACTIVboard.
- **Power Toolbox**  
This toolbox is accessed from the **Power Tools button**  on the Main Toolbox. It contains a set of useful but not so frequently used tools to use whilst designing or delivering a presentation.
- **Other Toolboxes**  
As you explore ACTIVstudio, you will discover a number of additional toolboxes being used throughout. These allow you to access key editing functions or different features for particular tools.

## Flipchart

The flipchart is your main workspace area and consists of as many pages as you wish to create. Here, you can create or retrieve content to use in your presentation. You can open multiple flipcharts at the same time, allowing you to drag and drop objects or links from one flipchart to another. The flipchart can be output to a printer, or exported in a variety of formats.

## Desktop annotation

Use the ACTIVpen to draw or highlight in different colors and pen widths on an image of the desktop or any open Windows application. The annotations can be moved, sized, duplicated and deleted. When finished, you can save the annotations for future use by capturing an image of the screen (or part of the

screen) using the **Camera Tool** , or when you exit ACTIVstudio you can save your desktop flipchart as a flipchart file.

## Integration with Windows Applications

A number of the tools can be used for presentational effect and integrated with other software applications outside ACTIVstudio. ACTIVstudio has simplified the process to create links to your external files and programs. If you prefer, it will even host the file for you in it's very own Link Viewer, so you don't even need to step outside the program.

## Resource Library

The Resource Library allows you to access files and objects to use with your flipcharts or presentations.

- Open the shared library for a wealth of resources supplied with ACTIVstudio which you can use, manipulate and save. This library is intended to be shared with multiple users.
- Your personal library allows you to save your own resources.
- Browse folders on your computer for resources.

The resources located in the personal and shared library are categorized by resource type for your convenience.

## User Profiles

Makes use of Windows profiling. This allows you to save your personal layouts, resources and settings so you can access them again the next time you log on to the computer. ACTIVstudio makes it easy to share resources with your colleagues by saving your resources to a shared library located on your computer network.

## Customize ACTIVstudio

Customize the form and function of selected tools and ACTIVstudio features to change how you interact with ACTIVstudio. For more information about customizing ACTIVstudio to suit your personal working environment, see the section about **Customizing ACTIVstudio**.

## Getting Help

You can find more information about using ACTIVstudio in the following resources.

### User Guides on product CD

You can find information about ACTIV products in the User Guides, which can be accessed from the Product CD.

If Auto Play is enabled on your PC, the main menu screen will automatically appear. If this menu does not automatically appear, choose **Run** from the **Start** menu. In the Run dialog box, type the drive letter that contains the CD and type \Menu.exe. For example d:\Menu.exe.



Click on the **documentation icon** user guides.

to access the product

### Help System

ACTIVstudio includes complete documentation on all of the tools and features in this accessible help system.

The help opens in a new window. The format is designed to allow easy navigation so you can view each topic using the contents list, or find information about a specific topic by using the index or search options.

To access the help:

- From the product CD main menu screen- click on the documentation icon and select the help file from the list of documentation.
- Click the **Help** link from the Did you Know window, which is displayed when the software opens.
- Within ACTIVstudio, select **Menu > Help > Contents...**
- From Windows Start menu, select **All Programs > ACTIVsoftware > ACTIVstudio 2 > Help Files**, and select a help file from the secondary fly out menu.

## Context Sensitive Help

Context sensitive help provides information about a particular dialog window or toolbox, and how to use it.

To open a help topic containing information about a specific item, click the **Help button**  located on the window titlebar. Or, right click on a tool button.

## Conventions and Terminology

Be aware of the following conventions within ACTIVstudio help:

The term 'click' is the same as a left mouse click, which is used to select items and perform normal 'left click' functions. To 'click', lightly press the tip of the ACTIVpen on the surface of the ACTIVboard.

To perform a 'right click', hold the pen to the surface of the ACTIVboard (either just touching the surface or even slightly away from it) but do not press the tip of the ACTIVpen. Instead, press the barrel switch on the side of the pen. The right click is used to access auxiliary functions and menus.

Any buttons or menu items you need to click on are displayed in bold text.

Click sequences appear in bold with a greater than symbol separating each click level. For example, to open the Help contents, click on the Menu button, select Help from the menu and then select Contents..., will appear as **Menu > Help > Contents...**



This icon represents a note or useful information relating to the current subject.



This icon represents a useful tip about the current subject.

## Tooltips

Hover the cursor over an ACTIVstudio tool button, or a hyperlink in the help, to display a description about the feature in a popup textbox.

## User Forums

The User Forum is an interactive online resource, where you can post discussion topics and share information surrounding the use of ACTIV products with other users around the world. It provides additional support from your peers and allows you to combine knowledge, skills and inspiration so you get the most out of your ACTIV products. The Forum is moderated by product experts who can offer guidance, solutions and answer your product related questions.

We invite all new users to register and become members of our growing online community. You are encouraged to join and visit the forum regularly for news about updates to the ACTIV range of products, software and resources. Visit the forum [www.aktivboard.com/forum.htm](http://www.aktivboard.com/forum.htm)

## Contacting Promethean

Promethean address 8601 Dunwoody Place, Suite 108, Atlanta, GA 30350

Website **[www.activboard.com](http://www.activboard.com)**

Available from the website:

- Notification of related products or software releases
- Free upgrades or revisions to keep you informed of the latest features
- Access to the User Forum
- Helpful resources and education material for you to download
- Links to useful websites

Technical Support

**[www.activboard.com/support/techsupport.htm](http://www.activboard.com/support/techsupport.htm)**

Telephone Numbers Open Monday - Friday 0900 - 1700 hours

Switchboard 888-652-2848 (Toll free)

Technical Support 678 762-1500

Fax Number 678-762-7700

Email For more information about Promethean products:  
**[info@activboard.com](mailto:info@activboard.com)**

Send an email to Technical Support: **[support@activboard.com](mailto:support@activboard.com)**

## What's New

Here is an overview of the new features and enhancements in this release of ACTIVstudio, click on an icon or hyperlink to learn more about the feature:

### New



Simplified network friendly profiles which use your Windows user profile.



New set of toolboxes which provide easy access to tools and features.



Customize your toolboxes, Flipchart Toolstrip and Shortcut Bar.



Open multiple flipcharts with unlimited pages.



Drag and drop between flipcharts and Windows programs.



Allow ACTIVstudio to host your files when you open them using links and shortcuts.



Add the current date and time to your page with the Time Stamp Tool.



Add notes or pointers to your page to focus attention and record notes or display prompts.



Link to external files by creating a **Link Object** or customizing a User Defined Button.



Pick a color from an image to use on your color palette using the Color Picker Tool.



Fill out the **Flipchart Summary** form when saving to allow for more accurate searching of resources.



Change the appearance and performance of ACTIVstudio and its tools by altering the settings.



Change the properties and apply actions to your flipchart objects and page.

New set of interactive tools:



Perform mathematical calculations using the Floating Calculator Tool.



Use the Dice Tool to generate random numbers or to incorporate numbers into your numerical activities.



Display a Protractor and interact with it using the pen or highlighter tools.



Display a Ruler and interact with it using the pen or highlighter tools.



Make up fractions and add them to your page using the Fraction Creator.



Now you can select an alphabetic version of the keyboard for the young learner.



Record and playback your actions performed on a flipchart using the Flipchart Recorder.



Create a new origin point on the page around which you can flip, mirror and rotate objects.

## Enhanced



Improved Resource Library. Choose how you add objects to the flipchart.



Save your desktop annotations



Right click on the **Pen**  and **Highlighter**  Tools to reveal the **Pen Modifier Toolbox**, which contains a set of pre-defined annotations.



Easily rotate and move your objects using the **rotator**  and **free mover**  pickup boxes, accessed by selecting the object with the Marquee Select Tool.

Improved toolset features:



Recognition tool can now convert your freehand scribbles into editable text or shape objects.



Camera Tool, previously referred to as Snapshot Tool, can now be used in Point to Point, Freehand and Window modes to capture different areas of the screen.



Various actions can be applied when the clock counter has reached its target value.



You can choose to use different types of spotlight.



Now you can mask off your flipchart in all four directions.



Remove specific object types from the page using the Clear Tool, previously referred to as Clear Annotations Tool.



Improved Text Tool with more options to format your text using the **Text Edit Toolbox**.



Use the Page Organizer to cut, copy, paste, delete, duplicate and arrange your flipchart pages.



Use the Page Selector to view thumbnails of your flipchart pages for easy navigation.



Improved flipchart printing which allows you to select different page layout options.



Improved **Export Wizard** and procedure for exporting your flipchart to different file formats.

## Calibrating the ACTIVboard



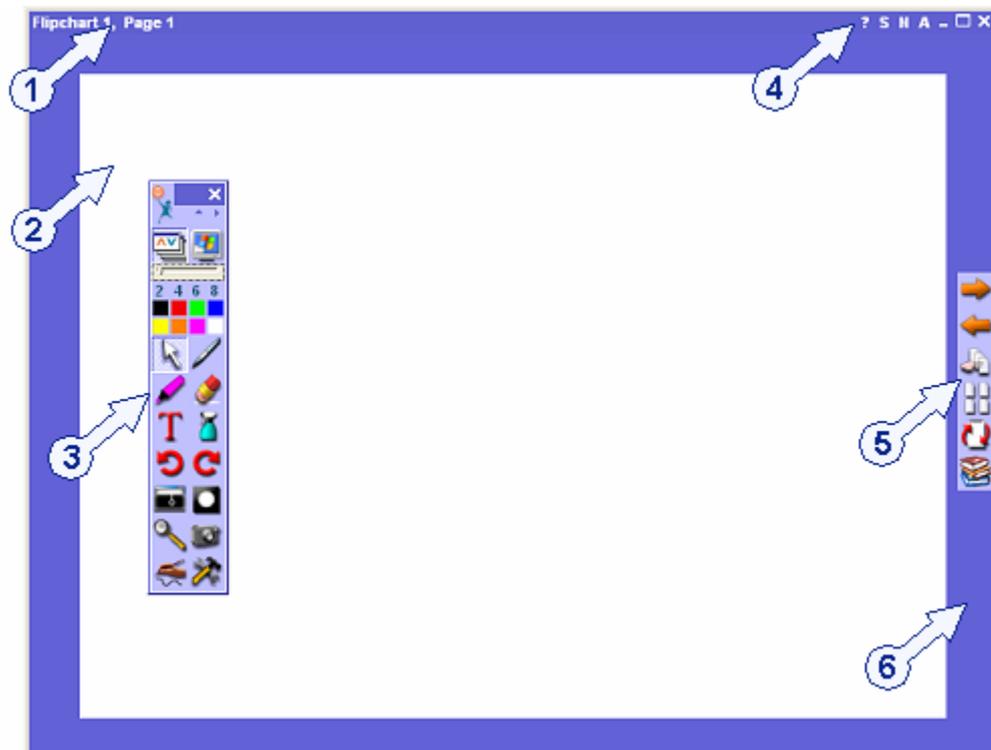
**Ignore this section if you are not using ACTIVstudio with a whiteboard.**

When using an ACTIVboard or proACTIV board, 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.

Refer to the Quick Start Guide supplied with your particular whiteboard for information about the appropriate calibration procedure.

When your system has been calibrated, check that the tip of your ACTIVpen aligns with the cursor position on the whiteboard. If it doesn't, try calibrating again, or contact **technical support**.

## Explore the ACTIVstudio Interface



Click on the links below for more information about the item:

- ① [Flipchart title bar](#) Displays the flipchart title and page number. When the flipchart window is not maximized, you can click and drag the title bar to drag the flipchart to another position on the screen.

② Flipchart

The flipchart is your main workspace area, in which you open, prepare and deliver your presentation. The flipchart is displayed in the Flipchart Window. You can open multiple flipcharts\* at the same time. If you have more than one flipchart open, click inside a flipchart window to make that window active.

\* Professional edition allows you to open up to 2 flipcharts. Developer edition allows you to open up to 8 flipcharts.

The Flipchart is not the only workspace area used with ACTIVstudio since you can use it to interact with many other programs and applications. As you read more about ACTIVstudio, you will discover the different ways in which to do this and how you can use ACTIVstudio to create a unique learning experience for your audience.

③ Main Toolbox

Allows you to access a range of tool buttons and menu functions. You can also create program and file shortcuts and put them in a third toolbox column called the Shortcut Bar to provide easy access links to external programs and files. Customize your toolbox by adding or removing tools, or change how it is displayed.

④ Title bar buttons

These provide you with additional functions specific to the flipchart window.

⑤ Flipchart Toolstrip

Provides easy access to a useful set of tools to use with your flipchart and allows you to navigate through your flipchart.

⑥ World color

This is a colored area behind the flipchart page. You can change the color of this to suit a particular flipchart color scheme using the **Fill**

**Tool** , or by altering the **Flipchart Settings**.

## Toolboxes

### About Toolboxes

The Main Toolbox is displayed as a floating toolbox when you open a session of ACTIVstudio. However, other toolboxes and areas are used in ACTIVstudio to provide access to a wide range of tools or features.

Some toolboxes only appear when you click on a tool button to provide access to the functions of that particular tool. These toolboxes will be discussed in the same sections as the tools.

### Toolstates across multiple flipcharts

Some tools, such as the pen, are common across multiple flipcharts. So, if you are annotating in the blue pen in one flipchart and you make another flipchart active, you will annotate in blue.

However, it is necessary to update the toolstate of some tools, such as the Spotlight Tool, when you switch between multiple flipcharts. So, if you are working on one flipchart with the spotlight activated, when you switch to another flipchart, the spotlight will remain on the first but not the activated flipchart.

Other tools, such as the Camera Tool, do not allow you to move between flipcharts whilst the tool is activated.

### Main Toolbox

---



The Main Toolbox displays automatically when ACTIVstudio is opened. To customize the Main Toolbox, select the **Menu > Toolbox Customize** and select the relevant option from the menu list.

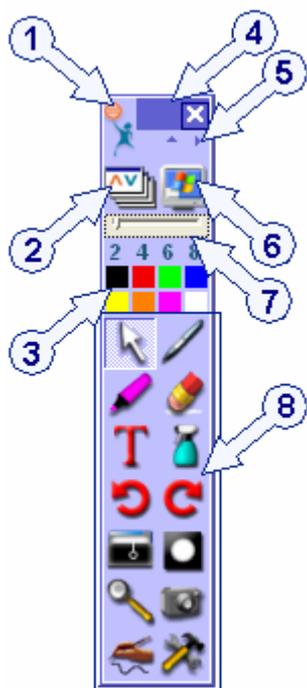
---

The Main Toolbox contains a selection of tools for you to create, select and manipulate different types of objects, allowing dynamic learning environment on the ACTIVboard.

When you open ACTIVstudio program for the very first time, the Main toolbox is displayed centrally on the screen. You can move the toolbox around the screen by clicking on the dark blue area on the title bar. ACTIVstudio will remember the position you last left the toolbox, so the toolbox will be placed where it was last positioned the next time you open the program.

The Main Toolbox floats on top of other opened applications so that it will always be visible on screen, even if you are working with a flipchart in full screen mode or in a Windows application.

Default view



① Menu Button

Use the Menu button to access key functions of ACTIVstudio.

② Flipchart button

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 whilst 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.

③ Color palette

The Color Palette allows you to select different colors to use for your annotations, drawing lines and shapes, filling objects, etc. It's easy to change the number of colors displayed in the palette by changing the **toolbox settings**. You can also change the actual colors displayed in the palette:

- Right click on a color you want to change and click on a color from the popup **Color Palette**



to select it.

Or

- Select the **More button**  to define a custom color from the standard Windows color palette.

④ Title bar

The Title bar allows you to position the toolbox on the screen wherever you feel most comfortable working with it, or to move it away from a certain area whilst delivering your presentation. Click on the title bar and drag the toolbox to the position you prefer. Release the click when the toolbox is in the correct position.

Use the **cross**  to close the current session of ACTIVstudio. You will be asked to save any changes.

⑤ Roll up/down button

Use the roll up/down button to hide the toolbox so that it uses less space on the screen. The button is located underneath the title bar, in the center. When the toolbox is maximized, the button is displayed as an up arrow. Click on the button and the toolbox will be minimized so that the tools, color palette and pen width indicator are hidden from view. Only the title bar, Menu button and arrows are displayed. The up arrow has now become a down arrow. Click on the button again and the toolbox will roll down to show the hidden items.

Roll in/out button

Use the roll out button to display the Shortcut Bar on the right hand side of your Main Toolbox. The button is located underneath the title bar, immediately left of the menu button.

Click on the button and the toolbox becomes wider to display the Shortcut Bar. The out arrow now becomes an in arrow. Click on the button again to hide the Shortcut Bar from view.

⑥ Annotate over desktop

The Annotate Over Desktop feature allows you to make notes, comments or simply draw on top of an image of your Windows application.

⑦ Pen width indicator

Use the Pen Width Indicator to select a different size for your eraser, highlighter or pen tools. To change the size, ensure the eraser, highlighter or pen tool is selected, then:

- Click on a number displayed in the Pen Width Indicator. The number will be highlighted in white to show the size you selected. The eraser and highlighter you can choose from 20 or 50 pixels. For the pen tool you can choose from 2, 4, 6 or 8 pixels.

Or

- Click and drag the slider to increase or decrease the pen width between 0 and 99.

Or

- Right click on one of the numbers to display a dialog box where you can enter a size between a certain range. The number you clicked on will display the new size you entered in the dialog, which will be selected.



**You can change the outline width of annotations, lines and shapes just by selecting the object and clicking on a pen width.**

⑧ Default tools

These are a selection of tools, which are already added to the Main Toolbox for you when you open ACTIVstudio. You can add more tools from the Tool Store to increase functionality within your toolbox, or you can remove tools you don't use to reduce the size of your toolbox.



You can reset your toolboxes back to the default installed state at any time. Select **Menu > Studio Settings... > Toolboxes** and click on the **Reset All Toolboxes** button.

### Docking the toolbox

Because the toolbox always sits on top of other applications you may find that it will obstruct the program underneath it. Also, it may obstruct your presentation. Docking the toolbox allows you to overcome this problem. Docking involves moving the toolbox to the screen edge, where the docking action will depend upon the **toolbox settings**. When the toolbox is rolled up, click on the dark blue bar at the top or the roll down arrow to display the complete toolbox once more.



### Shortcut Bar

The Shortcut Bar is a separate area, which is conveniently located on the side of the Main Toolbox. The area is initially hidden so that it minimizes the space it takes up over your presentation. Click on the **roll out** button to view the Shortcut Bar.

The Shortcut Bar contains the following types of icons:

#### User Defined buttons

These are ready for you to customize to launch files and programs, add text, or send keystrokes to external applications. ACTIVstudio will automatically place some buttons in your Shortcut Bar. If you click on them, no action is performed because the buttons have not been defined.

- ▶ For more information about the User Defined Buttons, refer to the information in the **User Defined Button** and **Keystroke Definer** sections.

#### Thumbnails of resource media or objects

The thumbnail is a small version of the objects that are dragged into the Shortcut Bar from a flipchart. Click on a thumbnail to paste a copy of the resource on the current page of your flipchart or desktop flipchart.

**Right click on the thumbnail of resource media or object to view a larger thumbnail in a separate window. For example:**



### Shortcut icons for opening external files

Icons of associated programs will appear when you customize a User Defined button or drag a file icon onto the Shortcut Bar from the Windows Desktop. To launch the shortcut, click on the icon in the Shortcut Bar. A window is displayed which asks you if you want to open the file or save it to your computer. Choose **Open** to view the file, **Save** to store the file on your computer, or **Cancel** to abort the function.

If you chose Open, the file will open in the Link Viewer, which is hosted by ACTIVstudio, unless you change the appropriate ACTIVstudio settings to allow the file to open in its associated program. Edit the shortcut using the **Keystroke Definer**.

- ▶ For more information about opening files, refer to the information about the **Link Viewer**, **User Defined Buttons** and **Settings - Linked File Hosting** sections.

### Shortcut icons for opening ACTIVstudio files

These icons indicate the type of resource that has been dragged into the Shortcut Bar from Windows. Click on the icon to open a copy of the ACTIVstudio

component. In the case of the example icon displayed **here** , a notes and pointers file will be opened. Hover the cursor over the icon to display a tooltip, which will reveal the location and filename of the file which the shortcut is linked to. Edit the shortcut using the **Keystroke Definer**.



A special shortcut icon  will be displayed if you create a shortcut to a file that ACTIVstudio cannot associate with a program.

### Delete items from the Shortcut Bar

When the Shortcut Bar is displayed, click on **Menu > Toolbox Customize > Tool Store....** Click and drag the thumbnail of the item you want to remove to the Tool Store window, then release the click.



The item will be permanently deleted. Clicking on the Undo button will not restore the item back to your Shortcut Bar.

To hide the Shortcut Bar from display, click on the **roll in**  button.

### Quick Select Toolbox

The Quick Select Toolbox allows you to quickly access a selection of useful tools whilst you are presenting, from wherever you are standing at the ACTIVboard.



You may be required to alter your toolbox settings before the Quick Select Toolbox will display. Go to **Menu > Studio Settings... > Toolboxes** and select the **Show Quick Select toolbox** checkbox.

The toolbox is accessed from a right click in the flipchart window. The toolbox will always position itself a small distance above the area where you right click. You

can move the toolbox around the screen by clicking on the dark blue area on the title bar.

### Title Bar Buttons

 Quick select menu button, see below

 Close Toolbox

### Default Tools

Click on the tool name for more information about that tool:

 **Marquee Select Tool**

 **Pen Tool**

 **Highlighter Tool**

 **Eraser Tool**

 **Fill Tool**

You can add extra tools to, or remove tools from, the Quick Select Toolbox for quick access while presenting at the ACTIVboard. The toolbox will hold up to twelve tools in total. For more information about adding and removing tools from your toolbox, see the section about **Customize Toolboxes**.

### Right Click Menu

The **Quick Select Menu button**  allows you to access the same popup menu as though you performed a right click on your flipchart. If the **Show Quick Select Toolbox** checkbox in **Toolbox Settings** is cleared, the menu will appear on a right click instead of the Quick Select Toolbox.

Click the **cross**  button to close the toolbox.

### Power Tools Toolbox

The Power Tools Toolbox allows you to access a selection of useful tools in a special toolbox from one click on the Power Tools button (when added to the **Main Toolbox**).

You can move the toolbox around the screen by clicking on the dark blue area on the title bar. ACTIVstudio will remember the position you last left the toolbox, so the toolbox will be placed where it was last positioned the next time you click on the Power Tools button to open it.

Title Bar  
Buttons

Default Tools

Click on the tool name for more information about that tool:

 Close  
Toolbox



**Ruler Tool**



**Protractor Tool**



**Dice Tool**



**Fraction Creator**



**Floating Calculator**



**Floating Keyboard**



**Web Browser**



**Tickertape**



**Notes and Pointers**



**Flipchart Recorder**



**Clock Tool**

You can add extra tools to, or remove tools from, the Power Tools Toolbox. The toolbox will hold up to twenty tools. For more information about adding and removing tools from your toolbox, see the section about **Customize Toolboxes**.

Click the cross button  to close the toolbox.

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## Customize your Toolboxes

### Tool Store

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To display the Tool Store select **Menu > Toolbox Customize > Tool Store...**

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Use the Tool Store to customize the Shortcut Bar, Flipchart Toolstrip, Main, Quick Select and Power Tools toolboxes. When the Tool Store is open you can also rearrange the tool buttons to organize your toolboxes and have your commonly used tools accessible. The Tool Store holds all of the tools available for use in ACTIVstudio.

When the Tool Store is displayed, the Main Toolbox repositions itself to the right of the Tool Store. The Quick Select Toolbox and Power Tools Toolbox are also displayed. To help you browse through the Tool Store, you can find out the name of a tool by hovering the cursor over it.

### Add a tool to a toolbox

Click and drag a tool from the Tool Store into a toolbox, you can have the same tool in more than one toolbox.

### Remove a tool from a toolbox

Click and drag a tool from the toolbox to any area within the Tool Store window. To remove a User Defined Button, click and drag it from the Shortcut Bar to the Tool Store, where the button will automatically be deleted.

### Rearrange your tools

To reposition the tools in your toolboxes, click and drag a tool to a preferred position.



**You can only reposition tools within your toolboxes when the Tool Store is displayed.**

When you have finished customizing your toolboxes, click on the **Finish** button or the **cross**  button to close the Tool Store. The Main Toolbox will return to its original position on screen.

### Toolbox Layouts

When you close your session of ACTIVstudio, ACTIVstudio will remember the following changes and will update the ACTIVstudio layout file, which has a .a2l file extension:

- Position, orientation and size of your toolboxes
- Changes to the tools in your toolboxes and Flipchart Toolstrip
- Changes to the color palette
- Shortcuts and resources added to the Shortcut bar

The layout file will be updated to ensure that everything is conveniently how you left it. This is so you don't have to set it up to your own preference again the next time you open ACTIVstudio.

However, if you share your computer with your colleagues, they may prefer to use a different toolbox layout and have different shortcuts and resources on their Shortcut Bar. Also, you may regularly use ACTIVstudio on different computers and want to use the same layout, or you simply prefer to use a different layout for designing certain activities, presentations and tasks. ACTIVstudio allows you to save your current layout as an ACTIVstudio Layout File so you can use the same layout at some other time.

To save your current layout, click on **Menu > Toolbox Customize > Toolbox Layout > Save As...** A window opens, defaulting to your ACTIVstudio 2 folder because it assumes you want to save your layout file on your computer:

- To save the layout file to your ACTIVstudio 2 folder, enter a filename and click **Save**. The new layout file will be saved to the ACTIVstudio 2 folder.
- To save the layout file on a network, or to your Shared ACTIVstudio 2 folder if it is already located on a network, so you can access your layout files from any computer connected to the network, navigate to the network location, enter a filename and click **Save**. The new layout file will be saved to the folder you navigated to on the network.



**You could save your configured layout to the My Profiles or Shared Profiles folders, so that they are separated from the default installed layout.**

### Icon Size

The default icon size is set to Medium. However, you may want to change the size of the toolbox buttons in order to see the tools more clearly, or to reduce the amount of space the toolbox takes up of the page. ACTIVstudio allows you to change this, click on **Menu > Toolbox Customize > Size** and choose one of the following preset sizes from the popup menu:

Small



Medium



Large



**Changing the size of the toolbox will also affect the size of the icons in the Resource Library.**

## Toolbox Orientation

The Main Toolbox is automatically displayed vertically down the screen. However, this may mean that some tools are difficult for users, who have come up to the ACTIVboard to carry out a task, to reach all of the tools they require. Or, perhaps you are using most of the screen and have a space at the top or bottom of the screen. ACTIVstudio allows you to change the orientation of the Main Toolbox so that it sits horizontally on the screen, if that is more convenient.

To change the orientation, click on **Menu > Toolbox Customize > Orientation** and choose one of the following preset sizes from the popup menu:

**Vertical**



The Menu Button is positioned at the top of the toolbox.

**Left**



The Menu Button is positioned to the left of the toolbox.

**Right**

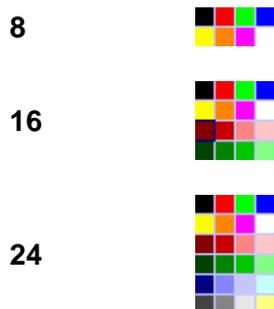


The Menu Button is positioned to the right of the toolbox.

When you open a new session of ACTIVstudio, the toolbox will be displayed in the orientation that you left it when you last closed it.

## Toolbox Color Palette

By default, the Toolbox color palette is supplied with 8 colors. You can display up to 24 colors on the toolbox at one time. To increase or decrease the number of colors displayed in the palette, click on **Menu > Toolbox Customize > Colors** and choose one of the following preset sizes from the popup menu:



You can change any of the colors displayed in the toolbox color palette to a different color. See the section about the **Color Palette** for more information.

### Menu Button

The Menu button allows you to access key features of ACTIVstudio. Click on the Menu button and choose an option from the popup menu. The filenames of any saved files that you have opened recently are displayed on the popup menu, giving you quick access to them. Some menu items, such as ACTIVote menu items, will not appear unless you have selected the tool buttons and placed them in your Main Toolbox.

To exit from ACTIVstudio, click on **Menu > Exit**. Or, click on the **Close** button in the top right-hand corner of the toolbox.

### Annotate Over Desktop Button

While ACTIVstudio is running, you can continue to use other Windows applications as normal. This is referred to as the Live Desktop. ACTIVstudio allows you to annotate over your desktop in one of the following modes:

- Copy Mode  
This is the default annotation mode. ACTIVstudio creates a desktop flipchart, which has a static image of your desktop as the background. The desktop flipchart has the same functionality as a normal flipchart. Whilst you are working in the desktop flipchart, you can use the same tools or apply the same features as though you were working in a normal flipchart because the tools behave in the same way.



**Remember that when you view a desktop flipchart page it will look just like the Windows™ screen. It is very easy to confuse a picture of Windows with the real thing!**

- Overlay Mode (applicable for Windows 2000 and XP only)  
You need to alter your General Settings to allow you to use Overlay Mode, see **General Settings** for more information.

ACTIVstudio creates a window with a transparent background for you to annotate over a moving image, such as a video clip. You cannot save your annotations in overlay mode. Click on the **Close button** to remove the overlay window from your screen. For more information about annotating in overlay mode, see Desktop Overlay Window.



If you are not running Windows 2000 or XP, this option will be unavailable to you in the General Settings.

### Copy Mode

Click on the **Annotate over Desktop** button, ACTIVstudio takes a copy of the desktop and pastes the image as the background on a page in the desktop flipchart.

The Annotate over Desktop Button will lighten in color to show it is selected and to indicate that you are annotating on a desktop flipchart. Use the annotation tools to write or draw on any part of the screen (with the exception of the ACTIVstudio toolbox), add objects from the Resource Library and manipulate them, add text, insert a link object, etc.

**If the ACTIVweb Browser or Link Viewer window is open when you go to annotate on the desktop, a copy of the window will be displayed on the desktop flipchart. The 'live' window will be hidden behind the desktop flipchart, so you will not be able to interact with it. Closing the desktop flipchart, will allow you to use the 'live' window once more.**

When you have finished annotating, click on the **Annotate over Desktop** button again to return to your live desktop. A further click in your application may be required to start working within the application. You can also click on the **cross button**  to close the desktop flipchart.

If you click on the Annotate over Desktop button once more, another page is added to the desktop flipchart with a copy of the desktop image as the background. This process of switching between the live desktop and Windows can be repeated as many times as necessary. Every time you select an annotation tool or the Annotate over desktop button, a new page is added to the desktop flipchart. If you want to continue annotating on the previous page, click

on the **Previous Page tool**  button.

### Saving the Desktop Flipchart

You can only save the desktop flipchart when you exit the ACTIVstudio session. The desktop flipchart will be saved as a file with the extension .fld. This is identical to a normal flipchart file, allowing you to output the flipchart in a number of ways for future reference, or to give a printed output to your audience.



**You can also switch to annotating on the desktop by selecting the pen, highlighter, eraser or page zoom tools when any open flipcharts are hidden.**

When you open a desktop flipchart, it opens in a normal flipchart window. You can continue to edit it as you would an ordinary flipchart.

## Flipchart Button

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 Windows. If you are working in ACTIVstudio and you want to use a Windows application, click on the Flipchart button to hide your flipcharts.



**If your currently open flipchart are minimized and you click on the Flipchart button to hide them, the flipchart tabs will disappear from the Windows Taskbar. Click on the Flipchart button to display the tabs in the Windows taskbar again.**

The Main Toolbox remains displayed whilst you work in the Windows application. Click on the Flipchart Button again to resume working on your flipcharts. The flipchart window will be displayed in maximized view, hiding all Windows applications from view. Any information you had on your flipcharts will still be there when you switch back to it.

## About the Resource Library

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To show and hide the Resource Library, click on the **Resource Library**  tool button.

To learn about adding the Resource Library button to your toolbox, see **Customize Toolboxes**.

The Resource Library is a convenient way to organize and select your resources or media files for use in your flipcharts and presentations. To open the Library,

click on the **Resource Library**  tool button. The Library is displayed in a dedicated floating window.



**You can access the context help quickly if you right click on the Resource Library Tool in your toolbox.**

## About the Library Window

### Titlebar Buttons



Roll up/ roll down

Toggle button that allows you to hide the window so that it uses less space on the screen. Only the title bar, Menu button and arrows will be displayed. The up arrow has now become a down arrow. Click on the button again and the window will show the hidden items.



Roll out/ roll in

Toggle button that narrows or widens the window to hide or show the resource tree folders on the right-hand pane.



Close button

Closes the Resource Library window.

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## Customize the Library Window

Click on the **Menu**  button to access the following features:

**Dock** Allows you to dock the Library window. Select Left, Right, Bottom Left or Bottom Right from the flyout menu.



**You can also dock the Library window by dragging the window to the left, right or bottom of the screen.**

**Thumbnail Size** Select Small or Large from the flyout menu.

**Labels** Select Labels to display the image filename.

**Help** Access help about the Resource Library.

## Working with Flipcharts

### About Flipcharts

The Flipchart is the workspace area where you create and present your material. It is like an on-screen version of a traditional paper flipchart, where the flipchart is a book with many pages. In ACTIVstudio, you can have multiple flipcharts open\* on-screen at a time. Each flipchart is opened within its own separate window, which you can maximize to fill the whole screen, or resize and tile to have a tidy screen layout. The active flipchart, indicated by the blue title bar, is the flipchart that will receive the actions. Your flipchart can have as many pages as you like (subject to memory and processing limitations of your computer).

\* Professional edition allows you to open up to two flipcharts at the same time.

On the flipchart page you can perform the following tasks:

- Add backgrounds
- Write notes and provide accompanying annotation
- Produce freehand graphics or use those from the extensive resources library supplied
- Import images from external applications
- Add hyperlinks
- Capture images and paste them to your flipchart or Clipboard
- Display geographical maps
- Play movies or games

As you become more familiar with ACTIVstudio, you will discover more features. Use your imagination to develop these ideas and extend this list much further.

## How to display a flipchart

When ACTIVstudio is first run, it always generates a new flipchart, which is sized at the current screen resolution of your computer and ready for use at page 1. The flipchart will remain hidden until you click on the Flipchart button. To show

the hidden flipchart, select the **Flipchart button** . Use this button to show and hide the Flipchart so you can change between working in ACTIVstudio and Windows.

## Flipchart title bar buttons

-  Displays help about the specific item or dialog.
-  Changes how the flipchart page or desktop flipchart page is displayed. You can select how to fit the page on the screen, or a scale to display the page at.
-  Add presenter notes to accompany the current flipchart page.
-  Arrange your flipcharts on-screen. Takes all ACTIVstudio windows into account, such as Resource Library or Link Library .
-  Minimize the flipchart window. When the flipchart is minimized, it appears as a tab at the bottom on your Windows Taskbar. This allows you to drag text and images from Office applications and drop them directly into your flipchart. Click once on the tab to display the flipchart again.
-  Restore the Flipchart window to its previous size and location.
-  Maximize the flipchart window to fill the screen.
-  Close the flipchart window. If you have made any changes to the flipchart since you opened it, you will be asked to save it.



**Double clicking on the title bar when a flipchart window is maximized will restore the flipchart to its previous size and location. Double clicking on a restored flipchart window will return the flipchart window to its maximized state.**

## Default Flipchart Toolstrip

Click on the icon to read more about that button.



- Page Backward / Page Forward  
Use these buttons to navigate through your flipchart pages.



- Page Selector  
Use the Page Selector to view thumbnails of your flipchart pages and select a page to work on.



- Page Organizer  
Use the Page Organizer to arrange your flipchart pages.



- **Page Reset**  
Use the Page Reset to revert your current page back to the last saved version.



**Only works on flipcharts that have already been saved.**



- **Resource Library**  
Use the Resources button to access a wide range of resources to use in your presentations.

You can customize the Toolstrip for each of your flipcharts, making each one unique. To add and remove tools from the Flipchart Toolstrip, see **Customize Toolboxes** for more information.



**Right click in the corner of the flipchart page to move the position of the Toolstrip further down the page edge or to the opposite side of the flipchart.**

### Create a New Flipchart

To create a new flipchart, click on **Menu > Flipchart > New**. Select a size from the menu list options:

Screen Size	ACTIVstudio will create a new flipchart, which is the same size as your current screen resolution. For example, if your computer is set to display at 640 by 480 pixels then the flipchart will be sized at 640 pixels wide by 480 pixels high. This is the default setting and is useful if you don't know what size your screen is.
800 x 600	Creates a new flipchart based on the standard resolution of 800 pixels wide by 600 pixels high.
1024 x 768	Creates a new flipchart based on the standard resolution of 1024 pixels wide by 768 pixels high.
Custom...	Allows you to create your own flipchart size using the <b>Custom Page Size</b> Dialog.

### Close the flipchart

Click on the **Close button** , located in the top right corner of the title bar. You will be prompted to save any changes to your flipchart if you haven't already done so.

### Custom Page Size

#### Frame Size

Click on the drop down arrow and select one of the following page frame sizes from the menu:

Screen Size	ACTIVstudio will automatically default to your current screen resolution. For example, if your computer is set to display at 640 by 480 pixels then the flipchart will be sized at 640 pixels wide by 480 pixels high.
800 x 600	Sets the page frame to standard resolution of 800 pixels wide by 600 pixels high.
1024 x 768	Sets the page frame to standard resolution of 1024 pixels wide by 768 pixels high.
Other	Allows you to enter your own size (in pixels) into the width and height boxes.

### Frame Count

Use the Frame Count to create a virtual page containing many separate frames in row and columns. This gives the effect of a continuous scrolling notepad, which you can use to write on and record notes as you perform your presentation.

Adjust the sliders to increase or decrease the number of frames across the page or down the page. Your frames are displayed in the virtual page area.

### Using the Page Zoom Tool with Frames

You can use the Page Zoom Tool to magnify or reduce the zoom on the page. When the Page Zoom Tool is selected, double click on a frame to make that frame fill the flipchart window. A right double click will return the page to best fit in the flipchart window.

The Page Zoom Tool also allows you to pan around the frames in your custom flipchart page. See the information about the **Page Zoom Tool** for more information.

### Open an Existing Flipchart

Click on **Menu > Flipchart > Open From** and choose one of the following options:

<b>My Flipcharts...</b>	Takes you to the Flipcharts folder in your personal Resource Library. Select the flipchart file you want to open, then click <b>Open</b> to open the selected flipchart file. Or, click <b>Cancel</b> to abort the open function.
<b>Shared Flipcharts...</b>	Takes you to the Flipcharts folder in your shared Resource Library. Select the flipchart file you want to open, then click <b>Open</b> or <b>Cancel</b> .
<b>Other location...</b>	Allows you to locate and open flipcharts from a different location. Navigate to the correct location and select the file, then click <b>Open</b> or <b>Cancel</b> .

If you have worked on the flipchart recently, it may appear in the recent file list located above Exit in the menu. If it does, just click on the filename to open it.



You may open a flipchart to find that it doesn't display correctly causing a misalignment of objects. Check the fit and scale of the flipchart because it may have been authored in a different screen size. See **Page Scale and Position Properties** for more information.

#### Close the flipchart

Click on the **Close button** , located in the top right corner of the title bar. You will be prompted to save any changes to your flipchart if you haven't already done so.

#### Opening ACTIVstudio version 1 flipcharts

Flipcharts created in ACTIVstudio version 1 that contain fill points may be displayed differently when you open them in ACTIVstudio version 2. Fill points are no longer supported by ACTIVstudio version 2 and have been removed from the program. When you open a flipchart containing fill points, you will be warned that the fill points have been removed before the flipchart is displayed.

#### Convert PowerPoint Slides to an ACTIVstudio Flipchart

To convert your PowerPoint presentations into an ACTIVstudio flipchart, click on **Menu > Flipchart > Export > PPT Converter**.

Click on the **Browse** button to select the PowerPoint file you want to convert into a flipchart. Click **Next>**.

A window is displayed, which allows you to enter a filename for your flipchart file and navigate to the location where it will be saved. Click on **<Back** to change the PowerPoint file, **Start>** to proceed with the conversion process, or **Cancel** to abort the conversion process.

The flipchart will be created and you will be asked if you wish to view it. Click on

the **Yes button**  to view your flipchart immediately. Or, click on the **No**

**button**  if you don't want to view it straight away.

#### Update Thumbnails



This feature is provided for users of previous versions of ACTIVstudio or other ACTIVsoftware products.

It allows you to open your flipcharts and recreate thumbnails for each page in your flipchart. This ensures that the thumbnails for your flipchart pages can be recreated when they are resized.

Open a saved flipchart and then click on **Menu > Flipchart > Update Thumbnails**.

To view your page thumbnails, open the **Page Selector**, right click on a thumbnail and select small, medium or large from the popup menu to see the thumbnail in that size.

## Navigate Flipchart Pages

### Page Forward and Page Backward tools

Use the Page Forward and Page Backward Tools to navigate through the pages in your flipchart.

When you open a new flipchart it contains only one page. To add a page to your flipchart click on the **Page Forward Tool** and the flipchart will display the second page.



**Also, right click on the page and select Insert > New Page from the popup menu.**

The page number in the title bar will change to display the page number as you create more pages or move through the flipchart.

Click on the **Page Backward Tool** to return to the previous flipchart page. Click on the tool for as many times as you need to in order to return to the first page in the flipchart.



**If your flipchart contains many pages, you may find it easier to navigate through your flipchart pages using the Page Selector instead.**

The Page Forward and Page Backward Tool buttons are located as default to the Flipchart Toolstrip. However, they are available in the Tool Store so you can customize your toolboxes if you prefer not to have them on the Toolstrip.

Right click on the Page Forward and Page Backward Tools to access the Page Turn Effect Dialog, which allows you to choose how the page turns in your presentation. Refer to **Page Turn Effects** for more information.

### Page Selector

Click on the **Page Selector tool** button on the Flipchart Toolstrip to view the Page Selector for the active flipchart.

The Page Selector is a docked window that shows you a thumbnail view of each of your flipchart pages. If you have multiple flipcharts open, you can open the Page Selector for each flipchart at the same time.

Click on any one of the pages to view the page in the flipchart window. A red box around the thumbnail highlights the page you have selected. You can continue to edit your flipchart whilst you have the Page Selector open. As you continue to add pages and edit the flipchart, the Page Selector updates itself to reflect your changes. The thumbnails are also updated whenever you go from one page to another.

Right click on a thumbnail in the Page Selector window to view a menu, which allows you to select the size of the thumbnails displayed. Choose from **Small**,

**Medium** or **Large**. If your flipchart contains many pages and all of the thumbnails do not display within the page selector window, use the scroll bar to view any hidden thumbnails. The small thumbnail option is useful for flipcharts that contain many pages, so you can fit as many thumbnails on the page as possible.

To hide the Page Selector:

- Right click in the Page Selector window and select **Hide** from the popup menu.
- Or, click on the **Page Selector tool** button once more.



To access help about the Page Selector, right click in the Page Selector window and select Help from the popup menu.

## Set Up your Flipchart Page

### Backgrounds

By default each page of your flipchart has a white background. ACTIVstudio allows you to change this to another color or display an image.



ACTIVstudio does not allow you to change the background color or image on a desktop flipchart unless you save it as a flipchart when you exit the program.

### Choose Color

Double click on the flipchart page to reveal the Edit Toolbox. Click on **Properties > Appearance**. Click on the Page Color box to reveal a color palette. Select a



color, or click on the **More button** to create a custom color from the standard Windows color palette. Upon choosing a color, you will find that the background color of the current flipchart page is changed to your chosen color. Click on the **Cross** to close the palette.



You can also change the color of your flipchart background using the Fill Tool. See the section about the Fill Tool for more information.

### Image

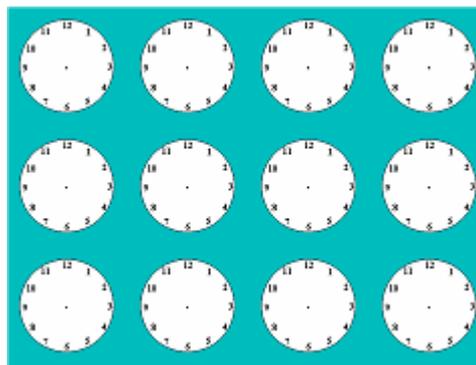
Open the Resource Library and open your Personal or Shared backgrounds folder to display a thumbnail of the backgrounds contained in that folder. Click on a thumbnail and drag over to the page in your flipchart, or desktop flipchart. The background will be displayed on the current page.

If the background image is a different size to your page, it will automatically be tiled in order to fill the screen. You can change this by accessing the page properties. Double click on the page to view the Edit Toolbox, select the

**Properties button**  and select the Appearance tab to view the associated properties. Click on the drop down arrow and select one of the Tile Fit options in the drop down list.

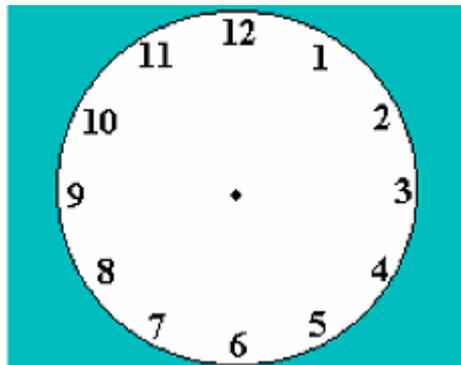
Here are some examples of the same image displayed in the different fit settings:

- **Tiled**  
If the chosen image is not the same size as the page, the image will be tiled to create a background image that covers the whole page.

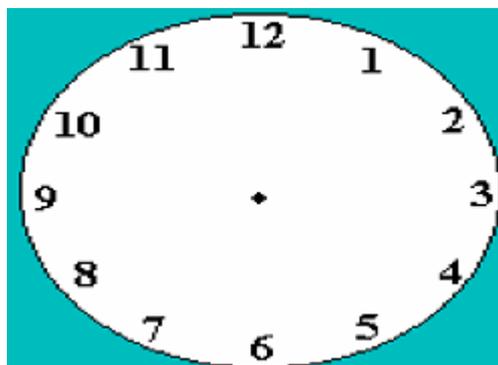


You can also change the position of the image on the page by choosing one of the placement options. This time only one tile is displayed in the position that you have chosen.

- **Best Fit**  
Resizes the background image to fill the page without distorting the aspect ratio.



- **Stretch to fit**  
Resizes the background image to fill the page but may distort the image.



## Default Background on New Pages

Use the Flipchart Settings to change the default background on new pages. Select **Menu > Studio Settings... > Flipchart**. In the **Default Background on New Pages** frame, click on the color box to view the **color palette** and select a different color. Also, you can add a default image if you select the Image

checkbox and click on the **More button**  to browse for an image on your computer. When you have selected an image, choose how it fits onto the page by selecting a Tile Fit option from the drop down list.

## Grid

ACTIVstudio supplies you with a number of sample grids in your Shared Resource Library, which are ready for you to use. Just select a grid and drag it out of the Resource Library onto your page.

To change the color of the grid, when a grid has been applied to a page, right click on the page and select **Grid Color...** from the popup menu. The **Color**

**Palette** will be displayed. Select a color, or click on the **More**  button to choose a color from the standard Windows color palette.

## Embed File Actions

This feature allows you to save your flipchart and all the files associated with your flipchart, with which you have created actions or links within your flipchart pages. It is primarily intended for updating existing flipcharts in order to embed all links to files.



**It is possible that the size of the flipchart file will increase considerably, depending on the type of files you are embedding.**

Embedding the files within a flipchart ensures that the flipchart can be opened without the need to validate the path to each linked file. This makes it easier to save or copy the flipchart to another location so that you can share the flipchart with your colleagues or other ACTIVusers.



**When you create a link object, you can automatically embed the file by selecting the Store file in flipchart checkbox in the Create Link Object window. If you have already inserted your links as embedded links, you will not need to use this feature.**

## Output options for your flipchart

### Output your Flipchart

Because individual environments are different from one user to another, ACTIVstudio allows you to distribute your flipchart files and pages using various output methods.

## Save your Flipchart

When you exit the program, ACTIVstudio will detect if there are any changes since you opened or last saved the flipchart or desktop flipchart. If you haven't already done so you will be asked if you want to save your changes before exiting the program. If in doubt you should always save your work.

### Saving a flipchart for the first time

When saving your flipchart for the first time you will need to specify the location where you want to save it. Click on **Menu > Flipchart > Save To** and choose one of the following options from the menu:

<b>My Flipcharts...</b>	Saves the flipchart to your Personal Flipchart folder.
<b>Shared Flipcharts...</b>	Saves the flipchart to your Shared Flipchart folder.
<b>Other Location...</b>	Browse your computer for a location to save your flipchart.



**If you have already saved a flipchart, the Save option will appear on the Flipchart Menu. ACTIVstudio will save your flipchart to the same location.**

Enter an appropriate filename in the space provided, then click **Save** to save your flipchart file. Your flipchart remains open so that you can continue to make changes to it. Click **Cancel** to abort the save function.

### Save changes to an existing flipchart

If you want to save using an existing filename, ACTIVstudio will ask you if you want to replace the file. Select **Yes** to overwrite the file, or **No** to enter a different filename.



**The desktop flipchart can only be saved when you exit the program. Once saved, the desktop flipchart becomes a standard flipchart file. When you reopen it, the Annotate over Desktop button will no longer be selected.**

## Print your Flipchart

To print the currently open flipchart, select **Menu > Flipchart > Print**. The Flipchart Printing window will be displayed. Then select the appropriate printer options.

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## Printer

- Name:** Allows you to choose which printer to print out your flipchart to. All printers attached to your computer will be listed here.
- Quality:** Allows you to alter the default print quality from draft which is used for proof reading documents. You may choose to increase the quality from low to high. For best and most economic results it is recommended that you start off at the lowest setting and print out a one page flipchart to test the quality from your printer. You may find that a low setting produces acceptable results and saves expensive ink.
- Color and Grayscale checkboxes:** Allows you to print in color or force a black and white print from a color printer. The option has no effect if a color printer is not available.

## Layout

- Portrait or Landscape** Allows you to select the orientation of the paper.
- Column count**  
**Row count** Allows you to select how many flipchart pages to print on each sheet of paper.
- Frame pages** Adds a frame border around your flipchart page.
- Page numbers** Adds a page number in the bottom left corner of your flipchart page.
- Page margin (mm)** Adds a blank space around the edge of the page.
- Paper size** Click on the drop down arrow and select a paper size from the list.

## Range

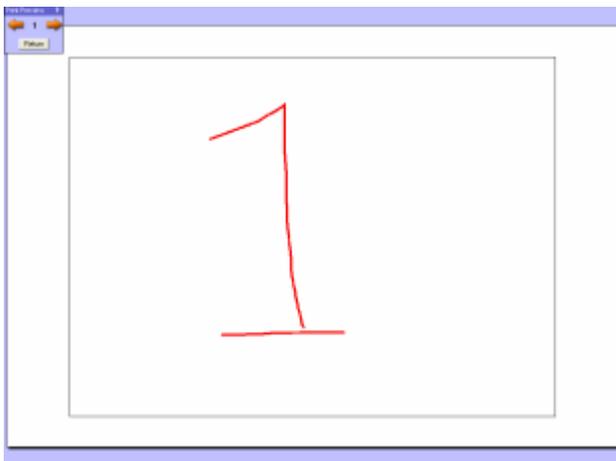
- All**  
**Current page**  
**Pages** Use these options to specify which flipchart pages are printed, you may choose to print all of your flipchart, the current page i.e. the one displayed in the flipchart or you may specify a range of pages for example pages 2 to 6.
- Copies:** Allows you to send multiple copies of your page selection to the printer.

### Buttons

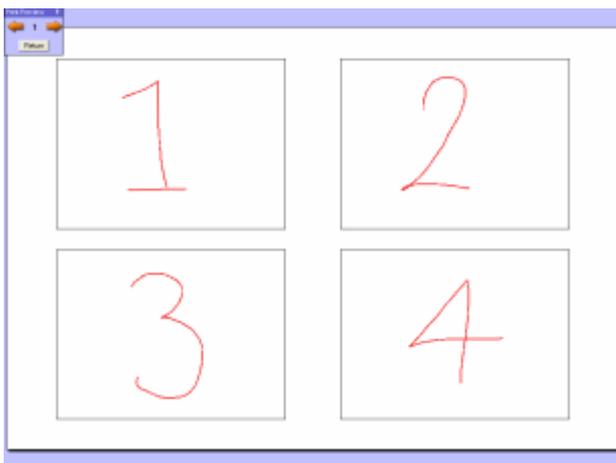
- Preview** Allows you to review your flipchart pages before printing. The **print preview window** is displayed with a preview copy of the currently selected page.
- Print** Prints the page(s) according to the options selected.
- OK** Accepts the selected options and takes you back to your flipchart without printing.
- Cancel** Rejects the selected options and goes back to the default settings. Takes you back to your flipchart without printing.

### Print Preview

To review your sheets of paper before committing them to print, click on **Menu > Flipchart > Print > Preview**.



Single flipchart page shown on a sheet of landscape orientated paper.



This example shows a sheet of landscape orientated paper with four flipchart pages fitted in two columns and two rows.

Click on the arrow buttons in the Print Preview Toolbox to see the next or previous sheet for printing. The current page number being previewed is displayed in between the arrow buttons.

When you have finished reviewing your sheets, click on **Return** to go back to normal flipchart view.



**You cannot edit your flipchart whilst you are reviewing it in Print Preview mode.**

#### Export your Flipchart

ACTIVstudio allows you to output your flipchart in a variety of file formats.

Ensure you have saved your flipchart, then click on **Menu > Flipchart > Export**. Choose one of the following options from the menu to output the flipchart in that format:

#### **PPT (Powerpoint)**

Choose to export your flipchart as:

##### **Each page as a Single Image**

Objects are embedded onto the pages of your flipchart, which are then exported as a single image.

##### **Maintain separate objects**

Each page of the flipchart is exported so that the objects are selectable on the PowerPoint presentation.

#### **DOC (Word)**

Objects are embedded onto the pages of your flipchart, which are then inserted as a picture in a Microsoft Word document.

#### **PDF (Portable Document Format)**

Objects are embedded onto the pages of your flipchart, which are then exported into a PDF document.



**If you don't currently have a PDF viewer program, install the Adobe Acrobat Reader supplied on the ACTIVstudio installation CD.**

#### **ACTIVote Results**

Choose to export the ACTIVote results to:

##### **XLS (Excel)**

Results are output in spreadsheet format for ease of data analysis.

##### **TXT (Notepad) formats**

Results are output in text format.

The procedure for these four export processes are the same:

A window is displayed, which allows you to enter a filename and choose the location where the file will be saved. Select **Save** to proceed with the export, or **Cancel** to abort the export process.

The Export Window will appear that confirms the filename and location you are exporting to. Click Start to proceed with exporting your file. Click Cancel to abort the Export Wizard.

The file will be created and you will be asked if you wish to view it. Click on the

**Yes**  button and ACTIVstudio will display your file in the appropriate

application. Click on the **No**  button if you don't want to view the file immediately.

### HTM

Exports your flipchart pages to HTM format so that you can distribute your flipchart pages on the web and view them in Internet Explorer.

In the Export Destination Settings window, enter appropriate keywords that best describe your flipchart. Select the output location by choosing the radio button for **Local** or **FTP** output.

#### Local output

Click on the browse button to choose the location for your file and click **OK**. Click **Next>** to proceed with the export, or **Cancel** to abort the export process.

The Completing the Wizard window shows you where the file will be exported. Click on **<Back** to change the location, **Start>** to proceed with the export, or **Cancel** to abort the export process.

The file will be created and you will be asked if you wish to view it. Click on the

**Yes**  button to view the file in Internet Explorer immediately. Or, click on the

**No**  button if you don't want to view the file.

#### FTP output



**You may not be able to follow the FTP output instructions because you will require access to an FTP site.**

**You may require certain access rights in order to use an FTP site. Contact the provider for more information.**

The browse button and output location will be grayed out because they are not required. Select **Next>**. Enter the relevant details that pertain to the ftp site you wish to connect to, then click **Connect**.



**Click on the Advanced button to enter the details that allow you to access the firewall, if the site you are connecting to has one.**

A message should be displayed that says you are successfully connected to the server, click **Next>**. If not, go back and check the details you entered and try connecting again. You may need to check the details with the site provider.

A new window appears that allows you to browse through the folders on the FTP site. Navigate to the location that the file will be exported to. You may need to add a new folder for your file if a suitable folder does not already exist. Select **Next>**.

The Completing the Wizard window shows you where the file will be exported to. Click on **<Back** to change the location, **Start>** to proceed with the export, or **Cancel** to abort the export process.

A message will appear to tell you that the HTML file has been successfully exported to the FTP site. You will have to use Windows Explorer to go to the URL and view the FTP site if you want to check the file or location. If the message does not appear, you may have lost the connection to the FTP site. Try exporting the file again.

**According to the format you are exporting to, you will require the following programs to view your exported files:**



- **Microsoft Powerpoint**
- **Microsoft Word**
- **Microsoft Excel**
- **PDF viewer, e.g. Adobe Acrobat Reader**
- **Internet Explorer for HTM local output**
- **access rights to an FTP site for HTM FTP output**

#### Export Wizard

To access the Export Wizard, click on **Menu > Flipchart > Export > Export Wizard**.

Use the Browse button to choose the flipchart you want to export and click **Open**. Click **Next>**.

In the Export Settings window, choose the format you want to export the flipchart as from the list. If you choose PPT format, select one of the checkboxes to **Export each page as an image** or **Export objects on a page**. Click on **<Back** to change the flipchart, **Start>** to proceed with the export, or **Cancel** to abort the export process.

A window is displayed, which allows you to enter a filename for your export file and navigate to the location where the export file will be saved. Select **Save**, or **Cancel**.

The Completing the Wizard window confirms the filename and location you are exporting from and to. Click on **<Back** to change the flipchart, **Start>** to proceed with the export, or **Cancel** to abort the export process.

The file will be created and you will be asked if you wish to view it. Click on the **Yes button**  and ACTIVstudio will display your file in the appropriate application. Click on the **No button**  if you don't want to display the file.

**According to the format you are exporting to, you will require the following programs to view your exported files:**



- **Microsoft Powerpoint**
- **Microsoft Word**
- **PDF viewer, e.g. Adobe Acrobat Reader**
- **Internet Explorer for HTM local output**
- **access rights to an FTP site for HTM FTP output**

#### Quick Page Export

To export your flipchart or desktop flipchart page as a bitmap file:

Right click on your page and select **Export Page...** from the right click menu.

Select a location and enter a filename.

Click **Save** to save your page as a bitmap file, or **Cancel** to abort the save.

#### Flipchart Summary

The Flipchart Summary allows you to enter information, such as keywords, to classify and describe the content of a flipchart. This is useful when you intend to exchange or share resources with other ACTIVusers on the internet because it allows search engines to find the required resource more efficiently.

The summary window appears automatically when you save a flipchart for the first time. The window will not appear on any further saves unless you choose the **Save To** option from the menu. However, if you want to edit the information, click on **Menu > Flipchart > Summary...** to access the Flipchart Summary information.



**Any information you enter is saved with the flipchart it describes. Anyone who opens the flipchart will be able to edit the information.**

Enter the following information:

- Title                    The title is not the same as the flipchart filename, which you enter after completing the summary information.
  
- Description            Enter a description that summarizes the flipchart.
  
- Grade                    Applicable for Education establishments. Select Not Applicable if you don't require this section.
  
- Teaching Subject      Applicable for Education establishments. Select the Not Applicable checkbox if you are not using online resources
  
- Keywords                Enter a keyword in the textbox that will identify the flipchart in a search. To enter multiple keywords, add a space between each keyword, or click **<Enter>** after you have added each keyword.

**Keyword example...** For this image of Pongo the



dog, you could enter keywords with spaces in between each

word:

Or, you could click **<Enter>** after each keyword:

Notice that there is not enough space in the textbox, so you will need to click on the down arrow to view all keywords. You can also separate the keywords with a comma or a tab space.

Click **OK** to enter a filename and save the flipchart. Click **Cancel** to abort the save function and return to your flipchart without saving.



**You can prevent the Flipchart Summary being displayed every time you save your flipchart by clearing the Show Flipchart Summary when saving checkbox in the Flipchart Settings.**

## Page Scale

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To display the Page Scale window, click on the Page Scale button on your flipchart or desktop flipchart .

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When you click on the Page Scale button, a floating window appears offering you the following choices:

- **Best Fit**  
Allows ACTIVstudio to decide the best fit and scale to display the page so that the entire page is visible.
- **Width Fit (default)**  
Automatically scales the page so that it displays the page according to the best fit using the width of the current page. Scroll bars will appear if necessary.
- **Height Fit**  
Automatically scales the page so that it displays the page according to the best fit using the height of the current page. Scroll bars will appear if necessary.
- **Original Scale**  
Automatically scales the page to its original size.
- **Other**  
Allows you to choose a percentage page scale from a selection.

When you select a page scale it is immediately applied to your page. Click on the **Cross** button to close the dialog.



**You can also use the Page Zoom Tool to zoom in and out of your flipchart or desktop flipchart pages.**

**If you are working with multiple flipcharts open, the zoom applies to the current active flipchart only.**

## Page Notes

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To display the Page Notes window, click on the Page Notes button .

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This function allows you to include additional information for a particular flipchart page.

The type of information can include:

- Set of instructions for an activity
- List of useful keywords or prompts

- Presentation outline, summary, or lesson plan
- Supporting notes for the flipchart page with instructions on what to do with the page. This is particularly useful if you share work with other colleagues
- Information gathered from audience feedback

To change the size of the window for optimum viewing, hover the cursor over the edge of the window until it changes to the **resize arrows** . Click and drag the edge of the window until it is the correct size.

To move the window, click on the title bar and drag the window to a new position on the screen.



**Click on the T button in the top-left corner of the Page Notes window to display the Floating Keyboard and Text Edit toolbox.**

Whilst you are editing, you can select the text and right click with the ACTIVpen to reveal a popup menu. This menu allows you to perform common text editing functions such as cut, copy, paste, delete, select all and undo. This can be used to copy or paste text to and from the Clipboard, external application programs or text objects.

Also, you can paste text from the Page Notes onto the flipchart page. Highlight the text you want to paste to the flipchart, then click the **Add to page button**, which appears automatically when any text is selected.

## Arrange Windows



To display the Arrange Windows, select an open flipchart to activate it and click on the **A** button located in the top right hand corner of the flipchart.

The Arrange windows dialog allows you to organize your currently open windows. ACTIVstudio will organize the following windows:

- Flipcharts.
- Resource Library, when it is docked.
- Link Windows, when the Include Link Windows checkbox is selected.

Click on one of the following buttons to arrange your open windows



Arranges your open windows so they are tiled on screen. ACTIVstudio will tile your open windows according to how many windows are open at the time and the location of the windows on the screen.



Arranges your windows so they are tiled horizontally across your screen.



Arranges your windows so they are tiled vertically down your screen.



Select the checkbox to include the Link Viewer and Link List, if they are currently open.



Resizes and positions the currently active flipchart window. Click and drag the cursor over the boxes to highlight an area to represent the size and position of your flipchart. Release the click and the currently active flipchart will automatically resize and position itself according to the boxes you highlighted.

If you have multiple flipcharts open, clicking on the **Arrange** button allows you to easily move between your open flipcharts.

### Timestamp Tool

The Timestamp Tool adds the current date and time in the top left hand corner of your flipchart or desktop flipchart page. The timestamp is a text object, which you can edit as any other normal piece of text. It is applied to the page in the following format:

DD/MM/YYYY hh:mm:ss

D Day  
M Month  
Y Year  
h Hour  
m Minute  
s Second

The Timestamp behaves like a normal text object. Using the Marquee Select tool, click anywhere on the Timestamp to select it and display the pickup boxes. To move it, click on the free mover pickup box  and drag the Timestamp to a new position on your page. Click on the rotator pickup box  and move the ACTIVpen to rotate the stamp around it's center point.

To resize the timestamp, double click on it and select the increase object size button  or decrease object size button . Or, you can edit and format it using the text edit toolbox. For more information about using this, refer to the section about the **Text Edit Toolbox**.

The timestamp remains as static text since it does not update itself every time you open the page. If you need to update your timestamp, click on the Timestamp Tool to apply a new one and delete the old timestamp if needed.



**You can automatically apply a timestamp to every flipchart page. Click on Menu > Studio Settings... > Flipchart Objects and select the checkbox for Add flipchart Timestamp to all pages.**

**You can access the context help quickly if you right click on the Timestamp Tool in your toolbox.**

## ACTIVstudio Toolset

### Editing Tools

#### Pen Tool

The Pen Tool is the most frequently used tool, use it to annotate, write and draw.

When the Pen Tool is selected, the cursor changes to mimic a pen  so you know that you are in the drawing area. Press the ACTIVpen on the surface of the ACTIVboard and move it around to draw on your flipchart using the currently selected color and width.

#### Pen Size

To change the pen size:

- Click on one of the pen widths indicated by the numbers in the pen width indicator, which allows you to choose from 2, 4, 6 or 8.
- Or, use the pen width slider to choose any size between 0 and 99 pixels.
- Or, right click on one of the numbers to display a dialog box where you can enter a size between 0 and 9 pixels. The number you right clicked on will display the new size you entered in the dialog. You may need to select the new size to apply it to an existing annotation.



**Setting the pen width to 0 is a special setting that keeps the width of an annotation at 1 pixel regardless of the zoom level on the page.**

#### Pen Color

To select a different color, click on any color from the color palette, or right click to choose from a larger color palette.

You can use the pen to draw specific lines and shapes if you right click on the Pen Tool to display the **Pen Modifier Toolbox**.

You can change how your pen strokes appear in various different ways. See **Manipulating Objects** for more information.

#### Pen Modifier Toolbox

Select the annotation type then press and drag the ACTIVpen to draw the following pre-defined annotations:



Straight Line

When drawing the straight line, you can move your ACTIVpen around to change the orientation of the line.



Horizontal Line

When drawing, only the length of the horizontal line will change as you move the ACTIVpen around. The horizontal line can be selected later and rotated like any other annotation, when you select it using the Marquee Select Tool.

	Vertical Line	When drawing, only the length of the vertical line will change as you move the ACTIVpen around. The vertical line can be selected later and rotated like any other annotation, when you select it using the Marquee Select Tool.
	Point to Point	<p>Use the point to point tool to draw a polyline or polygon shape.</p> <p>Press the ACTIVpen to create your starting point then move the ACTIVpen to draw a line, moving the ACTIVpen to change the orientation of the line. Press the ACTIVpen to create your next point. Keep doing this until you have the line or shape you require.</p> <p>To finish drawing your annotation you have two choices:</p> <ul style="list-style-type: none"><li>• Click once more on the point to point tool, or on any other tool, to exit this mode to keep your annotation as an open shape.</li><li>• Click on the flipchart page close to the starting point to draw the final line and close the shape.</li></ul>
	Square	The square grows from the point at which you press the ACTIVpen. You will draw a perfect square every time because the annotation keeps the aspect ratio of the lines that make up the shape.
	Rectangle	The rectangle grows from the point at which you press the ACTIVpen. It can be whatever size you like because it does not keep the aspect ratio.
	Circle	The circle grows from the center point of the circle, which will be the point at which you press the ACTIVpen. You will draw a perfect circle every time because the annotation keeps the aspect ratio of the lines that make up the shape.
	Ellipse	The ellipse grows from the center point, which is the point at which you press the ACTIVpen. It can be whatever size you like because it does not keep the aspect ratio.
	Semi Arc	The semi arc grows from the point at which you press the ACTIVpen. The size and orientation changes as you move the ACTIVpen because it does not keep the aspect ratio.
	Corner Arc	The arc grows from the point at which you press the ACTIVpen. The size and orientation changes as you move the ACTIVpen because it does not keep the aspect ratio.



Arrow

When drawing the arrow, you can move your ACTIVpen around to change the orientation of the line. The arrow grows from the blank end, which is the pen down point, to the arrow end.



Callout

Move your ACTIVpen around to change the size and orientation of the callout line.

To close the Pen Modifier Toolbox, click on the cross button .

## Highlighter Tool

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.

When the Highlighter Tool is selected, the cursor changes to mimic the tip of a highlighter pen . Select a preset size from the pen width indicator, which you will notice has changed so you can choose either 20 or 50. To select a different size, use the pen width slider to choose any size between 0 and 99 (pixels).

To alter the drawing color, click on one of the colors in the Toolbox Color Palette and then continue drawing.

Remember that you can alter the draw color or pen width at any time and then simply continue drawing. Also ACTIVstudio will remember the most recent draw width and color setting for the Highlighter Tool.

### Using the Highlighter Tool

Click on the Highlighter Tool button in the Main Toolbox, then select a color and a size. You can now use the highlighter to draw freehand annotations to highlight parts of your page. Or right click on the Highlighter to access the objects and shapes contained in the **Pen Modifier Toolbox**. For example, use the Horizontal Line Tool in Highlight mode to get a very neat highlight of a sentence.



**You may also select a highlight object then resize, move, rotate, use the Shape Recognition Tool and change the outline color or fill color.**

## Eraser Tool

The Eraser Tool allows you to remove any mistakes that you may have made when annotating with the Pen or Highlighter tools. 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 rubs out the annotation in square block shapes. Select the size from the pen width indicator, which you will notice has changed so you can choose either 20 or 50. To select a different size, use the pen width slider to choose any size between 0 and 99 (pixels).

### Remove annotations

Click on the Eraser Tool button in the Main Toolbox, then click and drag the cursor on the object you want to erase until you have removed enough of the object.

▶ See the topic about **Annotate over Desktop Button** for more information about desktop flipcharts..



**The Eraser Tool does not actually physically remove the annotation. Instead, it adds a transparent layer on top of the annotation that allows the background to show through.**

You will find that you can marquee select the erased part of an annotation and move it like any other object. As you move it over some annotations it will rub them out and others it will not, depending on whether the annotation was added before or after using the Eraser Tool. This is because annotations are placed in an order according to when they were performed, so you will have to move the eraser object forward, i.e. bring it to the front of the order, if you want it to apply to all the annotations. Read more information about this in the **Layers** topic.



**You can access the context help quickly if you right click on the Eraser Tool in your toolbox.**

## Marquee Select Tool

The Marquee Select tool allows you to select objects on the page, and manipulate them by moving, sizing and rotating them. Click on the Marquee Select Tool button and move the cursor over the page. Notice as you use the

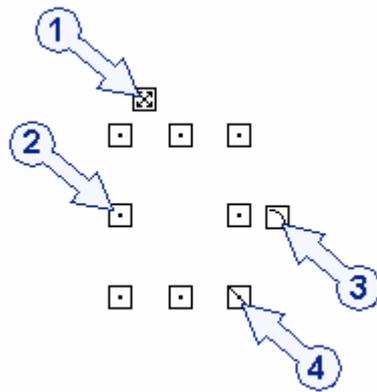
ACTIVpen to move the cursor over an object, it displays **mover arrows**  to show that you can select the object.

Click on an object to select it. Or, to select multiple objects, move the cursor to the top left position, then click and drag the cursor to the bottom right hand corner. Release when you have surrounded the object(s).



**You can select non-adjacent objects by selecting an object and holding the ctrl key when you click on the other objects you want to add to your selection.**

The selected area will be surrounded by pickup boxes:



① Free Mover

The Developer edition of ACTIVstudio allows you to alter the movement property of an object. Use the Free Mover pickup box to move selected object(s) in any direction, regardless of any restrictions placed on them or other objects around them. You will need the Developer edition of ACTIVstudio to edit the restriction.

In some cases, you will need to use the Free Mover pickup box to drag objects to and from the Resource Library. Also, drag objects by the Free Mover pickup box to move an object past another which contains a restriction.

When you hover the ACTIVpen over the Free Mover pickup box, the **cursor changes**  to indicate that you can move the object in any direction.

② Pickup Boxes

The white pickup boxes are aspect independent sizers. The corner pickups allow you to resize the object in width and height, whereas the edge pickups will allow sizing in one direction only.

③ Rotator box

When you hover the ACTIVpen over the Rotator box, the **cursor changes**  to indicate that you can rotate the object. Click the ACTIVpen onto the rotator pickup box and move the ACTIVpen to rotate your object around its center. When you release the pen your object will stay at the rotated angle.

You can change the rotate position by using the **XY Origin Tool**, or by changing the Restrictor definition in Restrictor Properties.

④ Aspect Sizer

Click on this pickup box and drag it to enlarge or reduce the object whilst maintaining its aspect ratio. By this we mean that you will resize the object without any distortion.

Double click within the pickup area to reveal the **Edit Toolbox**, which contains useful tools for manipulating the selected object.

After using the Marquee Tool you will want to hide the pickup boxes. To do this, simply click on another drawing tool on the Toolbox (i.e. Pen Tool) or click the pen anywhere on the flipchart page that is outside (and away from) the pickup area.



**You don't need to surround an object with pickup boxes in order to move it, just click and drag it to a new location. However, you can only cut, copy, delete and duplicate objects when they are surrounded by pickup boxes.**

**You can access the context help quickly if you right click on the Marquee Select Tool in your toolbox.**

## Manipulating Objects

### Delete

- Click on the Marquee Select Tool, move the ACTIVpen over the object, double click and select the **Delete**  button.



**You can add the Delete button to your toolboxes, so all you have to do is select your object and click on the delete button. To learn about adding tools to your toolbox, see **Customize Toolboxes**.**

- Click on the **Undo**  button, if adding the object was the last action.
- Select the object(s) and press the delete key on a keyboard.
- Use the **Eraser**  tool to cover annotations and any object placed on the front layer with a transparent ink.
- To delete all objects of a certain type, select the **Clear**  tool and choose an object type from the menu.

### Move

- Click on the Marquee Select Tool to select it and position your ACTIVpen over an object. When the cursor displays the **mover arrows**  , click and drag the selected object to another position on the page. If you drag the selected object beyond the edge of the page, it will automatically snap back onto the page.
- To move a group of marquee selected objects, ensure you click on one of the objects in the group to move the group. Clicking anywhere else will deselect the group.
- You can also use the keyboard arrow keys to move a selected object in the same direction as the arrow by one pixel. Use the Ctrl key with an arrow key to move an object by ten pixels.



If your page contains objects which you don't want to be selected or moved, right click on the object and select **Edit > Lock** from the popup menu. To unlock the object, right click over the object and select **Edit > Unlock**.

### Resize

- Click on the Marquee Select Tool, move the ACTIVpen over the object and click to select it. Click and drag the pickup boxes until the object is the correct size.
- Click on the Marquee Select Tool, move the ACTIVpen over the object and click to select it. Double click and select the **Plus button**  or **Minus button**  from the **Edit Toolbox** to increase or decrease the size by 10%.

In addition, you can use the Edit Toolbox to cut, copy, duplicate and paste the annotation. You can also recognize your freehand annotations as text or a shape.

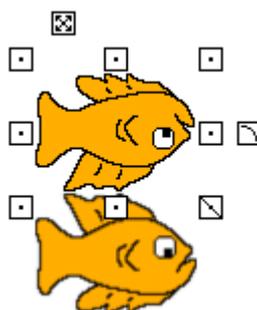
### Rotate

- Use the Rotator pickup box to spin a selected object around its center point. When multiple objects are selected, they will rotate around the center point of the selection.
- Use the XY Origin Tool to add a rotate point anywhere on a page. The object will spin around the new rotate point when you click and move the rotator pickup box. When multiple objects are selected, they will rotate around the rotate point of the selection.

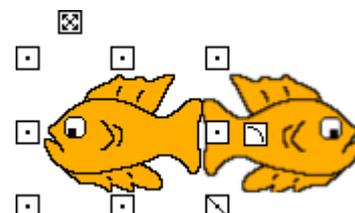
### Mirror or Flip

You can mirror and flip both an individual object or a selection of objects.

- **Mirror function**  
Allows you to duplicate an object and reflect it so that it is offset from the original object.

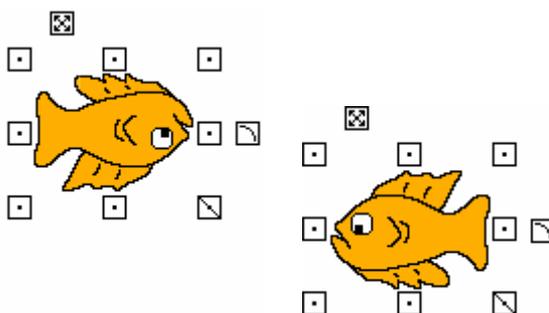


Mirrored in X axis



Mirrored in Y axis

- **Flip**  
Allows you to reflect the original object so that it is offset from the original position.



Flipped in X axis

Flipped in Y axis

- Right click on an object and select **Edit > Mirror > In X Axis** or **In Y Axis**
- Right click on an object and select **Edit > Flip > In X Axis** or **In Y Axis**
- Reflect or invert the object(s) around the objects center point by altering its appearance property. Select the object(s) and double click to reveal the Edit Toolbox. Click on the Properties button and select the Appearance tab. Select the Reflected checkbox to flip the object in the Y axis, or select the Inverted checkbox to flip the object in the X axis.



**Override an objects default origin by adding an XY origin point to your flipchart page for your objects to flip, mirror and rotate around. See XY Origin Tool for more information.**

#### Merge objects into the background

Lock an object on the background layer so that it forms part of the background. See the section about **Merging objects into the Background** for more information.

#### Fit options

Change how annotations, images, lines and shapes are displayed on your page by changing the fit property. Right click on the object and select **Fit > Original Size**, **Best Fit to Width**, **Best Fit to Height**, or **Best Fit to Page**. The object will resize itself on the page according to the fit option you have selected.

To revert the object back to the original size:

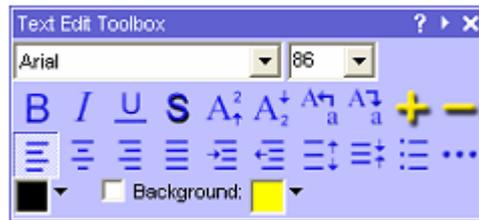
- If it was the last action, click on the **Undo Tool** .
- Select the object, right click and choose **Edit > Fit > Original Size** from the popup menu.

#### Text Tool

ACTIVstudio allows you to add text to your ACTIVstudio flipcharts and pages, for titles, labels and notes. To add text, click on the Text tool button and move the

ACTIVpen over the page. The **cursor**   will change to indicate the position of your text. Click on the page and the following components will be displayed:

**Floating Keyboard** The Floating Keyboard works just like a physical computer keyboard, except you use the ACTIVpen to enter characters and text. Learn more about using the keyboard in the **Floating Keyboard** section.



**Text Edit Toolbox** The Text Edit Toolbox allows you to apply truetype fonts and format your text. Learn more about formatting text in the **Text Edit Toolbox** section.



**Textbox and flashing text insert cursor** The default width of the textbox is 500 pixels wide. Click and drag the pickup box, located on the right-hand side, to resize it. All subsequent textboxes will adopt the new width.

The flashing text insert cursor will appear at the top left corner of the rectangular area prompting you to enter some text.

If you have use of a physical keyboard you can use it to type your text. Alternatively, use the floating keyboard. There is no limit to the number of characters you can add to your text object, the text object will automatically resize itself as you type. At any time you can alter the style of the text by selecting the text and using functions on the **Text Edit Toolbox**.

### Editing text

Whilst editing your text, when the cursor is active, right click within the text object to display a pop-up menu containing the following options:

- **Undo**  
Will undo the last action performed within the text object.
- **Cut**  
Removes the selected text from the text object and places it on the Windows clipboard.
- **Copy**  
Duplicates any selected text and places it on the Windows clipboard.
- **Paste**  
Inserts the most recent cut or copied text, from the Windows clipboard at the current cursor position in a text object.



**Using this feature it is possible to copy text from other applications and paste them directly into a flipchart text object.**

- **Delete**  
Removes any selected text from the text object.
- **Select All**  
Allows you to quickly select all the text in the text object.

Also whilst editing your text, you can alter the width of the text object container if you click and drag the **Text Area Control pickup box** . Use this to widen the text area to fit your text onto one line, or create a narrow area so that your text reads vertically downwards.

When you have entered and formatted your text, click on the **close button**  in the top right corner of the Text Edit toolbox, or click on the Marquee Select or Text tool buttons in the Main Toolbox. The Text Edit Toolbox and text insert cursor will disappear from the screen.

#### Move a text object

Select the Marquee Select Tool from your toolbox then click on the text object and drag it to a new position.



**You do not need to display the pickup boxes in order to move the text object.**

#### Size and rotate a text object

Click on your text object to display the marquee pickup boxes. You can use the pickup boxes to resize the object container and rotate your text object, see the section about the **Marquee Select Tool** for more information about using the pickup boxes.

You may also alter the width and height of the text object container to change the word wrap of your text by using the pickup boxes.

The center right pickup, allows you to widen the text object container in order to alter the word wrap within the container.

The bottom middle pickup, allows you to alter the height of the text object container. If you reduce the container height, you can clip the text, effectively hiding its contents.

#### Post-edit a text object

To edit an existing text object select it with the Marquee Select tool then double

click to reveal the **Edit Toolbox**. Click on the **Edit Text button**  to reveal the **Text Edit Toolbox** and **Floating Keyboard**, allowing you to add more text or format your existing text.

## Deconstruct Text

The deconstruct feature is a convenient way of duplicating text, or parts of text to create a new text object. Deconstruct text in the following ways:

### During text edit

Highlight the portion of text you want to duplicate and drag it away from the original text object. A new text object is created which contains only the text that you highlighted.

### Text objects

Select and right click on the text object you want to duplicate, select Deconstruct from the popup menu. A new text object is created which is a duplicated copy of the original text object.



**The popup menu will not be displayed if you right click on a space between words.**

When a text object has this action, clicking on any word in the text object will cause that word to be added to the page as a new text object.



**You can also add text to your page by clicking and dragging selected text from an external application. A text object will be created which contains the original formatting as the original text.**



**You can access the context help quickly if you right click on the Text Tool in your toolbox.**

## Text Edit Toolbox



To display the Text Edit Toolbox, click on the Text Tool button . To learn about adding the Text Tool to your toolbox, see **Customize Toolboxes**.

Click to select a style or format before you add your text. Or, highlight the text and then click on the appropriate style or format to apply it.



Font selector

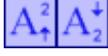
Allows you to select a different font style. Click on the down arrow and select a font from the drop down list.

The default style is Arial. ACTIVstudio will remember the last font used..



Font size selector

Changes the size of the text, or of selected text. Click on the down arrow, selecting text first if necessary, and select a size from the drop down list.

	Apply bold	Applies a Bold format to text.
	Italicise	Applies an italic format to text.
	Underline text	Adds an underline to text.
	Add shadow	Adds a shadow to text.
	Raise text and Lower text	Moves text up above, or down below, from the baseline by 2 points. Click on the buttons as many times as required.
	Uppercase and Lowercase text	Makes the text upper or lower case.
	Increase font size and Decrease font size	Makes the font larger or smaller by 2 point sizes each time you click on the button.
	Align left, center, right, full	Aligns your text in the pickup boxes to the left and right, centers the text, or adds extra spaces between text so that the left and right sides are even.
	Apply indent and Decrease indent	Moves your text forward or backward to create or remove an indent level in the pickup boxes.
	Increase linespace and decrease linespace	Moves the lines of text further apart or closer together each time you click on the button.
	Add bullet	Applies the currently selected bullet style to the paragraph.
	Change bullet style	Select a different bullet style from the popup menu, then click on <b>Add bullet</b> to apply the bullet.



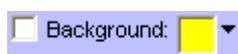
Text Color (left corner)

Changes the color of the text. Click on the down arrow to display the color palette. Choose a color or click on the **More button**



to define a color.

You can use the **Fill Tool** to change the color of text on the page without having to access the Text Edit Toolbox.



Apply background

Adds a background color to the text.

Background color

Changes the color of the background. Click on the down arrow to display the color palette. Choose a color or click on the



**More button** to define a color.

The text background can also be changed in the text object **appearance properties**. The background will be updated in the Text Edit Toolbox, and vice versa.



Roll out and Roll in

Displays or hides a selection of symbols, which you can add to the text.



Symbols

Click on the down arrow to view a range of useful symbol categories. Click on a symbol to insert it into the text at the current cursor position.

Click on the **All** button to select all the text.

### Edit Toolbox



To display the Edit toolbox, click on the Marquee Select Tool button  and double click on an object. To learn about adding tools to your toolbox, see **Customize Toolboxes**.

Apart from the positioning, resizing and rotating options using the pick-up boxes, you can edit a selected object in several other ways. Double click on an object or group of objects to reveal the Edit Toolbox. The toolbox automatically displays the options which are relevant to the object type(s) you have selected. You can perform the following operations from the Edit Toolbox:

		Applies to:
	<b>Cut</b>  Removes the selected object from the page and places it on the ACTIVstudio internal object clipboard. This will then be available to paste onto a page in the same or another flipchart. Only the most recent 'cut' annotation is available for pasting.	Annotation, image, line, page, shape and text objects
	<b>Copy</b>  Replicates the selected object and places it on the ACTIVstudio internal object clipboard. This will then be available to paste onto a page in the same or another flipchart. Only the most recent 'cut' annotation is available for pasting.	Annotation, image, line, page, shape and text objects
	<b>Paste</b>  Inserts the most recent cut or copied object(s) onto a page. Click on the Paste button to reveal a popup menu offering a number of paste options. The menu is intuitive and only allows you to select object types that have been cut or copied. Choose from: <ul style="list-style-type: none"><li>• From Clipboard Paste some text or an image, which has been cut or copied from an external application and placed on the Windows Clipboard.</li><li>• Annotation object(s)</li><li>• Line object(s) Only if you have cut or copied a line object from a flipchart created in Developer or Professional editions.</li><li>• Shape object(s)</li><li>• Text object(s)</li><li>• Image object(s)</li><li>• Action object(s)</li></ul>	Annotation, image, line, page, shape and text objects

- Mixed group  
Pastes the last cut or copied selection, which contains different object types.
- Page  
Inserts the last cut or copied page between the current page and previous page of the flipchart.



**Delete**

Click on the trashcan icon to remove selected objects from the page.

Annotation, image, line, page, shape, text, protractor and ruler objects



**You can also add a flipchart trashcan that sits in a window on your flipchart. Refer to **Settings - Flipcharts** for more information.**



**Properties**

All objects have properties associated with them that define how they display or interact with other objects. You may not be aware of these properties because initially each object will be set with default values. Use the Properties button to amend the properties and actions for a single or group of objects.

Annotation, image, line, page, shape and text objects

► Read more about advanced authoring techniques in the **Properties and Actions** section.



**Recognition Tool - Scribble to Text**

Recognizes your freehand writing and converts it into an editable text object.

Annotations



**Recognition Tool - Scribble to Shape**

Recognizes your freehand drawing and converts it into an editable shape object.

Annotations



**Edit Text**

Displays the **Text Edit Toolbox**, enabling you to modify or change the formatting of the text.

Text objects



**Increase object size**

Increases the size of the selected object(s) by 10%.

Annotation, image, line, shape, text, protractor and ruler objects



### Decrease object size

Decreases the size of the selected object(s) by 10%.

Annotation, image, line, shape, text, protractor and ruler objects



### Snap to Grid

Allows you to align objects by snapping them to grid points.

Page



### Grid Mask

When selected, the grid remains active but it is hidden from display on the page.

Page



### Page Reset

Reverts the current page back to its saved state.

Page

This feature is extremely useful if you have a flipchart containing a prepared activity on the page. Your audience can play the activity, and then you can reset the activity for someone else to have a go.



**This function will only work on pages of a flipchart that have been previously saved.**



### Duplicate

Copies and pastes a copy of the selected object on the current page, slightly offset from the selected object.

Annotation, image, line, page, shape and text objects

When duplicating a page, makes a copy of the current page and inserts it in the current page position.



**You can also select the cut, copy, copy to clipboard, duplicate and delete functions from a popup menu when you right click on an object.**

## Clear Tool

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To display the Clear Tool menu, click on the Clear Tool button. To learn about adding the Clear Tool to your toolbox, see **Customize Toolboxes**.

---

Use the Clear Tool to remove objects and types from the page. Click on the Clear Tool button and a popup menu is displayed. Choose from the following options:

- **Clear Annotations** Removes all freehand pen, highlighter and eraser objects only.



**Clear Annotations will not remove any pen, highlighter or eraser objects that have been placed on the middle or back layer. For more information read the section about Layers.**

- **Clear Objects** Removes all lines, shapes, images, sounds and text.



**Clear Objects will also remove any pen, highlighter or eraser objects that have been placed on the middle or back layer. For more information read the section about Layers.**

- **Clear Grid** Removes any grids that have been applied to the flipchart page.

- **Clear Background** Removes any backgrounds that have been applied to the flipchart page.



**This option does not apply to desktop flipcharts.**

- **Clear Page** Removes everything from a flipchart page back to a clean page. This includes all annotations, objects, grids and backgrounds.



**This option does not apply to desktop flipcharts.**

The menu will disappear when you click on one of the options.

**To remove specific objects from the page, use the Marquee Select**



**Tool  to select the object(s), then double click and select the delete button from the Edit Toolbox.**

**You can access the context help quickly if you right click on the Clear Tool in your toolbox.**

## Undo and Redo Tools

### Undo Tool

The Undo Tool reverses the last edit or command action performed in ACTIVstudio on the active flipchart, even across page turns. The tooltip tells you what the undo action is when you hover the cursor over the Undo Tool. Undo is available for as long as there are actions to reverse on the active flipchart page. All actions are included, such as drawing a line or even moving to a new page in

the flipchart. If you are working with multiple flipcharts open, ACTIVstudio remembers the actions that have been performed on each flipchart.

To reverse an action, click on the **Undo Tool**. Each click on the Undo Tool reverses one more action. If you want to reverse many actions, click on the Undo Tool as many times as necessary to remove the changes and go back to a certain point on the flipchart page.

The Undo Tool is only limited by the number of actions performed on a flipchart. When there are no further actions to reverse, the Undo Tool is unavailable and the tooltip will display as `Undo : EMPTY`.

### Redo Tool

The Redo Tool reapplies an action that has been reversed by the Undo Tool. It follows the same rules as the Undo Tool in that it is only limited by the number of actions that need to be reapplied.

To reapply an action, click on the **Redo Tool**. Each click on the Redo Tool reapplies one more action. If you want to reapply many actions, click on the Redo Tool as many times as necessary to perform the actions.



**When 'undoing' actions you may undo all actions until you are back at a blank page, and then redo the actions right back to where you first clicked on Undo. However if you undo several actions then choose to do something new on the page (such as adding a new word to a sentence), you will automatically lose the redo capability. In other words, new actions are put at the front of the undo list, which is how most applications work with Undo/Redo.**

**You can access the context help quickly if you right click on the Undo or Redo Tools in your toolbox.**

### Recognition Tool

The Recognition Tool opens the Recognition Toolbox, which allows you to convert the following annotations:

- Freehand shapes into smooth geometric shapes
- Freehand writing into editable text objects

You can use the Recognition Toolbox within ACTIVstudio to convert your annotations to text or shape objects. Or, use it to convert your freehand writing to text in other Windows applications, if it is more convenient to use the recognize your annotations than typing with the keyboard.

### Using the Recognition Tool

Click on the Recognition tool in your toolbox to open the Recognition Toolbox. For more information about how to use this toolbox, refer to the section about the **Recognition Toolbox**.

Choose the Recognition Mode by clicking on the toggle button until it displays the correct mode.

ACTIVstudio will automatically select the **Pen Tool**  so you can start annotating. When you have finished annotating, wait for ACTIVstudio to perform the recognition.

**The Recognition function takes the order of annotations into account when converting your annotations.**

**The Recognition Tool will only automatically recognize annotations drawn with the Pen Tool. However, you can select existing pen and highlighter annotations and convert them using the Text**

**Recognition**  **and Shape Recognition**  **tool buttons. To learn about adding these buttons to your toolbox, see **Customize Toolboxes**.**



**If you are using the Recognition Tool in an external application, click on the titlebar of your application to make it the active application.**

**Notice that the application will display it's own cursor instead of the ACTIVstudio pen cursor when you move the cursor over the active area. However, use the ACTIVpen to move the cursor and you will be annotating in your open application.**

#### Handwriting Recognition

Handwriting Recognition software is improving all the time, however mistakes sometimes occur in recognizing the many variations of handwriting presented by different people. We think however that the software provided with ACTIVstudio is amongst the best available. Take time to practice using the feature and you will be rewarded with almost 100% success.

Try to write naturally using cursive writing rather than individual letters. If you find that certain letters are not recognized then attempt to modify your stroke slightly to see if this helps.

Language support for the Handwriting Recognition utility was added in ACTIVstudio ver 1.8. The Handwriting Recognition engine now has support for the following languages:

- English (UK)
- English (US)
- French
- German
- Spanish
- Italian
- Dutch
- Portuguese
- Portuguese (Brazil)

In order to use this feature you must switch the Recognition engine into the appropriate language mode. Right click on the Recognition tool and select **Settings > Handwriting Settings....** The User Input settings will be displayed. In the Handwriting recognition language section, click on the drop down arrow and select a different language from the list. Click **OK** to accept your change, or **Cancel** to reject your change and close the Settings dialogue.

Upon changing the language setting, the software will load in a language specific dictionary to aid in recognition. You may switch between languages at any time. The titlebar of the recognizer displays the currently selected Language recognition mode.

Recognized text will be added to the page at the size specified in the current font selector. Click on the **Font Selector**  button to view the current settings.



**The font size may be affected by the current page zoom level.**

### Shape Recognition

Use the Shape Recognition engine to create neatly arranged diagrams by converting your freehand scribbles into smoothed geometric shapes. The Shape Recognition engine automatically snaps together closely spaced lines and shapes and adjusts similar sized shapes to the same size. This is a useful tool for creating visual diagrams such as flow charts, brainstorming diagrams, process flow, organizational charts, etc. for communicating ideas with or getting participation from your audience whilst you are delivering your presentation.

ACTIVstudio can automatically fill your recognized shapes with color, however, you must switch this option on separately in the Shape Recognition Settings. Right click on the Recognition Tool button and select **Settings > Shape Recognition Settings....** Select the relevant options and click **OK** to accept your change, or **Cancel** to reject your change and close the Settings window. Any changes you make in the Shape Recognition settings will be effective immediately.

Recognized shapes are added to the page at the size they are drawn at. The size is not affected by the current page zoom level.



**Your annotations reside on the front layer. When your annotations are recognized, the converted text and shapes are moved to the middle layer. See the section about Layers for more information.**



**You can use the Fill Tool to change the color of a filled recognized shape, but only if the shape has been recognized with a fill color.**

▶ See the **Shape Recognition** or **User Input** Settings for more information about Recognition Tool settings.

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## Recognition Toolbox

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To display the Recognition Toolbox, click on the Recognition Tool button  in your Main Toolbox. To learn about adding the Recognition Tool to your toolbox, see **Customize Toolboxes**.

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Recognition on/off

Switches the Recognition function on and off. If recognition is switched on and the pen is selected, your annotations on the flipchart or desktop flipchart are converted to text or shapes.

**When using the recognition function in external applications, you will need to switch off the Recognition function in order to select existing text or to move from one field to another. ACTIVstudio will continue annotating if the recognition function is switched on and the program editing cursor is displayed.**



**You can save a file by annotating and using the recognition tool to enter the filename. However, ensure the recognition function is switched off if you need to use the cursor to select part of a filename to delete it, add to or make any corrections to the name entered.**



Font Selector

Allows you to browse through your computer font directory and set the font for all recognized text in your flipchart.



Timer

Allows you to adjust the time between annotating and recognizing.



Undo

Removes the most recently recognized text or shape(s).

Recognition Mode:

Choose which mode the Recognition function will use to convert your annotations.



Alpha



Numeric

	Alphanumeric	
	Shape	
	Upper Case	Convert your writing to upper case text.
	Add space	Add a space after your recognized text. This is useful if you are using the handwriting recognition function in a word processing application so you can automatically add a space after each sentence.
	Add carriage return	Add a carriage return after your recognized text. This is useful if you are entering numbers into a spreadsheet, selecting the carriage return will automatically move you to the next cell in your spreadsheet.
	Alternatives	Displays a list of alternative words taken from the dictionary, which you can select if your writing or numbers are not recognized correctly.

 You can also add the **Text Recognition**  and **Shape Recognition**  tool buttons to your toolboxes to recognize your pen and highlighter annotations. Just select your annotation and click on the **Text Recognition** or **Shape Recognition** tool button to convert it. The color of the recognized text or shape will be the same as the current pen color.

## Adding Color

### Color Palette

The Color Palette appears when you:

- Click on a color block to select a different color. For example, to change the color of the Revealer screen in settings.
- Select a color for text in the **Text Edit Toolbox**.
- Right click on a color in the Main Toolbox palette to change that color for a different color.
- When a grid is visible on the flipchart page, right click on the page and select **Grid Color...** from the popup menu.

The color palette allows you to choose from a range of colors to use with your flipcharts, images and tools. You can change the colors in your Main Toolbox palette at any time.

To select a color from the palette, click on one of the color boxes in the palette. The color is selected and the palette will be closed automatically. If you prefer to create a custom color from the standard Windows color palette, click on the **More**

**button** 

## Fill Tool

### About the Fill Tool

Use the Fill Tool to add color to your pages. You can change the color of anything on screen including:

- Annotations
- Recognized shapes
- Text objects
- Images or clipart
- Backgrounds of your flipchart and desktop flipchart (copy mode only)
- World Color (the colored area behind the flipchart page)

### Using the Fill Tool

To use the Fill tool, select the Fill tool button from the toolbox, select a color from the color palette and click inside or on the outline of the object you want to color.

### Filling Annotations

You can use the Fill Tool to color in any pre-defined or freehand annotation object provided its outline is made up from one continuous line and it has been drawn so that the start and end points are close together. Select the Fill Tool from the toolbox and a color from the color palette, then click inside the freehand pen object. The end points of the shape, if they are close enough together, will bond to form a complete shape outline, which is filled with the selected color. When you fill an enclosed annotation in this manner, ACTIVstudio will automatically convert this Annotation Object into a Shape Object that can be saved into one of the shapes categories.

### Filling Recognized Shapes

If you have drawn a freehand object, say a rectangle, and you want to recognize the shape and fill it, you must recognize the shape first, see the Recognition Tool for more information. Follow the instructions described in Freehand Objects above to fill the shape with color.



**You can automatically fill a shape when you recognize it if you select the appropriate options in the Shape Recognition settings.**

## Changing the Color of Annotations

To select a new color for your annotations, select the Fill tool from the toolbox and a color from the color palette. Click on an annotation and it will change color to the new color. Click on as many annotations as you need to in order to change the color.

## Text Objects

To select a new color for a text object, first select the Fill Tool from the toolbox and a color from the color palette, then click on the text that you want to change the color of. The complete line of text will change color to the new color. If your text objects contains multiple lines of text, you will need to click the Fill Tool on every line of text.



**To change the color of a line of text, it must contain the same font style throughout. If the line of text contains different font styles, the fill will only be applied to the font style you have clicked on.**

This will not override the color of text that has been individually selected and changed using the **Text Edit Toolbox**.

## Images or Clipart

When used with images or clipart, the Fill Tool acts like a color replacer, which replaces all instances of a color on the image with a new color from the color palette. Select the Fill Tool from the toolbox and a color from the color palette, then click on a color in the image that you want to replace with the selected color. You may not get the result you expected since minor changes in color, which are not visible to the eye, will not be filled. This means that you may need to click on the image several times before all of the color is replaced.



**Some images may not give good results since the Fill Tool works best with solid colors.**

## Page Backgrounds

The Fill Tool makes it easy for you to change the color of the page background. Simply select the Fill Tool from the toolbox and a color from the color palette, then click on the page background. The color of the background has now been changed.



**Changing the color of the Fill Tool also changes the color currently selected by the Color Picker Tool.**

**You can access the context help quickly if you right click on the Fill Tool button in your toolbox.**

## Color Picker

The Color Picker allows you to quickly copy a color from an object and add it to your Color Palette. You may need to add this to your toolbox, see **Customize Toolboxes** for more information about how to do this.

Ensure your presentation is displaying an object that contains the color you want to add to the color palette. Select the Color Picker tool and click on a color box in the palette to select the color, this is the color you are going to change. 



**Check which color is highlighted before picking, to avoid replacing a favorite color.**

Move the cursor within the flipchart area and notice that the **cursor icon**  has changed. Identify a part of the object containing the new color and click on your object to change the color box in the palette to the same color.



**Pick colors from Windows applications by taking a photograph and adding it to your page. For more information about how to take photographs, see the section about the Camera Tool.**



**Changing the color of the Color Picker Tool also changes the color currently selected by the Fill Tool.**

**You can access the context help quickly if you right click on the Color Picker Tool button in your toolbox.**

## Resources

### Find Resources in the Resource Libraries



Opens the Shared Resource Library, where you can share resources with multiple users. These files are typically located on a computer network.

When you open the Resource Library for the first time, your shared library will automatically open. This enables you to start using the resources which were supplied with ACTIVstudio and installed into the shared resource library.



**Place your shared Resources in an agreed place on the network to make the resources publicly available. Refer to the section about setting up your resource location for more information.**

The resources contained within the shared resource library are categorized into resource type. See Resource Categories for more information.



Opens your Personal Resource Library, where you can keep your own resources. These files are typically located on your computer.

The resources contained within your personal resource library are categorized into resource type. See Resource Categories for more information.

## Resource Categories

The Shared and Personal Resource Library allows you to view specific types of resources, which are organized into resource categories:

	Collections		Backgrounds
	Grids		Images
	Text		Shapes
	Lines		Annotations
	Sounds		Flipcharts
	Flipchart pages		Tickertapes
	Notes and pointers		Videos
	Web links		ACTIVities



**Changing the size of the toolbox icons (Menu > Toolbox Customize > Size) will also change the size of the Resource Library icons.**

The Collections category automatically opens as default when you launch the Resource Library for the first time.



**The Resource Library displays lines and shapes using the same colors and styles as when they were added to the Library.**

## Resource Tree

Typically, your resources within each category will be arranged into folders, making it easier for you to find them. Click on a folder in the right-hand pane to display the folders in the currently selected resource category. You may need to click on the **roll out**  button, located in the title bar, in order to view the resource tree.

Use the **ACTIVresource Manager** to organize the resource tree folders for each resource category.



Type  
your  
expanding  
text here.

**You can also use Windows Explorer to add, rename or delete the resource tree folders.**

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## Resource Thumbnails

The thumbnail pane displays a small image for each of your resources, allowing you to preview your resource before you add it to your page. An icon located at the bottom right hand corner of the thumbnail image identifies what type of resource it is:

-  Annotations
-  Lines
-  Shapes
-  Text
-  Grids
-  Backgrounds
-  Flipchart pages
-  Flipcharts

If the thumbnail pane contains more thumbnails than can be displayed you will notice that a scroll bar appears. Use this to scroll through all available thumbnails in the selected category. The scroll bar only appears as required.

## Find Resources

### Browse for resources



Allows you to browse for resources in your computer folders. When you select this option, an **extra button**  will appear next to the library folders. Click on this button to open another window where you can navigate and browse for resources located in folders on your computer. Select a folder then click **OK** to view the resources in that folder, or **Cancel** to abort the selection and close the window.

### Search for Resources



Allows you to search for resources by specific types or for keywords. When you select this option, an **extra button**  will appear. Click on this button to open the **Resource Finder**.

## Resource Finder

- Search for the following types of resource  
The checkboxes allow you to specify which types of resources to look for, making the search more efficient and allowing you to access the resource you need quickly. The **All** checkbox is selected as default, allowing you to search for every resource type. Clear the **All** checkbox to make the other checkboxes available for you to select specific resource types.

- **Look for the following words**  
Enter single words that describe the resources you are looking for, to assist ACTIVstudio in finding the correct resources.
- **Look for a match in**  
Specifies where you want ACTIVstudio to search for the words you have entered. Select the appropriate checkbox:
  - **Everything** Searches for the words within each filename and resource keyword, entered when the resource was added to the library.
  - **Filenames** Searches for the words within each filename only.
  - **Keywords** Searches for the words within resource keywords only.
- **Look in the following location**  
Specifies the location where you want ACTIVstudio to search for the resource types you have selected and words you have entered. Select the down arrow to choose one of the locations from the drop down list:
  - **Shared ACTIVstudio** Searches in the Shared resources, as specified in Shared ACTIVstudio files. Refer to Settings - Profile and Resources for more information.
  - **My ACTIVstudio** Searches in your Personal resources, as specified in My ACTIVstudio files. Refer to Settings - Profile and Resources for more information.
  - **Another location** Opens another window which allows you to browse for a folder. Select the folder where you want to search for the resource. Click **OK** to accept the folder selection, or **Cancel** to abort the folder selection. The window will be removed from display.

Select the **Cancel** button to abort finding a resource, or **Search...** to commence the search.

A button will appear in the thumbnail pane to tell you that it is searching. The button will disappear when the search is complete. You can abort the search part way through by clicking on this button. Any resources that have already been found by ACTIVstudio will be displayed in the thumbnail pane.

### Drag Drop Objects

Internally

### Shortcut Bar

Drag resources from the flipchart to the Shortcut Bar, and vice versa. A copy of the resource will be displayed on a button. Click on the resource to apply it to another page. See the topic about the **Shortcut Bar** for more information.

### Resource Library

Drag resources from the flipchart to the Resource Library. The resource will be saved to the currently open folder. See **Creating Resources** for more information. Select the **Drag and Drop** radio button at the bottom of the Resource Library to drag an object out onto the page.

### Between multiple flipcharts

- **Objects**  
Select and drag object to another flipchart. Choose **Copy** (copy then paste functions) or **Move** (cut and paste functions) from the popup menu. The object will be pasted in the same place as in the original flipchart. Can undo the cut and paste actions.
- **Pages**  
Select and drag your flipchart page thumbnails between the Page Organizers for different flipcharts. Choose **Copy** (copy then paste functions) or **Move** (cut and paste functions) from the popup menu. The page will be pasted according to where you place the cursor.

### Inter-Application

#### To Shortcut Bar

Click and drag shortcuts from Windows Explorer or your Desktop and drop them in the Shortcut Bar. A new button will be added to the Shortcut Bar that contains a copy of your resource. Left click on the button to open the file. Right click on the button to edit the button definition, see **Keystroke Definer** for more information.

#### To Page

When you drag an object from an external application to a flipchart page, a popup menu allows you to choose how the object is added to the page. Choose one of the following options:

### Add Objects

Inserts the object directly on the page. This is useful for items such as clipart. Some objects will automatically be added to the page without having to select from the menu:

- **Text**  
Highlight text in an application and drag/drop it directly onto the flipchart page as a new text object, and vice versa. The Clipboard will allow you to choose to add the text as a text object or image object from a popup menu. The text object will retain its formatting when dragged onto the flipchart page, but not when dragged from the flipchart page.
- **Image**  
Select an image in an application, or an image file in Explorer, and drag/drop it to the flipchart page. ACTIVstudio will always switch on the transparency property of an object and will select the color of a single pixel in the bottom right-hand corner of the image as the transparent color. To switch transparency off, you will need to clear the transparency checkbox in the object **Appearance properties**.
- **Drag/Drop Mixed Group**  
Select a group of objects in an application and drag/drop them directly onto the flipchart page as a single image object, and vice versa.

### Add Links to Files as

Inserts a link to the file in its current location as a **Text Object**, **Image Icon Object**, or **Action Object**, according to the item you choose from the flyout menu.

### Add Links to Embedded Files as

Embeds the file and inserts a link it as a **Text Object**, **Image Icon Object**, or **Action Object**, according to the item you choose from the flyout menu.



**Some objects can only be added as a link, e.g. a shortcut to a Word document. If you choose Add Objects from the menu, a message will be displayed to tell you the object could not be added to the page.**

### Using Resources

[Insert an object from Resource Library](#)

Click on a folder in the right-hand pane to display the thumbnails of objects contained in that folder. ACTIVstudio remembers which resources you viewed previously, and automatically shows the object thumbnails within that folder when you open it.

### Transparent checkbox

Select the transparent checkbox to give an image a transparent background. This feature is extremely useful when you want to place 'non-rectangular' images onto the flipchart page. Here's an example:



Checkbox is cleared so the background color is displayed with the football.



Checkbox is selected so only the football is displayed.



**This checkbox only applies for certain image formats.**

Select one of the following checkboxes to use that method adding objects to your flipchart from the library:

#### Drag and Drop

Click on a thumbnail and drag it over to the page in your flipchart. The object will be displayed on the current page.

#### Rubber Stamp

Select the Rubber Stamp checkbox to copy an object from the Library and paste multiple copies of it onto a page. Click on a thumbnail and drag it over to your page. Click on the page to paste the object in the position of the cursor. Another copy of the object will follow the cursor as you move it over your page, click your ACTIVpen to paste it. Click around the screen to paste more copies of the same object. To stop adding objects, click on the Drag and Drop or Grow Objects checkboxes to disable the Rubber Stamp mode.

You can manipulate and edit the objects as normal once they are pasted onto the page.

#### Grow Objects

Click on a thumbnail then click on your page and drag the object diagonally from left to right. Release the click and stop dragging when the object is the required size. The object will be displayed on the current page. You can only do this once for the selected library object. To add another object, select the object thumbnail and follow the same instructions as before.



**You can only use the rubber stamp and grow object modes with the following object types:**

**Annotation, line, shape, text, image and mixed groups.**

**If you select any other type of object from the library, the object add mode will revert back to Drag and drop mode.**

### Manipulating the object

Once you have inserted an object you can manipulate it as normal. Use the **Marquee Select Tool** to position, size and rotate the object. Use the **Edit Toolbox** to cut, copy, paste, delete and duplicate your object.



**Remember, when using the Pickup boxes to resize your object, the Aspect Sizer does not distort the image.**

If you are not satisfied with the result, use the Undo tool to reverse your changes and have another go.

### Opening a flipchart

Double click on the thumbnail of the flipchart and ACTIVstudio will automatically open the flipchart file. The flipchart will be displayed in the library as a thumbnail image of page 1.



**You may need to close any open flipcharts before the resource flipchart will open.**

**If you double click on any other resource, the Link Viewer will open allowing you to view the object in its entirety.**

### Creating Resources

Save your backgrounds, flipcharts, grids, pages and objects to a folder in the ACTIVstudio Resource Library, or to a folder on your computer to store them for future use.

An icon located at the bottom right hand corner of the thumbnail image identifies what type of resource it is:

-  Annotations
-  Lines
-  Shapes
-  Text
-  Grids
-  Backgrounds
-  Flipchart pages
-  Flipcharts

### Flipchart objects

Add flipchart objects to the Resource Library by selecting and dragging them into the appropriate folder. Open the Resource Library then follow the instructions according to where you want to save your resource.

- In the Resource Library

Select the **shared**  or **personal**  library button to open that library. Open a folder by clicking on one of the buttons and save object types according to the following rules:

Single objects Applies to Annotation, Line and Shape objects.

A single object can only be added to the Collections folder or its own object type folder.

Image objects A single image, or group of images, can be added to the Backgrounds, Collections or its own object type folder.

Text objects A single text object, or group of text objects, can be added to the Collections folder, its own object type folder and any of the following folders:

Annotation, Line, Page and Shape.

Group of same objects A group comprising same object types can only be added to the Collections folder or its own object type folder.



**Your group can also contain text objects, allowing you to incorporate descriptive labels with your resource in the library.**

Group of mixed objects A group comprising mixed object types can only be added to the Collections folder.



**You cannot use the drag and drop method to add resources in the following folders:**

**ACTIVities, Backgrounds\*, Flipcharts, Flipchart Pages, Grids, Notes and Pointers, Sounds, Tickertapes, Videos or web links.**

**These folders can only be populated by the associated object types using ACTIVstudio menu options, or by pasting items into the folder using Windows Explorer.**

**\* Except images, to allow you to use them as Backgrounds.**

- On your computer  
Select the **Other Resource**  button, then click on the **browse**  button and navigate to a folder located on your computer or on a computer network. Click **OK** to select the chosen folder, or click **Cancel** to abort your selection.

Select the object, or multiple objects, then drag them across to the thumbnail pane where you will see the **cursor**  change to indicate the object can be saved in that place. Release the click and the Create Resource window will be displayed, allowing you to enter a filename and search keywords.

### Page, background or grid

It is not possible to click and drag a page, background and grid into the Resource Library, so these components are saved in a different way. To insert the page,

background or grid into the Resource Library, open the **Resource Library** , by clicking on the Resource Library tool button and select where to save your resource, as described above. Right click on the page and select **Add to Library >** then choose **Page...**, **Background...** or **Grid...** the Create Resource window will be displayed, allowing you to enter a filename and search keywords. Your page, background or grid will be saved to the folder which is currently open in the Resource Library.

 **When you add a background to the Resource Library, it will remember the current tiled property for when the background is applied to another page. If the tiled property is not suitable when applied to another page, it can be changed by altering the flipchart settings.**

**Any objects locked to the background layer are independent to the page background. Only the background image can be placed in the backgrounds folder. If you want to keep objects locked to the background layer with the page background, select Add to Library > Page... instead.**

### Deleting resources from the Resource Library

Right click on a thumbnail and select **Delete Resource from Library** from the popup menu. A message will appear to confirm you want to delete the Resource. Click **OK** and the resource will be immediately deleted from the Resource Library. Click **Cancel**, to leave the resource in the library.

### ACTIVresource Manager

Use the ACTIVresource Manager to organize your resource library folders and resource content within the folders.

### View the contents of a library

Select the relevant library icon in order to view the folders contained within that library:



Open folders in Personal Resource Library



Open folders in Shared Resource Library

Click on a folder to view a thumbnail for each file contained within that folder. The thumbnails will be displayed in alphabetical order.

### Organizing the library folders

To create a new folder, right click on the folder in which you want to create a new folder and select **New** from the popup menu. Type a folder name into the textbox and click somewhere else, or press enter. The new folder will be created.

To rename a folder, right click on the folder you want to rename and select **Rename** from the popup menu. Type the new name for the folder and click somewhere else or press enter. The folder will be renamed.



**You can only rename subfolders which reside below the top-most folder.**

### Organizing the library contents

#### Selecting

Whenever you click, or right click on a thumbnail, the thumbnail image and the label will be highlighted in red. This is so you know exactly which thumbnail you have selected.

To select multiple thumbnails:

**Adjacent** Click the ACTIVpen to the left of a thumbnail, then drag over the adjacent thumbnail.

Or

Select the first thumbnail in the selection then select the Shift key on the keyboard before selecting the last thumbnail. All thumbnails in between those you have selected will also be selected.

**Non-adjacent** Select the CTRL key on the keyboard whilst you click the ACTIVpen on a selection of thumbnails.

#### Manipulating

Right click on any thumbnail to display a popup menu which allows you to cut, copy, delete, rename or duplicate the thumbnail. Once you have cut or copied a thumbnail, the next time you right click in the thumbnail area for any folder, a paste option will appear. Click on this to paste the cut or copied thumbnail into the currently open folder.

You can also click and drag a thumbnail from the thumbnail window over to a folder name in order to move the file to a different folder.

### Edit Keywords

To edit the keywords for a single file, right click on a thumbnail and select Edit Keywords from the popup menu.

To edit the keywords for an entire folder, click on the **ACTIVkeyword Editor**



button at the top of the screen to launch the keyword editor.

### Create an index

To enable faster searching through the library contents, click on the **Indexer**



button. Selecting this button allows you to build a Resource Library index file of the library contents, to facilitate the **quick search function**.

### ACTIVkeyword Editor

The ACTIVkeyword editor allows you to enter or change the keywords for each of your resource files.

#### Identifying the resource

A thumbnail image of the currently selected resource will be displayed in the top-left corner of the editor. The location and filename of the resource file are also displayed.

#### Associating keywords

In the textbox, enter any number of keywords that best describe the currently selected resource. Each keyword must be separated by a space or carriage return.

When you have finished entering the keywords for your resource click **Update** to save the keywords to associate them with the resource. The editor will automatically move to the next resource in the folder.

If you have entered some keywords for a resource and click **Next**, to go to the next resource, or **Previous**, to go to the previous resource, a message will appear asking if you would like to save the changes you have already made.

Click the **Exit** button to close the ACTIVkeyword Editor.

## Camera Tool

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.

The photograph will capture all types of objects that are displayed on screen including backgrounds, annotations, grids, lines, shapes, text and other images. The resultant photograph is an image of all of these objects, which can be added to your flipchart page, resource library, Shortcut Bar or Clipboard as an object that you can manipulate. The photograph is simply an image of the screen, so any objects within your photograph will not be editable. You can resize or rotate the photograph like any other image object.

Make sure that the screen is displaying the image you wish to capture. Choose from one of the following camera types, which are discussed in order as they appear on the Camera Tool menu:

### Area

A dotted line in a rectangle shape will appear on your screen. The rectangle can be positioned anywhere on your screen by a click inside the rectangle shape and drag it to another part of the screen. It can also be resized using the 'pickup handles' that surround the border. Move these around until the shape contains the image you want to photograph, then choose from one of the paste options available from the Photograph Toolbox.

### Point to Point

Allows you to capture an irregular shape made up from straight lines. The first click starts the shape. Every time you click, you add another node to the shape so you can move the line in another direction. To end the shape, click close to the first point and ACTIVstudio will automatically close the shape for you. A preview of your photograph will appear on screen surrounded by a pink background. Choose from one of the paste options available from the Photograph Toolbox.

### Freehand

Allows you to capture an irregular shape using freehand lines. Click and drag the cursor to start the capture. As you move the cursor, a dotted line follows it to define the capture area. To end the shape, just release the click and ACTIVstudio will close the shape by placing a straight line between the first and last point. A preview of your photograph will appear on screen surrounded by a pink background. Choose from one of the paste options available from the Photograph Toolbox.

### Window

Move the cursor around the screen to highlight parts of the windows on the screen with a red border. Everything contained within the red border will be included within the photograph. Select the window, or part of, that you want to photograph so that it is encapsulated by the red border, then choose one on the paste options available from the Photograph Toolbox.

## Fullscreen



**Remember that if you view a flipchart page that contains a full screen photograph it will look just like the Windows screen. It is very easy to confuse a picture of Windows with the real thing!**

Captures an image of the complete screen. Click on the fullscreen option then choose from one of the paste options from the flyout menu. If you choose to place your photograph on your flipchart, you must switch to your flipchart in order to view it.



**You could use this tool to create your own unique backgrounds - set up the page as you would like it to appear as a background then use the camera tool in default mode to capture the whole page (make sure you capture the full screen to prevent the image from tiling). Make sure design mode is enabled then simply drag the image into the background's tray to add it to the library. This image is now available as one of your backgrounds.**

When you have selected the camera type and made the necessary selections, choose from a number of paste options available from the Photograph Toolbox.

ACTIVstudio hides the toolbox before taking a photograph. You will hear a camera sound as the photograph is taken (providing your computer has the ability to play sound files).

### **Practical Example:**



**Suppose you are teaching students how to use Microsoft Word. By running Word, you can easily demonstrate its use on the ACTIVboard. At any time, you can use the Camera tool to capture images from Word and paste them to your flipchart so you can annotate on them. You can repeat this process throughout the course of your presentation, building up a record of screen images and note-taking annotations. At the end of the class, you will have a flipchart containing reference material, which can be saved and printed out for your audience.**

**Right click in the selected camera area to display the paste options in a popup menu.**



**You can access the camera settings and context help quickly if you right click on the Camera Tool in your toolbox and select Settings... or Help... from the popup menu.**

## Photograph Toolbox

The Photograph Toolbox displays the following paste options:



To Current Flipchart Page:

Pastes the image on the flipchart page you currently have open. If you have multiple flipcharts open, the image will be pasted to the flipchart that was last active.



To New Flipchart Page:

Pastes the image on a new page in the flipchart you currently have open. If you have multiple flipcharts open, the image will be pasted to the flipchart that was last active.



To My Resource Library:

Allows you to save the image in your Personal Resource Library. You will be prompted for a filename and you can choose to save the image in your backgrounds or collections folder.



To Shared Resource Library:

Allows you to save the image in your Shared Resource Library. You will be prompted for a filename and you can choose to save the image in your shared backgrounds or collections folder.



To Clipboard:

Puts the image in the Windows Clipboard, which you can then paste into other Windows applications.



Help Button

Access help about the Photograph Toolbox.



Cancel :

Abandons the camera operation and returns the screen to normal view.



**You may find that when you add a photograph to your flipchart page it appears much smaller, or larger, than the area you took a photograph of. This is because your flipchart is being displayed at a different fit or scale factor than what you took a photograph of. The photograph is 'developed' on the flipchart page at 1-1 scale factor so that the image is not distorted. You will see your photograph displayed correctly if you select the Original Scale radio button, or change the page scale to 100%. See **Page Scale** for more information.**

**By saving the image to your backgrounds folder, you will be able to use the image as a background on a flipchart page. If the image is not the same size as your page, you may get an unexpected result when it is used as a page background. You may need to change how the image fits on the page, see the description about Fit Options in **Appearance Properties**.**

### Merge an object into the Background

Lock an object on the background layer so that it forms part of the background. Right click on the object and select **Edit > Layer > Lock on Background**. Once locked, you will not be able to select, edit or view the properties for the object. The object will sit on top of the background color or background image which has been applied to the page.



**Locked background objects are independent to the page background. If you cut, copy, clear a background, or add it to the Resource Library, the locked objects will not appear.**

To unlock the objects, right click on the page and select **Unlock Background Objects** from the popup menu. All locked objects will be moved from the background layer to the back layer, where they can be selected and edited again.

While locked, you can change the color of the object, or part of it, using the Fill Tool. You can also pick a color from your object using the Color Picker Tool.

### Fraction Creator

Use ACTIVstudio to create fractions for your mathematical formulae. The Fraction Creator uses the ACTIVstudio recognition function in numerical mode.

When you click on the Fraction Creator tool button a window appears, which allows you to write in the numbers for the fraction.

Click on the **Add to flipchart page**  button to convert your freehand fraction to a grouped text object. Or, click on the **Clear**  button to remove your writing from the window, for example, if you've made a mistake.



**The recognition function takes the order of annotations into account when converting your writing.**

### Flipchart Recorder Tool

Use the Flipchart Recorder to record your annotation actions performed on a flipchart page, then play them back as an animation.



**It is not possible to use the Flipchart Recorder to record your actions when you are manipulating flipchart page in the Page Organizer.**

Animations will change the energy of your presentations and create extra interest for your audience. The Flipchart Recorder can be used to illustrate the formulation of ideas or concepts (e.g. how an algebraic formula is constructed), or simply to record all the actions in a flipchart for review at a later session.

When you are recording, each action performed on the flipchart page is saved as a frame.



Usually video capture software records a number of frames within a specific amount of time, whether something has happened or not. So, for example, in 5 minutes you will have 1200 frames if the capture rate is 4 frames per second. ACTIVstudio does not work like this. Instead, it cuts out unnecessary frames and reduces the file size by only recording what happens on the flipchart page. For example, start recording and add an image to your page, then after a few minutes, draw a circle on the image and stop the recording. When you playback, notice that the animation contains only two frames. The first frame adds the image to the page, and the second frame adds the circle.

When you have stopped recording, you can playback all your frames in an animation, or you can playback frame by frame.

If you are not satisfied with the complete recording, you do not have to re-record all of the session. You can edit a single frame in the recording and save the change.



**If you edit a frame, only that single frame will be modified when you playback the recording.**

You may prefer to use the frame controls to navigate back to a certain point, then start recording from that point (thus leaving the recording before this point, intact). You will be warned that you have clicked the record button part way through a previous recording. All frames from that point will be deleted and overwritten with the new recording.

When you are happy with your playback, you can save the flipchart as a flipchart recording file. This allows you to play it back at a later date. You can also use the desktop annotation to annotate over the live playback in overlay mode.



**You can access the context help quickly if you right click on the Flipchart Recorder Tool in your toolbox.**

### Flipchart Recorder Toolbox



To display the Flipchart Recorder toolbox, click on the Flipchart Recorder Tool button . To learn about adding the Tools to your toolbox, see **Customize Toolboxes**.

Selecting the Flipchart Recorder Tool displays the Flipchart Recorder toolbox which contains the controls for recording your flipchart actions:



Starts to record the flipchart actions



Stops recording or playback



Playback your actions as an animation



Go to first frame



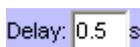
Go to previous frame



Go to next frame



Go to last frame



Enter a number into the textbox to add a time delay (in seconds) in between each frame on playback. A small number makes the playback run quickly and a large number makes it run more slowly. You can enter any number between 0.05 and 60.



The slider moves along the timebar to show where you are in the recording. Click on the slider and the total number of frames are displayed in a popup.

When you start recording, you will only be able to save your flipchart as a flipchart recording file (.flr). If you have been working on a flipchart and then click **Record**, you will be asked if you want to save your flipchart as a standard flipchart (.flp) first. Click the check button  to save your current flipchart changes and proceed to the save dialog where you will be asked to enter a filename. Click on the cross button  if you prefer not to save your flipchart as a standard flipchart before recording. Click on the cancel button  to return to working on your flipchart.

Click **Record** to start recording your actions on the flipchart page. The Record button will start to flash red to indicate that the record function is active. However, nothing will be recorded until something happens on the flipchart page.

Click **Stop** to finish recording.

Click on the **Go to first frame** button and click **Play** to playback your actions from the beginning. Or, use the frame buttons to move through each frame in turn.



**When you playback a flipchart recording you can continue to edit the flipchart, but any changes will not be saved even if you save your flipchart.**

## Special Effects for presentations

### Notes and Pointers

#### About Notes and Pointers

The Notes and Pointers Tool allows you to attach Post-It style notes or pointers to highlight certain areas of the screen.

When you select the Notes and Pointers Tool from the toolbox, you are presented with a menu. Click on one of the following options from the menu:

- **New Note**      Allows you to edit an electronic Post-It style note to include on the screen whilst you are annotating. This enables you to record feedback or include prompts during your presentation.
- **New Pointer**      Displays a colored arrow on the screen. Highlights and focuses attention on a certain area of the screen.
- **Open...**      Select one of the options from the menu to open a previously created .dnp file from that location.  
  
The filenames of any recently opened notes or pointers will be displayed at the bottom of the menu.
- **Save...**      Select one of the options from the menu to save the notes and pointers you have created in an ACTIVstudio session to a .dnp file to that location.
- **Close**      Closes all open notes and pointers. You may be prompted to save your notes and pointers, see the information below in **Saving your Notes and Pointers**.

Right click anywhere on the Note or Pointer to reveal a menu as follows:

- **Note/Pointer**      Toggles between showing the current selection as a Note or Pointer
- **Color...**      Select a color from the palette, or create a custom color from the standard Windows color palette.
- **Remove**      Deletes the currently selected Note or Pointer.

#### Saving your Notes and Pointers

When you select Close you will be prompted to save your notes and pointers if they have not been saved and if they have changed since you opened them or last saved them. Select one on the following buttons from the save prompt:



Goes to a save dialog where you are prompted to enter a filename and check the location for where you want to save the notes/pointers.



Closes the save prompt and notes/pointers without saving.



Closes the save prompt and returns you to the notes/pointers.



Closes the save prompt and notes/pointers without saving.

### Using the Note

Enter your text into the **Edit your Note...** dialog. Use the **Text Edit Toolbox** to change the way your text displays. To move the note, click on the note and drag it to a new position. To resize the note, hover the cursor over one of the window edges until a resize handle appears. Click and drag the edge to a new position, then release.

### Using the Pointer

When you select the Pointer item from the menu, a colored arrow appears on the screen. You can manipulate the Pointer by clicking on certain areas of the arrow:

- **Move** Click on the center of the arrow and drag to the required position.
- **Change direction** Double click on the triangular part of the pointer to change the direction of the arrow in 90° intervals.
- **Increase size** Click and hold anywhere in the pointer. The arrow will automatically start to increase in size. Release the click when the arrow has reached the correct size.



**Double click on the arrow body to increase the size by 50%.**

- **Decrease size** Right click and hold anywhere in the pointer. The arrow will automatically start to decrease in size. Release the right click when the arrow has reached the correct size.



**You can access the context help quickly if you right click on the Notes and Pointers Tool in your toolbox.**

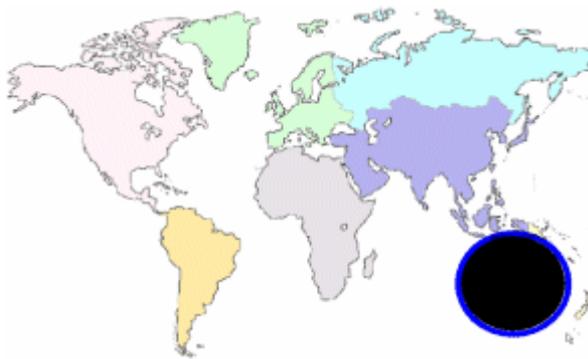
### Spotlight Tool

Click on the Spotlight tool in the toolbox, and choose one of the spotlight types from the popup menu:



- Circular spotlight, or
- Square spotlight

The screen will become masked by a translucent black background. The spotlight area can be positioned by moving the ACTIVpen around the screen. This allows you to highlight areas of your desktop or flipchart in order to focus attention onto a specific area.



- Solid circle, or
- Solid square

The screen remains visible, but the spotlight area is now masked by a black background. This allows you to hide areas of the screen whilst showing some instructions or clues as to the hidden part

The spotlight is displayed as you move forwards and backwards through the pages of your flipchart. If you have multiple flipcharts open, the spotlight is only applied to the currently active flipchart.

To resize the spotlight, press the ACTIVpen down and drag the cursor towards the center of the spotlight area to make it smaller, or away from the spotlight center to make it larger.

Use the **Effects settings** to change how the spotlight is displayed. To access the settings, click on **Menu > Studio Settings... > Effects**.

To hide the spotlight, click on the Spotlight tool button in the toolbox once more. You may prefer to display a Cancel button at the bottom of the screen, which you click on to hide the spotlight. To expose the Cancel button, access the Spotlight settings, and select the **Show cancel button when using effects** checkbox.



**You can access the spotlight settings and context help quickly if you right click on the Spotlight Tool in your toolbox and select Settings... or Help... from the popup menu.**

### Reveal Tool

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).

Notice the cursor has the appearance of a **blind pull** , which changes orientation as you move the cursor through the four faintly marked quadrants.



**You can continue working on your page when it is partially revealed.**

To cancel the revealer, click on the Reveal Tool button in the toolbox, and your screen will be fully exposed.

Apply the Revealer to the desktop when the flipchart is hidden. When you select the Reveal Tool, the screen will go black. At this point, imagine that ACTIVstudio has placed a piece of black paper over the screen. Use the ACTIVpen to move the cursor to one of the quadrants, then click on and drag the black area to the opposite quadrant, gradually revealing the screen. When you have finished, slide the black area back to where you started so that it again covers the whole of the windows screen, or click on the Reveal Tool button to remove the Revealer.

The Revealer can be applied to both the flipchart and desktop flipchart. When the Revealer is applied to the flipchart, you can navigate through your flipchart pages and the revealer will reset itself to completely cover the next flipchart page. This feature allows you to navigate through your flipchart pages and ensure they are hidden behind the revealer, even if your previous pages were partially revealed.



**You can access the revealer settings and context help quickly if you right click on the Reveal Tool in your toolbox and select Settings... or Help... from the popup menu.**

### Tickertape Tool

The Tickertape Tool allows you to generate textual messages that scroll across the screen. When you click on the Tickertape tool button, a menu is displayed that allows you to create, save, open or edit a tickertape:

- |           |  |
|-----------|--|
| New       | Choose one of the options from the flyout menu to create a new tickertape: <ul style="list-style-type: none"> <li>• Define...<br/>To open the Tickertape Definer and create a new message from scratch.</li> <li>• From Clipboard<br/>To automatically create a message from text that has been copied to the Windows Clipboard, using the default Tickertape settings.</li> </ul>           |
| Open From | Choose one of the options from the flyout menu to open a saved tickertape from that location: <ul style="list-style-type: none"> <li>• My Tickertapes...<br/>Opens a window that displays all tickertape files located in the My Tickertapes folder in your personal resources.</li> <li>• Shared Tickertapes...<br/>Opens a window that displays all tickertape files located in</li> </ul> |

the Shared Tickertapes folder in your shared resources.

- Other Location...  
Browse for tickertape files located on your computer.

The filenames of any recently opened tickertapes will be displayed at the bottom of the menu.

Edit...	Opens the Tickertape Definer for your current tickertape, allowing you to change or reformat your message text.
Save To	Choose one of the options from the flyout menu to save the current tickertape to that location: <ul style="list-style-type: none"> <li>• My Tickertapes... Opens a window that allows you to enter a filename and save your tickertape in the My Tickertapes folder in your personal resources.</li> <li>• Shared Tickertapes... Opens a window that allows you to enter a filename and save your tickertape in the Shared Tickertapes folder in your shared resources.</li> <li>• Other Location... Browse to a folder on your computer and enter a filename and save your tickertape in that location.</li> </ul>
Close	Close your current scrolling tickertape.



**You can also close the current tickertape with a right click in the tickertape area.**

The top part of the screen is taken over by the tickertape. If you have selected Screen as your background, the background on the tickertape area will be an image of your screen when you created the tickertape, just like the background on a desktop flipchart. Remember that you will not be able to use items like menu buttons on the tickertape background until you close the tickertape.

### Manipulating the Tickertape

Click on the message text and drag the message right and left to view the beginning or end of a long message.

Click in the tickertape area to temporarily pause it. When the tickertape is paused, you can click and drag it left or right to change the position of the tickertape horizontally on the screen.

Control the speed of the scrolling tickertape by adjusting the **time bar**

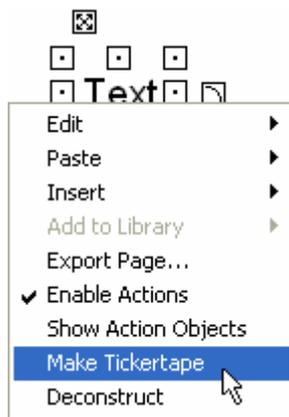


, which is displayed just underneath the tickertape.

Right click anywhere in the tickertape area to stop and close it.

## Make Tickertape

Right click on any text object and select Make Tickertape from the popup menu to make a quick tickertape using the current tickertape settings shown in the Tickertape Definer window.



**Note about taking a photograph of your screen whilst a Tickertape is running.**



**When the Camera Tool is active, the Tickertape will be stopped and will be removed from the screen when the photograph has been taken.**

## Tickertape Definer

Define your scrolling message using the following attributes:

- Enter the Tickertape message:  
Type a tickertape message into the textbox.



**Lengthy messages combined with large font sizes, require large amounts of memory. In extreme cases, you may find the tickertape message will not display.**

- Text  
Select the Underlined checkbox to underline your tickertape message. Click on the color box to view the color palette and select a different color for the message.
- Shadow  
Enter a number into the Drop textbox to add or change the size of the shadow. A zero indicates no shadow is required. Any changes to the shadow are displayed immediately on the scrolling message, allowing you to review your tickertape. Click on the color box to view the color palette and select a different color for the shadow.

- **Background**  
Select the Screen radio button to select the current screen as the background for your tickertape.  
  
Select the Plain Color radio button if you would prefer the tickertape to scroll across a plain color background strip. Click on the color box to view the color palette and select a different color for the tickertape background.
- **Font...**  
Allows you to alter the font, size, style and script attributes for the current tickertape.
- **Test**  
Click this button to test your tickertape.
- **Loop**  
Select the checkbox to ensure the tickertape will scroll continuously until interrupted by a right click on the message itself
- **Position**  
Click on the drop down arrow and select **Top**, **Middle** or **Bottom** from the list to specify the scroll position of the tickertape.
- **Make Default**  
Click this button to remember the current tickertape settings for the next time you define a tickertape.



**When the tickertape is scrolling, right click anywhere in the tickertape area to stop and close it.**

**Use the timebar , located underneath the tickertape area, to adjust the scroll rate of the tickertape.**

### Page Turn Effect Toolbox



Right click on the **Page Navigation**  buttons to access the Page Turn Effects Toolbox.

- **Effect**  
Choose one of the following options from the drop down menu:
  - None
  - Page Fold
  - Page Turn
  - Page Curl Turn
  - Cube Face
  - Rotate

### Cross Fade

### Random

- **Speed**  
Allows you to adjust the speed of the page turn effect. Select a low number to make the effect happen quickly, or a high number for the effect to happen more slowly. The speed is measured in seconds.
- **Graphics Engine**  
Choose one of the following options for the transition engine to render your graphics:

Auto	Finds 3D hardware installed on your computer.
DirectX (3D card)	ACTIVstudio uses DirectX, if installed. Even if DirectX is installed on your computer, it does not indicate that 3D hardware is available. The transition engine will switch to software mode if a 3D hardware card is not present.
Software	If you do not have a 3D card, or if you are running Windows 95/NT, select the Software option. This mode is slower and shows more visual artifacts than hardware. Software mode can also be used for users who may be experiencing problems with DirectX or 3D Hardware.

## Page Zoom Tool

The Page Zoom Tool allows you to dynamically magnify or reduce the current page you are viewing.

Use the Page Zoom Tool to zoom in for more detailed view or zoom out for a wider view and continue to edit. You can also use the Page Zoom Tool to grab the page and move it around in the flipchart window, enabling you to easily pan around and view different areas of the page.



**The Zoom Tool does not change your flipchart, it only affects how the flipchart is viewed. Therefore, after using the zoom, you will not be asked to save when you close the flipchart or desktop flipchart unless you have edited it.**

### Using the Page Zoom Tool

When you are working on a flipchart, click on the Page Zoom Tool and the cursor will change to a **magnifying glass** .

- **To zoom in**  
Click on the flipchart and hold. The magnification will increase gradually and the focus will move towards the position of the cursor on the page. Release the click when you are happy with the magnification. If the

window does not show the particular area you are interested in, with the Page Zoom Tool selected in the toolbox, click on the page and drag it around the window.

- To zoom out  
Right click on the flipchart and hold. The magnification will decrease gradually and the focus will move away from the position of the cursor on the page. Release the click when you are happy with the magnification.



**Change the speed at which the zoom works by adjusting the Page Zoom Speed in the Tools Settings.**

Double click on the page when it is magnified or shrunk to return to the original zoom level. To quickly return to a set magnification, use the **Page Scale** window.



**If you are working with multiple flipcharts open, the zoom applies to the current active flipchart only.**

#### Activating the desktop flipchart

If the flipchart is hidden when you click on the Page Zoom tool, ACTIVstudio will start the desktop flipchart in order to apply the page zoom. That is, ACTIVstudio captures an image of your desktop and pastes it as a background on a page in the desktop flipchart. You can now annotate on your desktop flipchart and zoom in and out as described before.

If you click on the Page Zoom Tool again whilst you have this desktop flipchart open, another page will be added with a copy of the desktop image pasted onto the background.



**Remember that if you view a flipchart page that contains a full screen snapshot it will look just like the Windows screen. It is very easy to confuse a picture of Windows with the real thing!**

Once you start to write on the desktop flipchart you cannot use the underlying application until you close or hide the desktop flipchart. To close the desktop flipchart, click on the cross button. If you haven't already done so you will be asked if you want to save your changes. To hide the desktop flipchart, click on the Show/Hide flipchart button.



**You can access the context help quickly if you right click on the Page Zoom Tool in your toolbox.**

## Presentation Tools

### ACTIVities

Link to your ACTIVity files through the shortcut to the ACTIVities folder in the Resource Library. The contents of the folder will depend on the files saved to your Shared or Personal ACTIVities folder. Promethean supply a range of sample ACTIVities in the shared folder that involve animations and presentations. If you look in this folder you will notice that there are numerous sub-folders with a sample of curriculum based ACTIVities, all from a range of commercially available products for sale at Promethean.

▶ The **Resource Library** section explains how to navigate through the folders in the Resource Library.

To launch an ACTIVITY, double click the shortcut in the Resource Library to open the file in the ACTIVviewer window. Or, click and drag the shortcut for the ACTIVities file to your page. Ensure actions are enabled, then click on the shortcut to open the ACTIVities file.

### ACTIVities Wizard

The ACTIVities Wizard is a program that allows you to author certain types of ACTIVITY. You may use the Wizard to generate Blockbuster, Question of.. and Word Domino ACTIVities.

Click on **Menu > ACTIVextras > ACTIVITY Wizard...** to open the ACTIVITY Wizard program.

The Wizard Program has its own built in help demonstration, please refer to this for further information.

### ACTIVmarker

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 (in presentation mode). 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.

To launch ACTIVmarker, click on **Menu > ACTIVextras > ACTIVmarker**. A splash screen will be displayed whilst 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...** You will see the ACTIVmarker toolbox appear when you open a Word, Excel or PowerPoint document.

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.

### Clock Tool

The Clock Tool allows you to display a clock or a counter on the screen.

When you select the Clock Tool from the toolbox, you are presented with a menu. Click on one of the following options from the menu:

- **Analog**     Displays a traditional clock with a circular face and hands in a separate window.

- **Digital** Displays a digital clock in a separate window.
- **Both** Displays a traditional analog clock with the digital clock underneath.
- **Count Down** Displays a digital counter. The counter will count down from the time entered in the **clock counter** window.
- **Count Up** Displays a digital counter. The counter will count up to the time entered in the **clock counter** window.

### Analog and Digital Clocks

The clock opens in a separate window, which will always be on top of other applications. To change the size of the window, hover the cursor over one of the window edges until a resize arrow appears  $\leftrightarrow$ . Use the resize arrow to click and drag the window to the size you prefer. To change the position of the window, click towards the centre of the title bar and drag the window to the position you prefer. ACTIVstudio will remember the size and position of the clock for the next time you open the clock.

The clocks have settings related to them that allow you to change the way they display or how they behave. To view the settings, click on **Menu > Studio Settings... > Clock Settings.**, or right click on the Clock tool and select **Settings...** from the popup menu.

Click on the **menu button**  to access the same menu as when you clicked on the Clock Tool button.

To close the clock window, click on the **close button** .

### Counters

When you select one of the counters from the menu a window called the Clock Counter appears on screen. This allows you to define your counter and change the way it behaves.

When you are happy with your definition click **OK** to display the counter, or click **Cancel** to remove your changes and close the dialog. The counter will start counting automatically when it appears on screen. The pause button is a toggle switch, which allows you to temporarily stop and restart the counter. To display the Clock Counter dialog and change the definition of your counter, click on the **menu button**  and select one of the counters from the menu. If you no longer need to use the counter and would prefer to view a clock instead, choose one of the clocks from the menu instead.

### Pause/Go button

Click on the **Pause** button to temporarily stop the clock or counter. To restart the clock or counter, click on the button once more, which has now become a **Go** button.



**You can access the clock settings and context help quickly if you right click on the Clock Tool in your toolbox and select Settings... or**

**Help... from the popup menu.**

Clock Counter



To display the Clock Counter window, click on the Clock Tool button  and select **Count Down...** or **Count Up...** To learn about adding the tools to your toolbox, see **Customize Toolboxes**.

Count down from

Count up to

Use the up and down arrows to increase or decrease the amount of counting time. This is measured in hours, minutes and seconds. The image below shows the counter set as 1 minute

30 seconds, 

The Count Down clock will first display 1 minute 30 seconds and will count down to zero. The Count Up clock will first display zero and will count up to 1 minute 30 seconds.

Reset

Click on the reset button to set the counter to zero.

Repeat

Select the checkbox to repeat the count when the counter has reached its target. This will be zero for the count down clock, or the time you specified for the count up clock.

After timeout play following sound

Click on the down arrow to show any sound files located in the sounds folder in your ACTIVstudio application directory. You can add other sound files to this directory so they appear in the list, using Windows Explorer.

After timeout, perform following action

Click on the down arrow to show a list of some useful actions you may want to occur when the counter has reached timeout.

Dice Tool

Use the dice tool to generate random numbers and incorporate games in numeracy activities. Click on the Dice tool to display the ACTIVdice Roller.

## ACTIVdice Roller



Click on the drop down arrow to select the number of dice you want to use for the activity. You can choose to use up to 5 dice.



Click on this button to roll the dice. You will see an animated sequence showing the die or dice rolling towards you. Click on the roll dice button to roll the dice as many times as you wish. Go to the **Tools settings** to change the speed at which the dice roll, select **Menu > Studio Settings...** and select **Tools** from the left hand pane.



Click on the equals button to paste the total sum of the die or dice as a text object in the center of the page of the active flipchart.

# 10

The sum behaves like any other text object. To move it, first ensure the Marquee Select tool is selected, then click on the text object and move it to another location on the page. Move the text object of your sum before rolling the dice and clicking on equals again, otherwise the new sum will be pasted on top of your previous sum.

To close the Dice Roller, click on the cross button , or select the Dice Tool in the Main Toolbox to switch it off.



**You can access the Tools settings and context help quickly if you right click on the Dice Tool in your toolbox and select Settings... or Help... from the popup menu.**

## Protractor Tool

When you click on the Protractor tool button, you can then choose to use either a half or full protractor from the popup menu. A virtual protractor will be displayed, which you can resize, reposition, rotate and interact with using the pen and highlighter tools.

### Change the appearance of the protractor

To change the scale of the protractor, double click on the protractor and click on the Plus or Minus button in the Edit Toolbox. This scales the size of the protractor to make it appear larger or smaller.



**Double click on the protractor to display the Edit Toolbox regardless of what tool is currently active in the Main Toolbox.**

To change how the protractor displays, access the Tools settings by a right click on the protractor tool button and select **Settings...** from the popup menu.

- ▶ View the section about **Tools settings** for more information about changing how the protractor displays.

### Reposition the protractor

Position the ACTIVpen around the center sections of the protractor. When the cursor changes to display the **mover arrows** , you can click and drag the protractor to a different position on the page. Release the click when the protractor is in the correct position.



**Measure angles very accurately by using the Grid Tool to snap the Protractor and the object, which you are measuring, to a fixed point.**

### Rotate the protractor

Position the ACTIVpen anywhere around the measurement scale towards the edge of the protractor. When the cursor changes to display the **rotator arrows** , you can click and rotate the protractor to a particular angle. This is required for when the angle you want to measure or mark out is from a line that is not horizontal. The center of rotation is at the center zero mark. Release the click when the protractor is at the desired angle.

### Draw a segment

When the pen or highlighter tool is selected in your toolbox, move the cursor so that it is near the outside edge of the protractor. The cursor will display **an arc**

(example pen cursor ) . This indicates that you can draw a segment. Click the ACTIVpen on the edge of the protractor, at the angle you want to start from. Notice that ACTIVstudio will automatically draw a line from the starting point to the zero mark in the center. Drag the cursor along the outside edge of the protractor and release the click when the segment is at the desired angle. ACTIVstudio will automatically draw a line from the finish point and will fill in the segment with the currently selected pen color.



**The segment will always be drawn in the currently selected pen color, even when you draw the line with the highlighter.**

### Hide the protractor

To remove the protractor from the screen:

- Click the Protractor tool button once more.

Or,

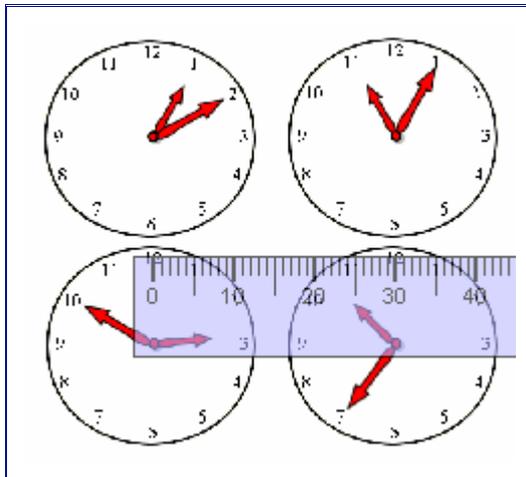
- Double click on the protractor to display the Edit Toolbox and click on the Delete button.



**You can access the protractor settings and context help quickly if you right click on the Protractor Tool in your toolbox and select Settings... or Help... from the popup menu.**

## Ruler Tool

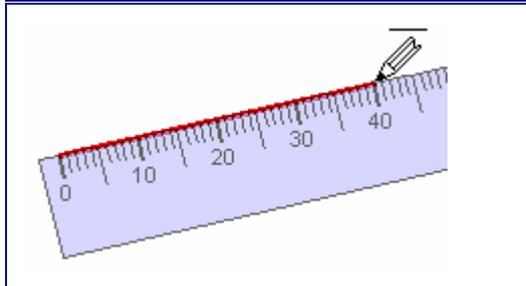
The ruler is a useful tool that can be used for numerous activities, here are some ideas for using the ruler in ACTIVstudio:



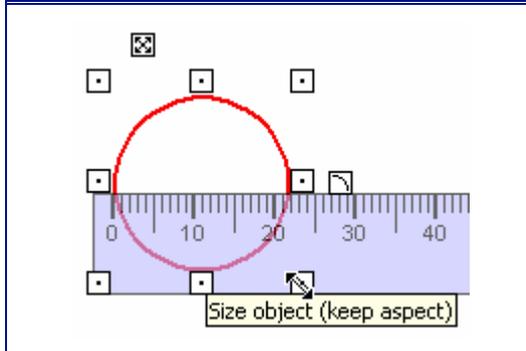
Quickly align or arrange your objects symmetrically.



**Using the Grid tool along with the Pen tool will allow you to achieve a reasonable technical drawing.**



Accurately draw lines of a particular size and angle.



Measure and resize objects.

To display the ruler with the unit of measurement that best suits your drawing, click on the Ruler tool button and choose cm (centimeters) or inch (inches) from the popup menu. A virtual ruler will be displayed, which you can resize, reposition, rotate and interact with using the pen and highlighter tools.

### Change the appearance of the ruler

To increase or decrease the length of the ruler, double click on the Ruler and click on the Plus or Minus button in the Edit Toolbox.



**When increasing or decreasing the size of the ruler you are simply altering the length of the ruler not its scale.**

**Double click on the ruler to display the Edit Toolbox regardless of what tool is currently active in the Main Toolbox.**

To change how the ruler displays, access the Tools settings by a right click on the ruler tool button and select **Settings...** from the popup menu.

- ▶ View the section about **Tools settings** for more information about changing how the ruler displays.

### Reposition the ruler

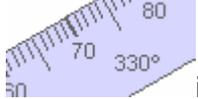
Position the ACTIVpen anywhere along the bottom edge of the ruler. When the cursor changes to display the **mover arrows** , you can click and drag the ruler to a different position on the page. Release the click when the ruler is in the correct position.



**Position the ruler accurately by snapping the zero point to a grid point in a grid, which may or may not be visible on the page.**

### Rotate the ruler

Position the ACTIVpen anywhere along the top edge of the ruler. When the cursor changes to display the **rotator arrows** , you can click and rotate the ruler to a particular angle. The center of rotation is at the top of the zero mark on

the measurement scale. The current **angle of rotation**  is displayed in the center of the ruler. Release the click when the ruler is at the correct angle.

### Draw a straight line

When the pen or highlighter tool is selected in your toolbox, move the cursor so that it is near the top edge of the ruler. The cursor will display a **horizontal line** (example pen cursor ). This indicates that you can draw a straight line along the edge of the ruler. Click and drag the cursor along the top edge of the ruler to draw a line. Release the click when the line is at the desired length.



**The line will always be drawn in the currently selected pen color and width, even when you draw the line with the highlighter.**

### Hide the ruler

To remove the ruler from the screen:

- Click the Ruler tool button once more.

Or,

- Double click on the ruler to display the Edit Toolbox and click on the Delete button.

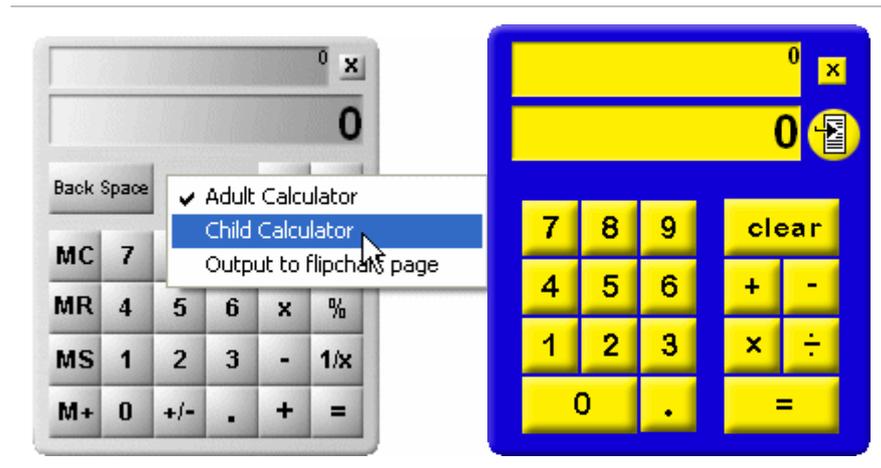


**You can access the ruler settings and context help quickly if you right click on the Ruler Tool in your toolbox and select **Settings...** or **Help...** from the popup menu.**

## Floating Calculator Tool

Opens a calculator in a floating window, which allows you to perform mathematical calculations. The ACTIVstudio calculator works just like a handheld device.

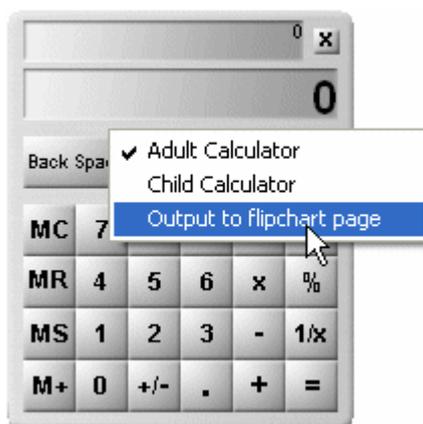
When you select the Calculator from the toolbox, the adult version will automatically appear as default. However, you can change the calculator to a child version, which is a simplified version with bigger and more colorful buttons. Right click anywhere on the calculator apart from the display screen and select **Child Calculator** from the popup menu.



Insert the calculation as a text object onto the current flipchart page:

Child version, click on the **Output to Document**  button.

Adult version, right click and select **Output to flipchart page** from the popup menu.



To remove the calculator window from the page, click the **Close** button in the top right hand corner of the calculator.

If you want to move the calculator to a different position on the page, click anywhere on the calculator except on the screen or buttons and drag it across the page. Release the click when you are happy with the position of the calculator.



**You can access the context help quickly if you right click on the Floating Calculator Tool in your toolbox.**

### Floating Keyboard Tool

Click on the Floating Keyboard tool button to display a keyboard in a floating window on screen. The keyboard will appear automatically when you input or edit text on your flipchart, or desktop flipchart. The floating keyboard works just like a physical computer keyboard, except you use the ACTIVpen to enter characters and text in ACTIVstudio, or in other Windows applications.



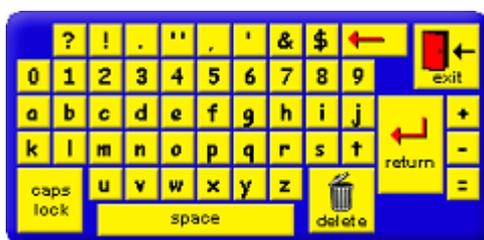
**In order to use the keyboard with a Windows application, the application must be active before clicking the buttons on the keyboard.**

You can display one of the following types of keyboard:



#### Adult version

A small adult (qwerty) version of the keyboard is displayed by default. You can display a larger version if you right click on the keyboard and select **Adult Large** from the popup menu.



#### Child Version

Right click on the keyboard and choose **Child Small** or **Child Large** from the popup menu.

The Child version is a simplified keyboard which only contains the alphabet, numbers and standard punctuation characters.



#### Operating System version

The virtual keyboard supplied with your Operating System is displayed.

For more information about this version, refer to the separate help file supplied with the keyboard.

The keyboard supplied with your Operating System will be displayed by default. To use the ACTIVstudio keyboard, go to **Menu > Studio Settings... > User Input** and click on the **Use keyboard supplied with Operating System** to clear the checkbox.

Hover the ACTIVpen over the keyboard and the cursor will change to a **hand with a pointing finger** , which you use to click on the keyboard buttons.



**If you prefer, write freehand with the ACTIVpen and use the Recognition Tool to automatically convert your writing into a text object.**

### Moving

To move the Floating Keyboard to another position on the screen, click on any area of the keyboard that does not contain any keys, drag it to a different position and release.

### Sizing

You can double the display size of the Floating Keyboard to make it appear larger on screen. Right click anywhere on the keyboard and select **Adult Large** or **Child Large** from the popup menu. A further right click and selecting Small will return it to its normal size.

### Keyboard Keys

Cap or Caps Lock	The Caps button is a toggle button. Click it to select Caps Lock so that all alphabetic characters are shown as capital letters. Click it again to remove the Caps Lock.
Shift	Select one of the two Shift buttons to access characters such as £, \$ and %. Again, the Shift buttons are toggle buttons.
Ctrl, Alt	The Ctrl and Alt keys allow you to enter a key combination (such as Ctrl-C, which is normally used to copy an object) or a multiple key combination (such as Ctrl-Alt-Del to reboot your computer). The Ctrl and Alt key will stay selected until you follow it with another key selection.  The keyboard hand cursor will display a label for the Ctrl, Alt and Shift button you have selected.
F (Functions)	Click on the F key for the keyboard to display the function keys. The function of each one depends on which application you are running, e.g. F12 normally performs a save. Check your application user guides for more information.
S (Symbols)	Click on the S key for the keyboard to display some foreign characters and useful symbols.

### Adult Extended Keyboard



You may extend the keyboard to include the numeric keypad this is easily achieved by clicking on the double arrow toggle switch. A further click will hide the numeric keyboard.



## Closing

Close the floating keyboard at any time by selecting the **Close button**  on the

adult version, or the **Exit button**  on the child version.



You can access the context help quickly if you right click on the Floating Keyboard Tool in your toolbox.

## Linking to other Files and Programs

### About Link Objects

A Link Object is a flipchart object that links to a file, program or website directly from an icon or text on your page.

### Insert a Link Object

To insert a link object, right click on the flipchart page and select **Insert > Link Object...**

A window appears, which allows you to browse through the folders on your computer for a file, or input a url for a website.

See **Create a Link Object** for more information.

### Launching the Link Object

The following conditions must be set in order to launch a link object:

- Actions must be enabled.  
Right click on your page and ensure a checkmark is placed against Enable Actions on the popup menu.

When you hover the cursor over the link object, the **cursor**  will change to include an arrow. Click on the link and the program, file or website will open in the **Link Viewer** window or in the associated program. This depends on the settings for linking to external files, see **Settings- Linked File Hosting** for more information.

When a link object to a single flipchart page is created, the page will be added as the last page in your flipchart. When a link object to another flipchart is created, the linked flipchart will open in another flipchart window.

## Selecting a Link Object

To move the link object, first ensure the Marquee Select tool is active in your toolbox. Then, right click on the flipchart page and ensure the menu item Enable Actions is not selected, to prevent your Link Objects from launching when you click on them. Click on the Link Object and drag it to another position on the page, holding the click as you drag. Release the click when the Link Object is in the correct position.

To rotate the Link Object, position the Marquee Select Tool close to but not on the Link Object, then click and drag the cursor over the Link Object and release. The pickup boxes should now surround the Link Object. Here, you can move the Link Object to another position on the page or use the **Rotator**  pickup box to rotate it.

## Editing and Formatting a Link Object

To edit the link object, right click on it to display the link object definition window and make the relevant changes.

If you want to format the Link Object, for example to change the font size if you have added it as text, you will need to switch off the Enable Actions option.

## Deleting a Link Object

You can delete a Link Object in the following ways. Use either method that is easier for you according to how your settings and toolbox are set.

- Right click on the flipchart page and ensure the menu item Enable Actions is not selected. Use the Marquee Select tool to double click on the hyperlink and select the **Delete**  button from the Edit Toolbox.
- Click and drag the ACTIVpen around the Link Object to surround it with pickup boxes. Click on the **Free Mover**  pickup box and drag the Link Object over to your Flipchart Trashcan.
- If you have placed the Delete button in your toolbox from the Tool Store, click and drag the cursor from one corner of the hyperlink to the opposite corner to surround it with pickup boxes, then select the **Delete**  button.



**Use the User Defined Keystroke if you want to create a link that is not a flipchart object. Read more about this in the Define your own buttons section.**

### Create/Edit a Link Object

\* Enter a path/filename or URL to link to      Click on the More button and browse for a program exe file or filename. The program path is displayed in the textbox.

\* Command line parameters      This textbox is relevant only when you have selected an exe or bat file in your program/file definition. Command Line Parameters allow you to specify words, sequence of characters or a control that initiates an action when the exe or bat file specified in the Program/File textbox is opened.

Add link as      Select the appropriate radio button:

Text      Displays the filename or url on the page as text.      [www.promethean.co.uk](http://www.promethean.co.uk)

Image Icon      Displays the program icon associated to the file extension, which you are creating a link to.      

Action Object      Displays the link as a red square with a transparent fill. You can move the action object over any flipchart object and resize it to create a button effect.      

Example:  
Here is an action object, which is linked to the Promethean website, placed over the Promethean logo:      

\* Store file in flipchart      This checkbox is cleared as default. This means that the file you are linking to is referenced by the flipchart so you must keep the flipchart and file you are linking to in the correct places in order for the link object to open the file correctly. If you move your files around regularly, you may prefer to select the checkbox, so that a copy of the file you are linking to is saved with the flipchart. This means that you can move the files around and the link object will still activate correctly.

For example, creating a Link Object that opens a Word document:



To open the document in ACTIVstudio Link Viewer, enter the path and document filename in the Program/File box.

To open the document in Word, enter the path and program filename in the Program/File box, then enter the path and document filename in the Command Line Parameters box.

Click **OK** when you are happy with your definition, or **Cancel** to close the window and remove your link object definition.

\* These parameters will be available for you to edit your Link Object after you have created it. To display the Edit a Link Object dialogue, right click on it.

### Link Viewer

The Link Viewer is a dedicated window that hosts your multimedia files when you open them in ACTIVstudio, so you don't need to open additional applications. It allows you to open linked documents from a shortcut added to your page, when you double click on a resource in the **Resource Library** or when you click on a shortcut button in the **Shortcut Bar**. The window, which can be resized, allows you to display and control the following range of resource media:

- Image, annotation, shape and text objects
- Sound and video files
- Office based documents and text files



**Documents opened in the Link Viewer are intended for viewing purposes only. Even though you can edit your documents, any change you make will not be saved and you won't be prompted to do so.**

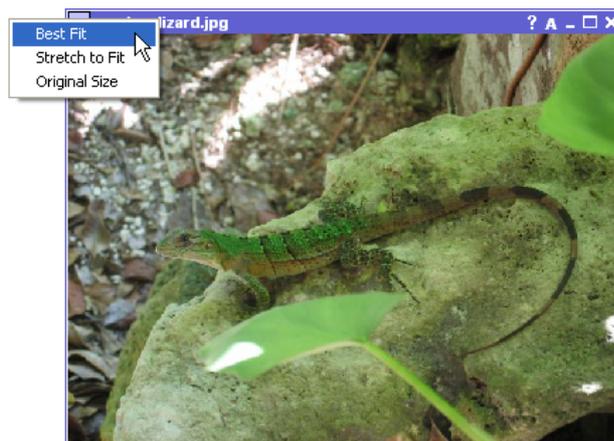
- Shockwave Flash movies
- Web pages



**Shortcuts to flipcharts and flipchart pages will open the file in another flipchart window. You may be asked to save and close an open flipchart window if you have the maximum allowed flipcharts open.**

The Link Viewer window will be displayed slightly differently according to the file type you are opening. For most type of media, the window will simply be a means of opening and viewing the file. However, some media will require you to control it, whilst others allow you to alter how it is displayed. For example:

- Image files opened in the Link Viewer window allow you to change the fit options for the image inside the window.



- Web sites will open in an instance of the Link Viewer window called the **ACTIVweb Browser**. This window includes a number of internet button controls.



- The Link Viewer window will include playback and sound controls for video files.



- Control the playback of sound files in the **Sound Control window**.



If you prefer to open your linked files in the program that is associated with the file extension, you must alter the relevant media option in the **Linked File Hosting Settings**.

### Links Tool



**This information is only applicable to ACTIVstudio 1 users.**

The Links Tool is included in ACTIVstudio to support links created by users of ACTIVstudio1 . If you want to update or organize your link library, you must edit it in ACTIVstudio1. Full instructions about how to edit your link library can be found in the ACTIVstudio1 help system.

Links are shortcuts that allow you to very quickly retrieve your documents then use ACTIVstudio to display them. Once displayed in ACTIVstudio, you may then annotate on top of your document. Click on the Links Tool to display a list of your links in the Link List window. For information about how to use this window refer to the information in the Link List section.

### Link List



**This information is only applicable to ACTIVstudio 1 users.**

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 To display the Links Tool window, click on the Links Tool button . To learn about adding the Links Tool to your toolbox, see **Customize Toolboxes**.

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The Link List window displays links to files, which you created in ACTIVstudio version 1. To update your Link List, use ACTIVstudio1.

Like the Toolbox, the Link List window is designed to always sit on top of other applications and can be docked. The Link List can also be sized and positioned like other Windows applications.

To open a link, click on the link name and ACTIVstudio will display the image or document.

### Title Bar Buttons

	More	Opens the Link List menu (see below).
	Context Help	Opens the Context Help topic.
	Arrange windows	Allows you to tile certain ACTIVstudio windows to display them all on screen.
	Roll in/roll out	Roll out enlarges the window to include a description of the link. Roll in makes the window smaller again.
	Close	Closes the Link List window

The More button opens up the Link List menu, where you can choose what type of links to display in the window:



The default is to display all linked documents. However, if you have created a lot of links, you will need to use the menu options to isolate the required link type so that you can find the link more quickly.

Full instructions about how to edit your link list can be found in the ACTIVstudio1 help system.

### User Defined Button

Customize the User Defined Button to open a program or perform a certain function when you click on it. For example:

- Send keystroke sequences to other applications
- Input regularly used text
- Create program shortcuts
- Create links to external files

The User Defined Buttons are located on the side of the Main Toolbox in the Shortcut Bar area.

## Add and remove User Defined Buttons

Some User Defined Buttons, which are ready for customizing, are supplied in the Shortcut Bar. If you require more buttons, click on **Menu > Toolbox Customize... > Tool Store** and drag a new User Defined Button to the Shortcut Bar area.

To delete a button you have customized and remove it from the Shortcut Bar, open the Tool Store and drag the button from the Shortcut Bar into the Tool Store area. The button will be deleted so you will not see it added to the Tool Store.

## Customize a User Defined Button

Right click on a button to open the **Keystroke Definer** where you define the action for that button. Remember to include some tooltip text so that a prompt reminds you what action the button performs when you hover your cursor over it.

Once a button action has been defined, a normal click on the button will perform the action or function.



**You can also create a Link Object that links to a file, program or website. The Link Object is placed directly onto your flipchart, or desktop flipchart, page as text or an image icon. See the section About Link Objects for more information.**

ACTIVstudio will automatically host the external file in the **Link Viewer**. If you prefer to view the file within its associated program, go to the settings for **Linked File Hosting** and clear the checkbox for the relevant file type.

► Learn how to customize the User Defined buttons in the **Keystroke Definer**.

## Keystroke Definer

To display the Keystroke Definer:

The Shortcut Bar must be visible, click on the roll out button  if it is currently hidden.



In the Tool Store, click on the User Defined Keystroke Tool  and drag it to the Shortcut Bar to create a new icon, if necessary.

Right click on the new icon in the Shortcut Bar and the Dialog will be displayed.

- **Special Keystrokes**  
Use this to define a keystroke combination. Select the radio button to choose from a keystroke including the Ctrl, Alt or Shift keys. To select one or more of these keys, click in the relevant checkbox. Click the down arrow to display a drop down list of characters and actions.
- **Tool Tip**  
Add a description in the textbox that will help you to identify the keystroke or link by a popup when you hover the cursor over the item.

- **Key text**  
This is a textbox where you can add regularly used text to the flipchart or external applications, which appears when you click on the keystroke icon.  
  
When you have defined the key text and clicked OK, if you click on the keystroke icon, the text you entered in the textbox will be displayed at the cursor point when you are working in e.g. Microsoft Word.
- **Program/File**  
Click on the More button and browse for a program exe or filename. The program path is displayed in the textbox.
- **Command Line Parameters**  
This textbox is relevant only when you have selected an exe or bat file in your program/file definition. Command Line Parameters allow you to specify words, sequence of characters or a control that initiates an action when the exe or bat file specified in the Program/File textbox is opened.

**For example, defining a button that opens a Word document:**



**To open the document in ACTIVstudio Link Viewer, enter the path and document filename in the Program/File box.**

**To open the document in Word, enter the path and program filename in the Program/File box, then enter the path and document filename in the Command Line Parameters box.**

Click **OK** when you are happy with your definition, or **Cancel** to close the Keystroke Definer and remove your definition.

### **Web Browser Tool**

The Web Browser tool allows you to access the world wide web and view web pages during an ACTIVstudio session. Click on the Web Browser tool button and the **ACTIVweb Browser** will open and display the Promethean website as default. If you prefer to open your default system browser instead, click on **Menu > Studio Settings... > Linked File Hosting**, and clear the **Use ACTIVstudio web Browser** checkbox.



**You can access the context help quickly if you right click on the Web Browser Tool in your toolbox.**

## ACTIVweb Browser



**Go Back**  
The previous web page (if applicable) will open.



**Go Forward**  
The next web page (if applicable) will open.



**Stop**  
Click on the Stop button to abort the download if a web page is taking too long to open.



**Refresh**  
Updates the current page you are viewing.



**Home**  
Returns you to the default web page that opens automatically when you open the ACTIVweb Browser window. This url can be changed in **Linked File Hosting Settings**.



**Search**  
Opens the default search engine web page. This url can be changed in **Linked File Hosting Settings**.



**Links**  
Add the current url to the flipchart page as a **Link Object**. Or, save it as an internet shortcut to the **Resource Library** or another location on your computer.

`http://www.activboard.com/index.htm`

**Web page address**  
Type in a url then **<Enter>** on a keyboard. The web page will open.

## About the Sound Controller

The Sound Controller feature allows you to playback audio files during a presentation. Click on the Sound Controller tool button to display the **Sound Playback Controls**, which are used to control your audio file.

Supports the control of 2 audio links, independently from the **Link Viewer**. Additionally, ACTIVstudio allows you to play more than one media type simultaneously. In other words, you can open a link to a .WAV file and then play a .MID file at the same time.

The audio file must first be added to the flipchart. Use either of the following methods to add the audio file to your flipchart:

- Drag a sound object from the Resource Library. The sound object will be displayed on the flipchart as a **sound icon** . When you hover the cursor over the sound object, the **cursor**  will change to indicate that you can click on the object and link to a file. Click on the object to open the Sound Playback Controls and play the audio file.
- Create a link object, which references the audio file from your flipchart. See the section about **About Link Objects** for more information.



**ACTIVstudio supports the following popular audio file formats .aif .aifc .aiff .au .cda .mid .rmi .midi .mp3 .snd .wma .wav**

### Sound Playback Controls



Track Number

The track number is used to control the playback of different types of audio file. ACTIVstudio will play a sound file on Track 1 or Track 2 according to the type of audio file it is playing.

Track Number	Audio filename extension
1	Plays speech or sound audio files, such as: .wma.wav.snd.au.aif.aifc.aiff
2	Plays complex or music audio files, such as: .mp3.cda.mid.rmi.midi

If the Sound Controller does not display the filename of your linked sound file, you may be looking at the wrong track number. Select the other radio button to change the track.



**The filename of the audio file, which the Sound Controller is currently controlling, is displayed underneath the track number radio boxes.**



Seek  
Bar

The progress indicator moves along the timebar to indicate the current position in the audio file on playback.

You can click on the progress indicator and drag it to a different position on the timebar to quickly move forwards or backwards to a specific point in the playback.

If you move the indicator whilst Play is active, the audio file will play from the new position.

If you move the indicator whilst the Pause or Stop is active, the audio file will remain paused or stopped until Play is selected, where the audio file will playback from the new position.



Play

Starts the playback of an audio file. Select the **Repeat** checkbox to automatically replay the sound when it has finished playing.



Pause

Suspends the current playback and holds the position of the progress indicator on the timebar. Click Play to continue playback from the position where the playback was paused.



Stop

Discontinues the current playback and moves the progress indicator to the beginning of the timebar. Click Play to restart the playback.



Mute

Switches the sound on and off.



Volume  
Control

Allows you to control the volume level and make your playback louder or quieter.

## Changing object behavior

### Layers

The pages in your flipchart and desktop flipchart consist of layers. These are like transparent sheets which only contain certain object types unless you move objects from one layer to another. All objects placed on the page, are ordered according to the layer and stacking order.

## About Layers

**Front Layer** Contains all annotations (Pen, Highlighter and Eraser) objects. These objects will display on top of any other object placed on the two layers below.

**Middle Layer** Contains the following object types:

- Image
- Line
- Shape
- Text



**Recognized annotations will be automatically placed on the middle layer.**

These objects will be displayed below (or underneath) any object placed on the Front layer but will be displayed above (or over) the top of any object placed on the Back layer.

Selecting **Clear Objects** from the Clear Tool menu will remove any objects placed on the middle layer, see **Changing the layer** below.

**Back Layer** Initially empty, the back layer contains any object which is physically placed on it. Selecting **Clear Objects** from the Clear Tool menu will remove any objects placed on the back layer, see **Changing the layer** below.

**Background Layer** The background layer and consists of three elements:

- Background page color
- Background image
- Grid

If the background image is smaller than the page size the image will be automatically tiled to fill the page. The background layer is always below (or underneath) any object in the above layers.

Additionally, you can lock an object on the background layer so that it forms part of the background. See the section about **Merging objects into the Background** for more information.

The layers are completely separate from each other. In other words, you can replace the background without affecting your images or annotations. Or you can annotate over your photographs and background without affecting other layers.

## Changing the layer

To change the layer an object is located on, right click on the object and select **Edit > Layer > Back, Middle or Front**. This allows you to cover, for example, an annotation object with an image object.

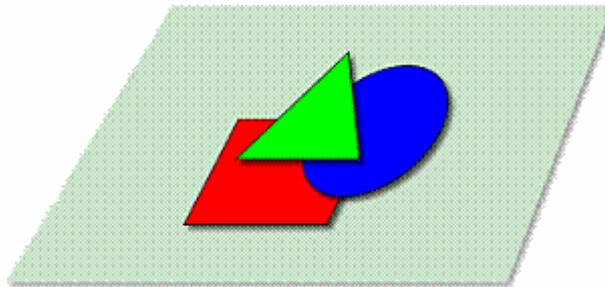


**The Eraser Tool will act on any object placed on the front layer, as well as annotation objects.**

**The example below shows the eraser removing the shoe, which has been placed on the front layer, to expose the sock.**

## Object Stacking Order

All objects when added to a page are allocated a position in the stacking order according to the order they are added to the page. Each successive object is placed on top of the preceding one within its own layer. Think of it as a pack of playing cards where you must take a card out of the pack and place it on top in order to fully view it.



The images on this example page have been added in the following order:

Red Square

Blue Circle

Green Triangle

So, the following rules will apply:

The red square will display beneath the blue circle and green triangle.

The blue circle will display on top of the red square but will be below the green triangle.

The green triangle will display on top of the red square and blue circle..

These rules apply in each layer, so not only is there a stacking order in terms of the layers, you also need to consider the stacking order within each layer.

## Changing the stacking order

You can alter the stacking order by sending an object to the front or back of the stack. Right click on the object and select **Edit > To Front** or **To Back**. You can also select multiple objects to send the selection to the front or back. Each object will retain its stacking position in relation to the other objects.

Also, you can use the Objects to Front tool to bring any object, or selection of objects, to the front of the stacking order on its particular layer just by clicking on it.



**When you paste an object on the page, the object will be placed at the front of the stack because it will be the most recent object added to the page.**

### XY Origin Tool

#### Rotate objects

You can rotate any object just by selecting it and using the Rotator pickup box to spin the object around to a preferred angle. However, you may not want to rotate an object around its center point. Instead, use the XY Origin Tool to add a rotate point anywhere on a page. The object will spin around the page origin point when you click and move the rotator pickup box.

Ensure the object you want to rotate is located on your page, then click on the XY Origin Tool to display the origin point . Move the origin point to a new position, this will be the position that you want to be the center of rotation. Select the object with the Marquee Select Tool, notice the XY Origin Tool button remains selected. Then, use the rotator pickup box to spin the object around the new origin point. When you have finished, click on the Rotate Tool once more to remove the rotate point.

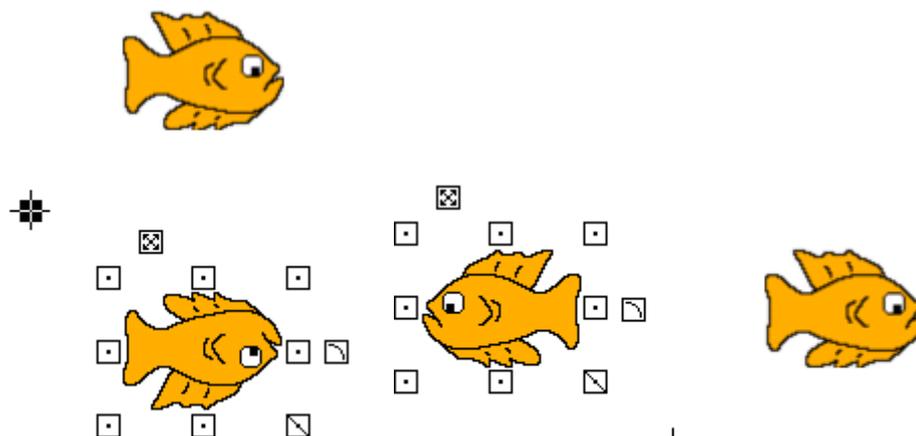
The rotate point will remember its last position on a page. When you switch it on again, it will automatically appear in the same position when it was last displayed.

Groups of objects will rotate about the center point of the selected group, unless the XY Origin Tool is switched on. In this case the group will rotate around the XY origin point.

#### Mirror or flip objects

Behaves like the XY origin of a graph or a grid (ie the zero-zero point).

Use the **XY Origin**  tool to offset the object from a specified origin point. Example:



Mirrored in X axis about the origin point

Mirrored in Y axis about the origin point



The XY Origin tool will not override an object's rotate property, see Restrictor Properties for more information. If you have authored an image of the earth to rotate about an image of the sun, then it will continue to do so even when the XY Origin Point is showing.



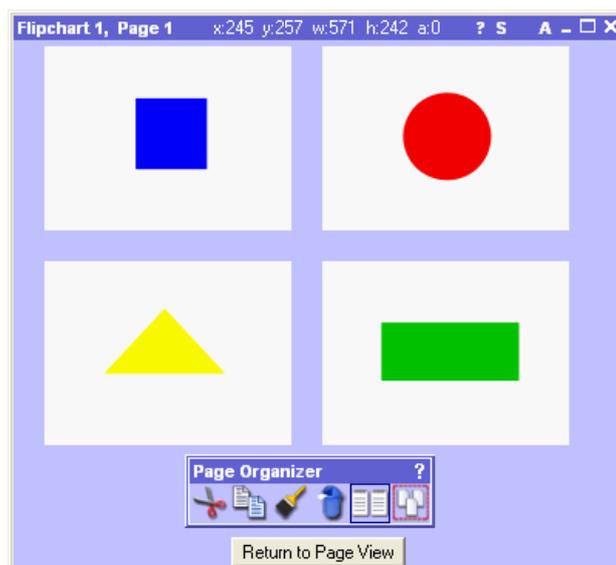
You can access the context help quickly if you right click on the XY Origin tool button in your toolbox.

## Working Effectively

### Page Organizer

Use the Page Organizer to manipulate the pages for each of your open flipcharts. You can move, duplicate, add or delete pages using the Page Organizer and its toolbox.

To access the Page Organizer, click on the tool button on the Flipchart Toolstrip. The flipchart window will be updated to display a set of thumbnail images and the Page Organizer toolbox. You can open the Page Organizer for each of your open flipcharts at the same time.



### Organizing pages for single flipchart

Click on a page to select it, a red rectangle around the page shows which page you have selected. Drag the page to another location, as indicated by the red cursor, and release the click to drop the page.

To select multiple pages:

**Adjacent pages** Click the ACTIVpen to the left of a page, then drag over the adjacent pages to select them, and drag to a different location.

Or

Select the first page in the selection you want to move then select the Shift key on the keyboard before selecting the last page. All pages in between the pages will be selected. Drag the pages to another location.

**Non-adjacent pages** Select the CTRL key on the keyboard whilst you click the ACTIVpen on a selection of pages. Drag the pages to another location.

### Organizing pages between multiple flipcharts

Display the Page Organizer for your open flipcharts and arrange the windows so that you can see the page thumbnails. You can select, drag and drop the pages between each Page Organizer window, as you do with single window.

### Page Organizer Toolbox

Use the Page Organizer toolbox, to manipulate your pages with the cut, copy, paste, delete and duplicate functions.



**A selection of pages are pasted into the flipchart in the order that they originally appear in the flipchart and not in the order which you selected them.**

When you have finished manipulating your pages, click on the **Return to Page View** button located in the page number position. Your flipchart will be updated with the changes you made in the Page Organizer.

► Read more about how to cut, copy, paste, delete and duplicate pages in the **Page Organizer Toolbox** section.

### Page Organizer Toolbox



- **Cut**  
Removes the selected page(s) from the flipchart and places the page(s) on the ACTIVstudio clipboard. The page(s) will then be available to paste in another location in the same or another flipchart. Only the most recent cut page(s) can be pasted.

First select the thumbnail/s before you select Cut.



- **Copy**  
Duplicates the selected page(s) and places the page(s) on the ACTIVstudio clipboard. The page(s) will then be available to paste in another location in the same or another flipchart. Only the most recent copied page(s) can be pasted.



First select the thumbnail/s before you select Copy.

- Paste  
Inserts the most recent cut or copied page(s), into the flipchart.

To the same flipchart, select Paste to add the selected page(s) either:

i) immediately before any currently selected (highlighted in red) page(s).

ii) appended at the end of the flipchart, if no page is currently selected.

You may then select and move the page(s) to another location if you prefer.

To a different flipchart, save your current flipchart then open a new or existing flipchart. Open the Page Organizer and select Paste. Do not exit the application, otherwise the ACTIVstudio clipboard will be cleared and you will not be able to paste the page(s) anywhere.



- Delete  
Click on the Flipchart Trashcan to remove the selected page from the flipchart.

First select the thumbnail/s before you select Delete.



- Duplicate  
Copies and pastes a copy of the selected page as the last page in the current flipchart.

First select the thumbnail/s before you select Duplicate.



- Select all  
Selects all pages in the flipchart.



**If you cut or delete all pages in your flipchart, ACTIVstudio will automatically add a blank page to the flipchart because it will not allow you to have a flipchart that contains no pages.**

**Select a thumbnail before clicking Paste to insert the cut or copied page(s) immediately before the selection.**



**You may also single click or click and drag to select thumbnails. You may use the Shift and CTRL key to select multiple thumbnails.**

**The Undo function allows you to reverse the last action within the Page Organizer.**

► Read more about organizing your flipchart pages in the **Page Organizer** section.

## Quick Print Tool

The Quick Print tool takes a full screen capture of your current display and sends it to your default printer. The printout will contain anything that is visible on your page, which will be stretched in order to fit the printed page size.

Ensure the screen is displaying exactly what you want to print and click on the **Quick Print** tool button. A message is displayed to tell you which printer the output has been sent to. The message disappears from the screen automatically after the output has been sent to the printer.



**You can access the context help quickly if you right click on the Print Tool in your toolbox.**

## ACTIV Systems

### ACTIVslate

The ACTIVslate provides remote control of your PC cursor from anywhere in the room. By simply moving the ACTIVpen over the ACTIVslate surface, you can move the cursor around the Windows screen. Pressing the pen nib on the ACTIVslate surface produces a left click on the PC. Clicking the button on the pen barrel produces a right click. Pressing the pen nib on the ACTIVslate surface twice in quick succession produces a double click (left button). Use the ACTIVslate to annotate on your flipcharts and perform tasks in ACTIVstudio as though you were standing at the ACTIVboard.

Communication to and from the ACTIVslate takes place via infrared or radio signals, depending on which version of the ACTIVslate you are using. When you use the ACTIVpen on an ACTIVslate, the information is transmitted from the ACTIVslate via transceivers. The data is then sent, via cables, to the PC and converted into mouse data.

Click on the ACTIVslate Tool to open up the ACTIVslate Controller Program. This is a separate application that allows you to configure your Infrared (IR) and Radio Frequency (RF) ACTIVslates.

Refer to the ACTIVcontroller help and ACTIVslate documentation for more information about using the Controller Program and the ACTIVslate.



**Only one ACTIVslate can be enabled at any one time. The decision as to which ACTIVslate is enabled is at your discretion and is selected via the ACTIVslate Controller.**

## ACTIVote

### ACTIVote

The ACTIVote Tool button opens the ACTIVote software as a separate application, which is designed to work seamlessly with the ACTIVboard and ACTIVstudio software.

The purpose of ACTIVote is to generate user response via the ACTIVboard when called upon to do so by the presenter. It gives instant feedback on user performance. Questions can be prepared using the Question Master software, or alternatively you may ask ADHOC questions. Both of which can receive feedback. Feedback can be displayed in various formats immediately on screen or may be exported to a spreadsheet for further analysis.

The ACTIVote tool can be operated in one of the following modes:

- **Demo mode**  
Use simulated devices to practice using the program.
- **Anonymous mode**  
Register physical devices to the ACTIVboard and then any registered device can be used by any user.
- **Named mode**  
This is the most complex and offers the most features in terms of feedback on user response. This mode not only requires that devices are registered with the ACTIVboard but that each user is allocated a specific device.

The ACTIVote help system is accessed separately from the ACTIVstudio menu system.

When the ACTIVote tool is placed in the Main Toolbox, the Menu Button menu changes to include items relevant to ACTIVote system. To start a session, click on the **ACTIVote** button. To amend, users, devices, settings, etc. click on **Menu > ACTIVote** and select an item from the menu.



**You can access the ACTIVote settings and context help quickly if you right click on the ACTIVote Tool in your toolbox and select Settings... or Help... from the popup menu.**

### ACTIVote Session



To display the ACTIVote session dialog, click on the **ACTIVote tool**



**button**. To learn about adding tools to your toolbox, see **Customize Toolboxes**.

The ACTIVote device is designed to work seamlessly with the ACTIVboard and ACTIVstudio software. It is used to generate user response via the ACTIVboard when called upon to do so by the presenter, giving instant feedback on user performance.

### Named Mode

Named mode requires you to register physical devices to the ACTIVboard and then allocate each device to a specific user. This allows you to receive more feedback on user response.

Click on the **Users...** button to register devices.

### Anonymous Mode

Anonymous mode requires you to register physical devices to the ACTIVboard and then any registered device can be used by any user.

Click **Devices...** button to register your ACTIVote devices. Then, use the drop down arrow to select the number of devices you want to use in the current session.

### Demo Mode

Demo mode where you use simulated devices to practice using the program. Enter the number of devices you would like to see in the demonstration.

Click **OK** to proceed with the session, or **Cancel** to abort and remove the session window from display.

### ACTIVote Settings

Define options for setting up and voting with the ACTIVote system using the ACTIVote settings. To display the ACTIVote settings dialog click on the **Menu > Studio Settings...** and select **ACTIVote** from the left hand pane.

▶ Learn more about defining ACTIVote options in **Settings - ACTIVote** section.



You can access the separate ACTIVote help from the ACTIVstudio menu, click on **Menu > Help > ACTIVote**. This is only available if the ACTIVote tool button  is added to the Main Toolbox.

### Flipchart Question Page Settings

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To display the Question Page Settings, right click on the page and select **ACTIVote > Question Settings**.

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This window allows you to quickly set up a question flipchart.

- Question Page Type  
Click on the drop down arrow and select Adhoc or Pre-prepared. In order to use Pre-prepared mode, you must have the question, answers and answer labels as text objects on the page.
- Question Type  
Click on the drop down arrow and select the type of question you are asking so that the results display appropriately.

- **Correct**  
Click on the drop down arrow and select the correct answer so that the results display the correct or wrong answer response from users.
- **Timeout**  
Enter a time into the textbox, in seconds, for the amount of time allowed for the users to answer the question.
- **Question, Label and Answers**  
Click inside the textbox areas and click on the drop down arrow to select the relevant text object for the question, label or answer.

Click **OK** to accept the question page edits, or **Cancel** to remove any changes you have made.

When you open a question flipchart, the ACTIVote Session window will automatically open with the flipchart. If the flipchart already contains results from a previous ACTIVote session, you will see a message. Click on the **Remove Results** button to delete the results for the current question flipchart.

### ACTIVote Results

Once ACTIVstudio has accepted all responses it will automatically display the results in the form of a graph. The graph is displayed the same no matter which ACTIVote mode you are using.

Click on a radio button to display the results in different forms. Indicate the correct answer to a question by clicking on the appropriate answer button along the top of the graph:

- **Answers A - F**  
Displays how many responses were received for each possible answer.
- **Who answered what**  
Displays the response from each ACTIVote device. When used in a Named Mode session, the device label will display the name of the user.
- **Right wrong**  
Displays a pie chart showing the percentage of right and wrong answers.
- **Overall scores**  
Displays the number of correct answers from each ACTIVote device or named user.
- **Summary**  
Displays the response from each device or named user. This graph allows you to see which answer they chose for each question, or if they did not respond at all.

Select the Response Times checkbox to display how long it took each user to answer each question.



**The response time is only displayed on certain graph types.**

Click on the **Paste** button to paste a copy of the displayed graph as an image object onto your current flipchart page.



You can also export your ACTIVote results to a spreadsheet or text file. See **Export your Flipchart** for more information.

When you have finished viewing the results but you don't want to delete them, click on the close button in the top right corner of the window. To display the results window again, right click on the flipchart page and select **ACTIVote > Results....**

Click on the **Clear** button to delete the results for a new voting session.

## Advanced Authoring

### About Properties and Actions

The Properties button allows you to change and apply a range of powerful properties to your flipchart page or object(s). The windows are intuitive so the options available will depend upon whether you have selected the properties for a page, single object or multiple objects. Also, the type of object(s) selected will determine which properties are displayed.

#### Page properties

Apply properties to a particular page in your flipchart so that it displays in a particular way when you turn to that page.



Select the **F4** key on your keyboard to reveal a window displaying the page properties.

#### Object properties and actions

Apply the object properties to change how an object is displayed, identified, arranged and how it behaves. You can also apply an action to an object. When you click on an object, something will happen to it or to an object that you specify. This helps you to promote an active learning environment.

Even though the properties and actions function is in the Advanced Authoring section of the help, it is very easy to use.

### Identification Properties

---



To display the Identification dialog, marquee select the object/s and double click to reveal the edit object toolbox, select the **Properties** button  and select **Identification** from the left hand pane.

---

The Identification tab allows you to define a single object by giving it a name and a set keywords so that it is a searchable resource, or define a group of objects with a group number. The properties are displayed according to whether you have selected a single object, multiple objects, or the flipchart page.

- Name  
Every object added to the flipchart page is automatically given a default

name to differentiate one object from another. This allows you to identify it, for example, in a search or so you can select the object to apply an action to it. ACTIVstudio allows you to change the default name given to an object. Click inside the textbox and delete the default name before entering a suitable name for the object.



**A name can only be applied to single objects.**

- **Keywords**  
Enter a keyword in the textbox that will identify the object in a search. To enter multiple keywords, add a space between each keyword, or click **<Enter>** after you have added each keyword.



**If you enter a keyword for an object and save the flipchart the object resides on, when you perform a search for that keyword both the object and flipchart will be returned.**

**When an object is added to the Resource Library, if it contains a name and keyword properties they will be synchronized with the filename and keyword fields in the Create Resource window.**



**Example...** For this image of Pongo the dog, you could enter keywords with spaces in between each word:

Identification

Name: Pongo

Keywords: Dog White Pet Mammal

Or, you could click **<Enter>** after each keyword:

Identification

Name: Pongo

Keywords: Dog  
White

Notice that there is not enough space in the textbox, so you will need to click on the down arrow to view all keywords.

You can also separate the keywords with a comma or a tab space.

- **Grouped**  
The Grouped checkbox will only be displayed when you have selected multiple objects. If you select the Grouped checkbox, ACTIVstudio will automatically assign a group number to all objects selected and the group will be treated as one object. You can then apply specific properties to the group. Ungroup the objects by clearing the checkbox. If you ungroup the objects, they will revert to their original properties.

**Try this example:**



**Add two or three objects to your page. Click on one of the objects and use the Rotator Pickup to rotate it. Only the object that you have selected will be rotated. Now select all of your objects, double click and select the Properties button from the Edit Toolbox, then select the Identification tab. Select the Grouped checkbox. When you click on one of the objects, the Marquee Pickup area will now include all the objects you selected. Move the Rotator Pickup to rotate the objects. This time, the objects are rotated around the center point of the object selection.**

- **Description**  
For pages only, you can include instructions or comments about a specific page in the description area. This can be used to describe how the page has been set up, for example, if you share pages with colleagues and you have created some complex object properties or actions.

## Appearance Properties

---



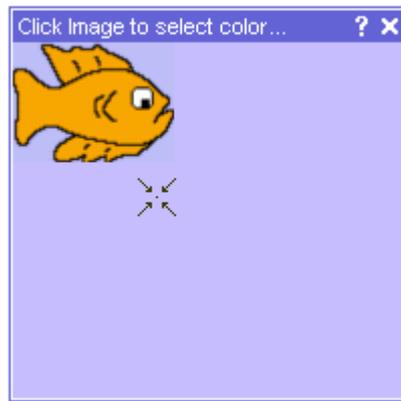
To display the Appearance dialog, marquee select the object/s and double click to reveal the edit object toolbox, select the **Properties** button  and select **Appearance** from the left hand pane.

---

The Appearance tab allows you to change how an object, or page is displayed.

- **Page Color**  
Click on the color block and select a background color for your page from the **color palette**.
- **Tile fit**  
Allows you to select how a background image is displayed on the page. Click on the drop down arrow and choose a tile option from the list. The default setting is to tile the image if it does not fill the page.
- **Grid**  
Select the checkbox to apply a grid to the page. Clear the checkbox to remove the grid from the page, or select the **Clear Tool**  from your toolbox and select **Clear Grid** from the popup list.

- **Layer**  
Each object will automatically be placed on a default layer; top, middle or bottom. To move an object to a different layer, click on the down arrow and select a layer from the drop down list.  
▶ To learn more about working with layers, see **Layers**.
- **Transparent**  
Select the checkbox to make the selected object transparent. The default transparency color is gray. To change the transparency color, click on the color button and use the Object Transparency Selection Tool to choose a color from the image.



Select the **Pick through** checkbox and click on the Color block to select a color to make it transparent.

- **Translucency**  
Move the slider to change the translucent property of an object and make it appear opaque or faded.
- **Visible**  
Select the checkbox to make an object visible (default). Clear the checkbox to make the object invisible.
- **Reflected**  
Select the checkbox to mirror the selected object horizontally.
- **Inverted**  
Select the checkbox to mirror the selected object vertically.
- **Pen Type**  
Click on the down arrow and select a different pen type from the drop down list; pen, highlight or eraser.
- **Pen width and Color**  
Enter a number to change the pen width (in pixels). The maximum value you can set is 999.



**Setting the pen width to 0 is a special setting that keeps the width of an annotation at 1 pixel regardless of the zoom level on the page.**

To change the color of the pen, click on the color block and select a color from the color palette.

- **Line style**  
Click on the drop down arrow to choose between a flat line, which contains sharp corners, or rounded line, which contains rounded corners.
- **Begin style / End style**  
Click on the drop down arrow and choose from the following options:
  - Plain     Select Plain to view your line without any end shapes.
  - Arrow     Select Arrow if you want your line to contain a pointed arrowhead at one of both ends.
  - Bullet     Select Bullet if you want your line to contain a rounded shape at one of both ends.
- **Outline**  
Select the checkbox to apply an outline and change the outline characteristics.  
  
Enter a number in the **Outline width** textbox to change the width (thickness) of the outline (in pixels). The default outline width is 1 pixel.  
  
Click on the **Color** button and select a color for the outline from the color palette. The default color is black.
- **Fill Pattern**  
Select the **Fill Pattern** checkbox to apply a pattern style that will fill a shape or text area. When applied, the fill pattern will sit on top of the background property, see below. If applied to a text object, the fill pattern will sit underneath the text. Click on the drop down arrow and choose one of the following pattern styles:
  - Solid             Creates a solid pattern. This property is automatically applied to filled shapes.
  - Horizontal       Horizontal lines of a selected color are applied.
  - Vertical           Vertical lines of a selected color are applied.
  - Diagonal 1       Applies lines diagonally from top left to bottom right.
  - Diagonal 2       Applies lines diagonally from bottom left to top right.
  - Grid               Creates a grid of square shapes made up of horizontal and vertical lines
  - Cross Hatch       Creates a grid of diamond shapes made up a diagonal lines.  
To select a color, click on the **Color** button and select a color from the color palette.

To change the fill pattern, select the **Style** down arrow and choose a pattern from the list.

- **Background**  
Select the **Background** checkbox to apply a background color to shapes and text objects. This property is automatically applied to text objects which have a colored background. To change the color, click on the color block and select a different color from the palette.

### Example

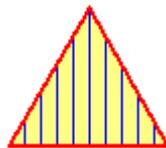
To illustrate the use of outlines, fill patterns and backgrounds:

This shape object consists of:

Red Outline

Blue vertical fill pattern

Yellow background

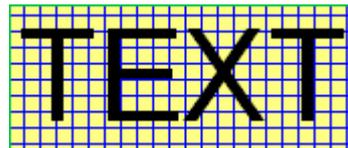


This text object consists of:

Green Outline

Blue grid fill pattern

Yellow background



- **Reset Colors**  
Reverts any color changes to an image object or background image to their original colors.

#### Try this:

**Use the Fill Tool to change the colors of an image and save it to the Resource Library.**

**Select another page in your flipchart and drag the changed image out from the Resource Library.**

**Use the Fill Tool to change the color of the image again.**

**Now click on the Reset Colors button.**

**Notice that the colors of the image will revert back to the original colors, i.e. the same colors as before it was added to the Resource Library.**



- **Remove Background**  
Deletes any background images from the page.

## Actions

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To display the Actions dialog, marquee select the object/s and double click to reveal the edit object toolbox, select the **Properties** button  and select **Actions** from the left hand pane.

---

The Actions tab allows you to perform an action when you click on a selected object/s. There are many actions you can choose from, enabling you to create some very special effects in your presentation.

Select the radio button to choose a category of actions:



**You will require the Developer edition of ACTIVstudio in order to use the full list of actions.**

- All  
Displays all the actions in the drop down list. Click on the down arrow to view the actions.

Click on the down arrow to display the list of actions contained in the category chosen. Select an action by clicking on it.

Particular actions require you to select an object, or page, you want to apply the action to. Click on the **Set** button to select a page from the Select a Page... window.



**Actions can be applied to the current object or another object, which you can select from the list.**

**Actions cannot be directly applied to annotation objects or a group of objects. Instead, create an image object by taking a photograph of the annotation or group. You can then apply the action to the image object.**

When you have made your selection, a Clear button is displayed which allows you to remove your choice of object should you wish to cancel the action.

### Moving an Action Object

To move an object that has an action applied to it:

- Right click on the page and select **Enable Actions** from the popup menu, to clear the checkmark against it.
- Select the Marquee Select Tool then click and drag the cursor to surround the object with pickup boxes. Click and drag the **Free Mover**  pickup box to move the object.

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## Customize ACTIVstudio

### Customizing ACTIVstudio

ACTIVstudio Settings allow you to change the form and function of selected tools and ACTIVstudio features. To display the settings, click on **Menu > Studio Settings...** Select one of the tab names in the left hand pane to view the associated preferences.

Any changes you make to the default settings will not take effect until you start a new session of ACTIVstudio, or when you create a new flipchart.

A settings.ini file is automatically saved to the My Documents\ACTIVstudio 2 directory, which contains all the information about your ACTIVstudio preferences. If you work from different computers and your shared profile is located on a computer network, save your ACTIVstudio settings to your Shared ACTIVstudio 2 directory so you can point to your Settings.ini file and view ACTIVstudio in the same format from wherever you open it.

### Settings - Effects

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To display the Effects settings click on the **Menu > Studio Settings...** and select **Effects** from the left hand pane.

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- **Show Cancel button when using effects**  
Selecting this option places a Cancel button at the bottom of the screen when you are using the Revealer and Spotlight. Click on this button, or the tool button, to stop using the Revealer and Spotlight and return to the normal page view. If the checkbox is cleared, click on the Revealer or Spotlight tool button to return to normal view.

### Spotlight

The Spotlight settings dialog allows you to define options for displaying the Spotlight Tool.

- **Border width**  
Move the slider to increase or decrease the width of the border, which surrounds the spotlight area. The range is between 0 and 20 pixels.
- **Border color**  
To change the color of the spotlight border, click on the color button and select a color from the standard Windows color palette.
- **Translucent border**  
Select the checkbox if you would like to see through the spotlight border. Clear the checkbox if you prefer to have the spotlight border as a solid color.
- **Translucent screen**  
Select the checkbox if you would like to see through the spotlight screen (the darkened area that covers the flipchart or desktop window). Clear the checkbox if you prefer to have the spotlight screen as a solid color.

## Revealer

The Revealer settings allow you to define options for displaying the Reveal Tool.

- **Color**  
To change the color of the revealer blind, click on the color button and select a color from the standard Windows color palette.

## Settings - Tools

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To display the Tools settings click on the **Menu > Studio Settings...** and select **Tools** from the left hand pane.

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The Tool settings allows you to define options for allows you to define options for the toolbox tools.

## Tools

- **Camera captures toolboxes**  
Select the checkbox if you want the ACTIVstudio toolboxes to be included in your photograph. Clear the checkbox to hide the toolbox every time you take a photograph.
- **Dice Speed**  
The dice speed setting allows you to control the speed at which the dice are rolled. Move the slider, making small adjustments to find a speed you prefer.
- **Page Zoom Speed**  
Sometimes it is difficult to control how quickly the page becomes larger or smaller when you are using the page zoom tool. If you have many objects on the page you may find it zooms slowly, whereas with few objects it will zoom quickly. Move the slider to a setting that allows you to have more control over how quickly the zoom works.

## Protractor and Ruler

- **Tool color**  
To change the color of the ruler or protractor, click on the color button and select a color from the standard Windows color palette.
- **Tool text color**  
To change the color of the tool text, click on the color button and select a color from the standard Windows color palette.
- **Translucency**  
The Tool setting allows you to adjust the translucency of the ruler or protractor. You can fade out the ruler and protractor so you can see through them and they don't cover up the content on the flipchart. Move the slider between 0 (See through) and 250 (Solid). Next time ACTIVstudio is opened the ruler and protractor will be displayed at the level of transparency selected.

## Default Resource Library

- Choose one of the radio buttons to specify which Library the Resource Category Shortcut buttons will open when you click on them. The Shared Resource Library is chosen as default. If you use both the Personal and Shared Resource Libraries regularly, you may prefer to choose the **Select from menu** option. This displays a menu offering you to choose which library to open when you click on the shortcut buttons.

## Settings - ACTIVote



To display the ACTIVote settings click on the **Menu > Studio Settings...** and select **ACTIVote** from the left hand pane.

The ACTIVote settings allows you to define options for setting up and voting with the ACTIVote system.

### Adhoc/demo mode

- Question timeout  
You can set a default timeout that will be used when you ask an ADHOC question and also when you are using Demo mode. To change the default timeout, type in a new value.
- Apply timeout to prepared questions  
Apply the question timeout for prepared questions.
- Results to new flipchart page  
There are several user definable option settings that directly effect the way Demo Mode works with ADHOC questions. The setting 'Results to New Flipchart Page' will store the results of the current question on a new Flipchart Page. Each subsequent question you ask and illicit a response to, will also create a new Flipchart Page for the purposes of storing the ADHOC question results. You would set this option if you would like to save or review the results of all of the ADHOC questions asked. If this option is not set then the results are stored in the current Flipchart Page, in which case subsequent responses will overwrite any existing results.
- Fullscreen snapshot  
The second option 'Fullscreen Snapshot' is provided to allow you to capture the screen associated with the adhoc question you are asking. This will take a full screen snapshot and place it on either the current page if the setting 'Results to New Flipchart Page' is off. If the preceding option is set to on then the snapshot will be taken after all of the answers are received and the resultant image will be placed on a new Flipchart Page along with the results.

### Answers

- Take users first answer only  
If you have the setting on Take users first answer only, your users will only be allowed to submit one response and further responses will be ignored. When all devices have voted, the timeout will stop immediately and if set the graph will be displayed.

- **Allow users to alter their answer**  
If you have the setting on Allow users to alter their answer, your users can answer, change their mind and submit further answers during the timeout period. They can continue to submit answers for the duration of the timeout period. When the timeout period has ended the graph, if set, will be displayed.
- **Display names**  
This option will display user names during Named Mode or device names during an anonymous or demo mode. The names will be displayed beneath the timeout bar and will light up when a response is received from the user. The display allows you and the group to see who has answered and who has not by using color indicators:  

Gray	No response from user
Yellow	Valid Answer from user
Black	Out of range answer from user (e.g. the user pressed 3 to a question with 2 answers)
- **Fill in**  
This option gives you the ability to allow your users further chances to answer the question set. For example if you have a large audience say 50 people it is possible that not all users will answer in the allotted timeout period.

### ACTIVote Options

- **Display results**  
You may elect to have the graph automatically display after all responses are received or not. If you choose not to display the graph immediately, then decide you would like to see it, you can right click on the flipchart page and choose to View the ACTIVote results.
- **Automatic page advance**  
Check this option if you wish ACTIVstudio to automatically turn the page after receiving answers when using a Question flipchart. This would be a useful option if you require to give your audience a timed question paper - use this in association with the timeout setting of each question.
- **ACTIVote User Database**  
Displays the location of the User Database used by the ACTIVote

program. Click on the **More button**  to select another database.

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## Settings - Clock Tool

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To display the Clock settings click on the **Menu > Studio Settings...** and select **Clock** from the left hand pane.

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The Clock Tool settings allows you to define options for displaying and using the Clock Tool.

### Analog

- Clock numbers  
Select the **Clock numbers** checkbox to view numbers around the clock face. When the checkbox is cleared, colored blocks will be displayed around the clock face instead.
- Second hand  
Select the **Second hand** checkbox to display the seconds hand. Clear the checkbox to display the hour and minute hands only.

### Digital

- 24 Hour  
Select the **24 Hour** checkbox to view a 24 hour clock. Clear the checkbox to view a 12 hour clock.
- Show AM/PM  
Select the **Show AM/PM** checkbox to view a 12 hour clock with AM or PM displayed. Clear the checkbox to remove the AM/PM from display.
- Seconds  
Select the **Seconds** checkbox to display the seconds counting. Clear the checkbox to view the hours and minutes only.
- Show date  
Select the Show date checkbox to display todays date underneath the time. Clear the checkbox to view the time only.

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## Settings - Flipchart

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To display the Flipchart settings click on the **Menu > Studio Settings...** and select **Flipchart** from the left hand pane.

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The Flipchart settings allows you to change the default options for setting up, displaying and working with Flipcharts.

### Flipchart

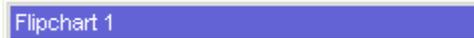
- Replace white surface with the following color  
This feature changes the onscreen display color. The purpose of this is to reduce the glare caused by some projectors whilst displaying a large percentage of white on a screen. Select the checkbox to implement the feature. Click on the color button and choose a screen color from the standard Windows color palette. To remove this feature, click the checkbox to clear it.



**This is a display feature only. The color chosen for your flipchart page will not be printed.**

**Whilst selected, this feature will apply to the current flipchart, all new flipcharts and any flipcharts that you open.**

- Hide caption bar when maximized  
Removes the **flipchart caption bar**
- Show Flipchart Summary when saving  
Displays a window upon saving a flipchart where you can add useful information relating to the flipchart.
- Flipchart Trashcan

 from the screen when the flipchart is maximized, to view the flipchart as full screen. Select the checkbox to hide the caption bar when the flipchart is maximized. Clear the checkbox to view the caption bar when the flipchart is maximized.



Select the checkbox to display the **flipchart trashcan** on your flipchart. This allows you to drag objects directly into the trashcan to remove them from your flipchart page.



**You can drag the ruler and protractor tools to the flipchart trashcan to remove them from a page.**

The Flipchart Trashcan window will remember its position when you close ACTIVstudio, so it will open in the same position the next time you open ACTIVstudio. Clear the checkbox to hide the flipchart trashcan.

- Pen Cursor  
Choose the preferred style of pen cursor from the selection of images.
- Show pen width indicator  
Shows the currently selected width and color for the pen and highlighter when moving the cursor around the flipchart area. The indicator is displayed as a dotted line. Also shows the currently selected size for the eraser, but in this case the indicator is always drawn in as a black dotted line.



**If the page color is the same as the currently selected highlighter or pen color, the indicator will not be visible.**

**The Pen Width Indicator will be temporarily switched off when the Recognition Tool is active.**

- World color  
World color is the background color of the flipchart window, behind the flipchart page. The default color is blue. To change the world color, click on the color button and select a color from the standard Windows color palette.
- Default Page Scale  
Selects the default page scale for when you create a new flipchart or open

an existing flipchart. Click on the down arrow and select a page scale from the drop down list. You can choose from:

- Best fit
- Width fit
- Height fit
- Original scale

You will need to restart ACTIVstudio in order to activate this setting.

- **Default page size**  
Selects a default page size for when you create a new flipchart or open an existing flipchart. Click on the down arrow and select a page size from the drop down list.
  - Screen Size
  - 800 x 600
  - 1024 x 768
  - Custom
- **Page Frame Guidelines**  
Displays a faint dotted line to indicate where each page starts and finishes on **custom size pages**.
- **Page Panning**  
When pages are magnified, page panning allows you to click and drag pages for easy frame navigation. When placed near the edge of the window, the cursor changes to  $\leftrightarrow$  to show that you can click and drag the page in that particular orientation.



**You may need to hide then show the flipchart to display or remove the page pickup boxes.**

### Default Background on New Pages

- **Page color**  
This setting changes the default flipchart page color. The default color is white. To change the color, click on the color button and select a color from the standard Windows color palette.
- **Image**  
Places an image on the flipchart background. Select the checkbox to

display some hidden options. Click on the **More button**  to browse for an image file. Select the image and click **Open**. A preview of the image is displayed in the preview window. Select one of the options from the **Tile Fit** setting.

## Settings - Flipchart Objects

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To display the Flipchart Object settings click on the **Menu > Studio Settings...** and select **Flipchart Objects** from the left hand pane.

---

The Flipchart Objects settings allows you to define the options for high quality images and displaying objects and the Edit Toolbox.

- **Add Timestamp to all pages**  
Select the checkbox to stamp all new flipchart and desktop flipchart pages with the date and time of creation. The stamp is an editable text object. Clear the checkbox if you prefer not to add this to your pages.
- **Changes shown on Page Selector**  
Select this checkbox so that when the Flipchart Page Selector is showing, any changes you make on the current flipchart page will also be automatically made to the current page thumbnail.
- **Objects to Front**  
The Objects to Front setting allows you to override the 'stacking order' on a layer. When enabled, if you click on an object it will be automatically displayed in front of other objects that are on the same layer. Select the checkbox to enable the setting. Clear the checkbox to disable the setting.
- **Objects stay on page**  
Select this checkbox to ensure you don't lose objects off the page when you have selected a group of objects and are moving them to another position on the page. Any objects that are completely hidden off the page will automatically jump back onto the edge of the page.
- **Objects can only be dropped on Shortcut Bar and Resource Library using the Free Mover Pickup**  
Select the checkbox so that you can only click and drag items onto the Shortcut Bar and Resource Library using the **Free Mover pickup box** . This prevents accidentally adding items to these areas when you are dragging objects across your page.

### High Quality:

- **Images**  
The Images setting increases the visual quality of any image when it is resized. This works particularly well when the size of an image is reduced. Select the checkbox to enable the Images setting.



**Clear the checkbox to disable the setting if your PC suffers from a significant slow down when this setting is enabled. You will only notice a slow down if you are using an old PC.**

- **Lines and shapes**  
The Lines and Shapes setting increases the visual quality of all line and shape edges, including freehand annotations. Select the checkbox to enable the Lines and Shapes setting. Clear the checkbox to disable the setting.



**This setting cannot be applied when the Recognition Tool is switched on.**

**You will not experience a decrease in PC performance when this setting is enabled.**

- **Image Manipulation**  
The Image Manipulation setting will redraw an image in high quality mode on the flipchart page after the image has been manipulated. This setting only applies to manipulated images and not images that are displayed in their original size.



**Clear the checkbox to disable the setting if your PC suffers from a significant slow down when this setting is enabled. You will only notice a slow down if you are using an old PC.**

## Settings - General

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To display the General settings click on the **Menu > Studio Settings...** and select **General** from the left hand pane.

---

The General settings allows you to determine how ACTIVstudio is displayed and change options that define how ACTIVstudio uses various features.

- **Display tooltips**  
Select the checkbox to display tooltips when you hover the cursor over buttons in ACTIVstudio. This allows you to identify ACTIVstudio functions if you are not familiar with it.
- **Display windows from previous session**  
Select the checkbox to open the same windows that were open when you last used ACTIVstudio. For example, if you have the Clock Tool and Sound Playback Controls open, when you close the program down and re-open it, these two windows will automatically be displayed.
- **Did You Know?**  
When the checkbox is selected, you will be presented with the Did You Know window each time you open ACTIVstudio. Clear the checkbox to stop the window from displaying each time you open ACTIVstudio. This window contains many tips for using ACTIVstudio. It is recommended that you leave this setting enabled until you are familiar with the program. You can spend some time looking at further facts by clicking on the **Another** button. Once you have finished reading, click the **OK** button and ACTIVstudio will continue to open.

## Desktop Annotate

Select one of the radio buttons to define the default desktop annotation mode. Choose one of the following options:

- |                  |   |
|------------------|---|
| Copy Mode        | ACTIVstudio will automatically default to copy mode, where an image of your Windows screen is pasted onto the background of your desktop flipchart. This mode is suitable for static images. Select the <b>Copy the ACTIVstudio tools</b> checkbox, to include the image of the toolbox in the image. |
| Overlay mode     | ACTIVstudio will automatically default to overlay mode, suitable for annotating over video. Select the <b>Overlay follows Link Viewer</b> checkbox if you would like the overlay window to lock on to the Link Viewer window that is playing the video.   |
| Select from menu | Choose the annotation mode from a menu when you go to annotate on the desktop.  |

## Settings - Language

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To display the Language settings click on the **Menu > Studio Settings...** and select **Language** from the left hand pane.

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The Language settings allows you to localize the ACTIVstudio interface by specifying a language.

- ACTIVstudio and its associated programs use the same language as the computer. Displays ACTIVstudio and its associated programs in the default language installed on your computer, which is the language used when you start your computer.
- Select another language. Click on the drop down arrow and select a language from the list, to display ACTIVstudio and its associated programs in that language. You may need to restart your computer for the new language setting to take effect.

## Settings - Linked File Hosting

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To display the Linked File Hosting settings click on the **Menu > Studio Settings...** and select **Linked File Hosting** from the left hand pane.

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The Linked File Hosting settings allows you to define how links to external documents are displayed when they are added to a flipchart page, and change the default URL for your Home and Search web pages.

## Linked File Hosting

The Linked File Hosting setting allows you to select which media types are supported by ACTIVstudio. You can choose from the following media types:

Images  
Text  
Sound  
Video  
Microsoft Word, Powerpoint, Excel  
Shockwave Flash Movies

Select a checkbox to enable the hosting for that media type. Clear a checkbox to disable the hosting for that media type.

Select the **Show Sound Controller** checkbox to host sounds using the Sound Controller. The sound controller can playback up to 2 sound files simultaneously.

You can control and display web pages in a dedicated media window provided by ACTIVstudio, just select the **Use ACTIVstudio web browser** checkbox. If you prefer not to use the dedicated window, clear the checkbox. The web page will then be hosted through your local web browser.

## Web Links

Allows you to enter a URL for your default Home and Search webpages when using the ACTIVstudio internal web Browser.

The default settings are:

Home URL - <http://www.promethean.co.uk>

Search URL - <http://www.google.co.uk>

## Settings - Profiles and Resources

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To display the Profiles and Resources settings click on the **Menu > Studio Settings...** and select **Profiles and Resources** from the left hand pane.

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The Profiles and Resources settings allow you to determine the location of your personal and shared ACTIVstudio files and settings.

Your files can be located on a specific computer or on a computer network. Saving your files on a network is useful because it allows you to access your flipchart files, layouts, resources and settings from any computer within the same network. Your profile contains information about your personal settings and preferences, which is updated when you exit from an ACTIVstudio session.

For each new user, ACTIVstudio will automatically create the folder structure "My Documents\ACTIVstudio 2" as the default location for storing your personal ACTIVstudio files, such as flipcharts, resources and settings. Each new user will also be pointed to a default location for shared resources.

However, you can override these default locations by choosing another location. To change the default location, select Another Location for the relevant path and click on the corresponding More button. Then browse to a different location and select OK.

There are three paths to consider:

### 1) Profile stored in:

- My documents  
Saves all your personal ACTIVstudio settings and toolbox layout to the folder "My Documents\ACTIVstudio 2".
- Another location  
Click on the browse button and navigate to a different location, to override the default location.

### 2) My ACTIVstudio files in:

- My Documents  
Allows you to load and save all your personal ACTIVstudio flipcharts to the following location: "My Documents\ACTIVstudio 2\My Flipcharts".
- Another Location  
Click on the browse button and navigate to a different location, to override the default location.

### 3) Shared ACTIVstudio files in:

- All Users  
Allows you to access the shared ACTIVstudio resource library. This resource library is available for installation separately (on the supplied ACTIVstudio CD). By default, the shared resource library is installed into a local shared folder structure such as "C:\Documents and Settings\All Users\Documents\ACTIV Software\ACTIVstudio 2".
- Another Location  
Click on the browse button and navigate to a different location, to override the default location for the shared resource library.



**When you change any of the default locations, you are simply pointing ACTIVstudio to look for your files or resources at the new location. Your files do not automatically move. Use Windows Explorer to copy your files to the new location before you change the location in ACTIVstudio. Refer to your relevant Operating System documentation for information about copying or moving files with Windows Explorer.**

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## Settings - Right Button

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To display the Right Button settings click on the **Menu > Studio Settings...** and select **Right Button** from the left hand pane.

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If you are working on the live desktop and you have docked the ACTIVstudio toolbox, it may be more convenient to annotate on your desktop flipchart, or take a photograph of your desktop, after you press and hold the right button on your ACTIVpen. The Right Button Settings allow you to do this.

- **Delay**  
Determine how long to hold the right button before an action occurs. Move the slider to select a time between 0.25 and 3 seconds so that ACTIVstudio does not interfere with any right click actions in your Windows program.

### After the delay, do the following

First, press the right button and hold on the live desktop. After the delay time has lapsed one of the following actions will occur:

- **Start Desktop Annotation**  
The Desktop Flipchart will be launched. Release the right button then start annotating as normal.
- **Start Camera Tool**  
The Area Camera Tool will be launched. Release the right button then use the area camera as normal. Using the Area camera in this way allows you to set up conditions that you otherwise may not be able to take a photograph of. For example, it is often difficult to take a photograph of some Windows menus, because they disappear when you click on another part of the program.
- **Nothing (default)**  
Selecting this option ensures no actions occur after the right button press and hold.

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## Settings - Shape Recognition

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To display the Shape Recognition settings dialog click on the **Menu > Studio Settings...** and select **Shape Recognition** from the left hand pane.

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The Shape Recognition settings dialog allows you to define how your shape will be displayed on your flipchart page when using the Shape Recognition Tool.

- **Fill the shapes**  
Select the checkbox to allow ACTIVstudio to automatically fill your shapes with color when your annotations are recognized. Clear the checkbox if you want your recognized shapes to appear as an outline only, using the current pen color.

### Fill color

- Same as the outline  
Select the radio button to use the same color as the pen outline, so your recognized shape is one solid color.
- Another color  
Select the radio button to fill your recognized shape with a different color to that used as the outline. Click on the color box to select the fill color.



**When you change the fill color of recognized shapes make sure that the Fill the shapes option is selected, otherwise the recognized shape will not be filled with color.**

### Settings - Toolboxes

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To display the Toolbox settings click on the **Menu > Studio Settings...** and select **Toolboxes** from the left hand pane.

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The Toolbox settings allows you to define the display and behavior parameters for the toolboxes.

- Translucency  
The Translucency setting allows you to fade out the toolboxes so you can see through them and they don't cover up the content on the flipchart. Move the slider between See through and Solid. Next time ACTIVstudio is opened the toolboxes will be displayed at the level of transparency selected.
- Show Quick Select toolbox  
Select the checkbox if you would like the Quick Select toolbox to display when you right click on a flipchart page. Clear the checkbox to stop the toolbox from appearing on a right click.
- Right click tools for settings and help  
Select the checkbox to get to the settings, help or a menu offering you both settings and help when you right click on a particular tool.
- Reset All Toolboxes  
Sets all of your toolboxes back to the default setting as they were originally installed. This removes any tools added to the toolboxes from the Tool Store and resets any toolbox settings that have been modified.

### Main Toolbox:

- Docking  
Select the down arrow and choose from the following docking options:
  - No - Allows you to click and drag the toolbox so it is almost completely off the screen, to give you more display space for your presentation.
  - Yes - Bounces the toolbox back to the edge of the screen when you click and drag the toolbox off screen. All of the tools and menu button remain visible on screen.

Yes and Rollup -	Bounces the toolbox off the edge of the screen and rolls up the toolbox when you click and drag the toolbox off screen. The title bar, menu button and roll-up/out buttons remain on screen, but all of the tools are hidden from view until you click and drag the toolbox away from the screen edge.
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To undock the toolbox, click and drag the toolbox away from the edge of the screen.

### Edit Toolbox:

- Show toolbox with double click  
Select the checkbox if you want the Toolbox to display when you double click on an object. Clear the checkbox to stop the Toolbox from displaying when you double click on an object.
- Toolbox follows selection  
Select the checkbox if you want the Edit Toolbox to appear close to where you select an object.

### Settings - User Input



To display the User Input settings click on the **Menu > Studio Settings...** and select **User Input** from the left hand pane.

The User Input settings allows you to define when the Floating Keyboard and Recognizer Tool are displayed.

- Automatically show keyboard with  
Select the appropriate checkbox to show the Floating Keyboard when editing text objects or saving files. Clear the checkbox if you do not require the Floating Keyboard to be displayed when editing text objects or saving files.
- Use keyboard supplied with Operating System  
Instead of using the keyboard that has been supplied with your Operating System, you may prefer to use the keyboard supplied with ACTIVstudio. Select the checkbox if you would like to use the keyboard supplied with your Operating System. Clear the checkbox to use the ACTIVstudio Floating Keyboard.
- Automatically show recognizer with  
Select the appropriate checkbox to show the Recognizer Tool when editing text objects or saving files. Clear the checkbox if you do not require the Recognizer Tool to be displayed when editing text objects or saving files.
- Handwriting recognition language  
Choose the language in which to recognize your annotation and convert it to text. Select one of the following options from the drop down list:
  - English (UK)
  - English (US)

- French
- German
- Spanish
- Italian
- Dutch
- Portuguese
- Portuguese (Brazil)

## Technical Issues

This Section discusses a number of technical issues relating to ACTIVstudio. They are presented in no particular order.

### Color Modes Higher than 24 bit

ACTIVstudio is not fully compatible with graphics cards running in color modes higher than 24 bit (eg 32 bit color modes). We recommend that you run Windows in 16 bit color mode (64K colors) to give the best compromise between speed of operation, memory requirements and image quality.

### Graphics Mode Restriction

The ACTIVstudio toolbox and forms will not be displayed correctly when your display driver is set to use Large or Custom fonts.

### PNG Image Files

Certain PNG image files are not fully supported by ACTIVstudio. If you experience any problems with your image files, use an image editing program to save your image as a bitmap file (bmp or jpg format).

### Animated GIF Files

These files are only supported by ACTIVstudio as static images of the first animation frame, and are displayed as such in the Resource Library.

### GIF and LZW TIF Files

A license will be required from Unisys Corp for some GIF and LZW TIF files. ACTIVstudio cannot read TIF files if their LZW password property is not set to the correct password. If ACTIVstudio cannot read the file correctly, a red cross will appear on the flipchart.

## Screen Mode Changes

If you perform an 'on-the-fly' alteration to the Windows screen mode, you should ideally close ACTIVstudio down and re-load, otherwise the program may not behave correctly.

## Tool Tips

Tool tips are not compatible with some operating systems. If you experience problems with the tool tips, click on **Menu > Settings... > General** and clear the **Display Tool tips** checkbox.

## Flipchart Filenames

ACTIVstudio prevents the following characters being used for filenames:

\ : / \* ? " < > |

## Deleting Flipcharts

It is possible to delete the currently open flipchart from the Open Flipchart Dialog window, although in practice this should never occur. If this happens, the user can still save the open flipchart to re-create the deleted flipchart.

## Notes and Pointers

Sometimes, especially when changing from a note to a pointer, the scroll bar will not appear so you cannot read all of your note contents. You may need to resize the Notes and Pointers window in order to view the contents.

## Taking Photographs

Prior to taking a photograph, ACTIVstudio will hide all its floating tools to allow all of the underlying application to be revealed. On some machines, the revealed applications do not always re-draw correctly prior to the photograph being taken.

On some machines, after pasting a photograph into the flipchart (or into another application), a single pixel width line can be observed down the right hand edge of the photograph image.

## Rotating groups of objects

ACTIVstudio does not determine the angle of a group when a group contains objects that are rotated at different angles. In this case the pickup boxes will be displayed in their default position and will not rotate with the group when the group is rotated.

## **ACTIVstudio not compatible with 'Show window contents while dragging'**

On some machines it is possible to set a Display Effect option such that the contents of windows are updated whilst they are being sized and positioned. Currently, ACTIVstudio does not fully support this feature and in certain situations you may find that the toolbox disappears behind other ACTIVstudio windows.

To overcome this situation you can disable this display feature on your computer as follows:

In Control Panel, select **Display**

Find the **Effects** properties and clear the 'Show window contents while dragging' option.

## **Printing Flipcharts**

You may experience some unpredictable behavior if you try to print or view a print preview of your flipchart without installing a printer driver or connecting to a printer.

## **Fonts**

You may experience some strange behavior when rotating your text objects. Certain fonts, e.g. Courier, Small Fonts and System will not allow ACTIVstudio to rotate them. If this happens, use the Text Edit Toolbox to format your text with a different font.

## **Spotlight Tool used with multiple flipcharts not totally compatible with Show/Hide flipcharts**

Example Scenario 1

Two flipcharts open, flipchart 1 with spotlight active and flipchart 2 with no spotlight. Flipchart 2 is the active flipchart. If you then hide the flipcharts and show them again, flipchart 1 will not display the spotlight until it is activated again.

Example Scenario 2

Two flipcharts open, flipchart 1 with spotlight active and flipchart 2 with no spotlight. Flipchart 2 is the active flipchart. If you then move flipchart 2 over flipchart 1, the spotlight will be wiped off flipchart 1 revealing anything hidden by it, until flipchart 1 is activated again.

## **Exporting flipcharts**

You will require the following programs to view your exported files:

- To PDF  
You will require a PDF viewer, e.g. Adobe Acrobat Reader, in order to view the PDF file after generating it.
- To HTML and FTP  
You will require Internet Explorer and the Shockwave plug in

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(automatically installed with ACTIVstudio). For FTP you will require access rights to an FTP site.

### Dragging HTM files from the Resource Library to the flipchart page

The HTM file will be added to the flipchart page as an embedded link. ACTIVstudio will not embed any associated HREF files contained within the HTM file, so any associated files will not be displayed correctly within the browser when the file is launched.

## Tell us what you think

### Documentation Feedback

Promethean continually strives to improve our products and services and appreciate any comments and suggestions that you have. We value your feedback and have created this section to let you easily send us comments, requests and issues relating to the help and documentation we supply to you.

Our aim is to produce high quality information, which allows you to find the information you need quickly and helps you learn more about the features of our ACTIV products.

It is useful to include the following information with your feedback:

#### For Help Files:

ACTIVstudio version and build number (click on **Menu > Help > About ACTIVstudio...**)

Help File version number (click on the link at the bottom of the Welcome page)

Internet Explorer version number (within your browser, click on **Help > About Internet Explorer**)

Help topic title

#### For Printed/PDF Documents:

ACTIVstudio version and build number (click on **Menu > Help > About ACTIVstudio...**)

Document title and TP number

Issue number

Page number

Forward your comments in an email to [techpubs@promethean.co.uk](mailto:techpubs@promethean.co.uk)



**This feedback is for your comments about documentation and help only. Your personal details will be kept confidential. The information**

**you provide will only be used to improve the quality of our help and documentation.**

**To contact Technical Support, fill out the online form on the Promethean website:**

**<http://www.activboard.com/support/techsupport.htm>**

### **User Forum**

Why not visit our User Forum and share your comments about ACTIVstudio with other users around the world. The Forum is moderated by product experts who welcome any comments and ideas so that we can improve future product developments.

We invite all new users to register and become members of our growing online community. You are encouraged to join and visit the forum regularly for news about updates to the ACTIV range of products, software and resources.

**<http://www.activboard.com/forum.htm>**