

ACTIVstudio Professional Edition User Guide



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Welcome

About ACTIVstudio


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

ACTIVstudio offers many 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 its 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 Resource 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 Resource Library allows you to save your own resources.
- Browse folders on your computer for resources.

The resources located in the Personal and Shared Resource 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 Resource 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 changing 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 the 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](#) to access the product user guides.

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 title bar. 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 ACTIVpen 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 ACTIVpen. 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.

Tool tips

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.prometheanworld.com/common/html/vb_forum/index.php

Contacting Promethean

Promethean address TDS House, Lower Philips Road, Blackburn, Lancashire, BB1 5TH

Website **www.prometheanworld.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.prometheanworld.com/uk/html/customer_care/contact.shtml

Telephone numbers Switchboard 01254 298598
Technical support 0870 165 2210



Fax number 01254 581574

Email For more information about Promethean products:
info@prometheanworld.com

Send an email to technical support:
support@prometheanworld.com

What's new

This release of ACTIVstudio contains the following enhancements and new features:

Feature	What it does
Sound Recorder 	If you have a microphone connected to your machine, you can now record sounds and play them from the Flipchart. The Sound Recorder makes it easy to create speaking and listening exercises for use in foreign language lessons.
Compass Tool 	You can now draw circles or curves of any radius, color and line thickness. The compass tool is particularly useful for math lessons, but it's also an easy way to draw circles for any purpose.
Desktop Flipchart enhancements	You can now use all the tools and software on your computer while working on a Desktop Flipchart. You can also work with all the ACTIVstudio tools while working on a Desktop Flipchart.
Multiple monitor support	You can now use ACTIVstudio across more than one monitor - for example you can show the questions for a test on the ACTIVboard, while displaying the answers only on your computer's monitor.
Advanced multimedia options	You can now add multimedia files such as movies and Flash animation as placeholders , for a more attractive and interactive Flipchart.
Print page notes	You can now print your page notes, on their own or as part of the Flipchart.
Large font support	You can now use ACTIVstudio in display modes of 96dpi and higher.
Page Picker	Page Picker is a separate application that makes it easy to assemble new Flipcharts from existing content. See Page Picker help for more information
Export to Flash	You can now export your Flipchart as a Flash animation.
Vector graphics support	Vector graphics, such as Windows metafiles, do not lose quality when you resize them. You can now add Windows Metafiles to your Flipcharts.
High Quality Video	If you are displaying a video clip on your Flipchart, you can now show it in high quality. You can turn off the setting if you want to capture a video clip from the

	Flipchart.
Reset settings	You can now restore ACTIVstudio's settings to their original state.

Calibrating the ACTIVboard



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

When using an ACTIVboard or proACTIVboard, 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**.

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 (e.g. 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 Tooltips** 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 practise 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 Pick-up Boxes will be displayed in their default position and will not rotate with the group when the group is rotated.

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 tool 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 tool 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

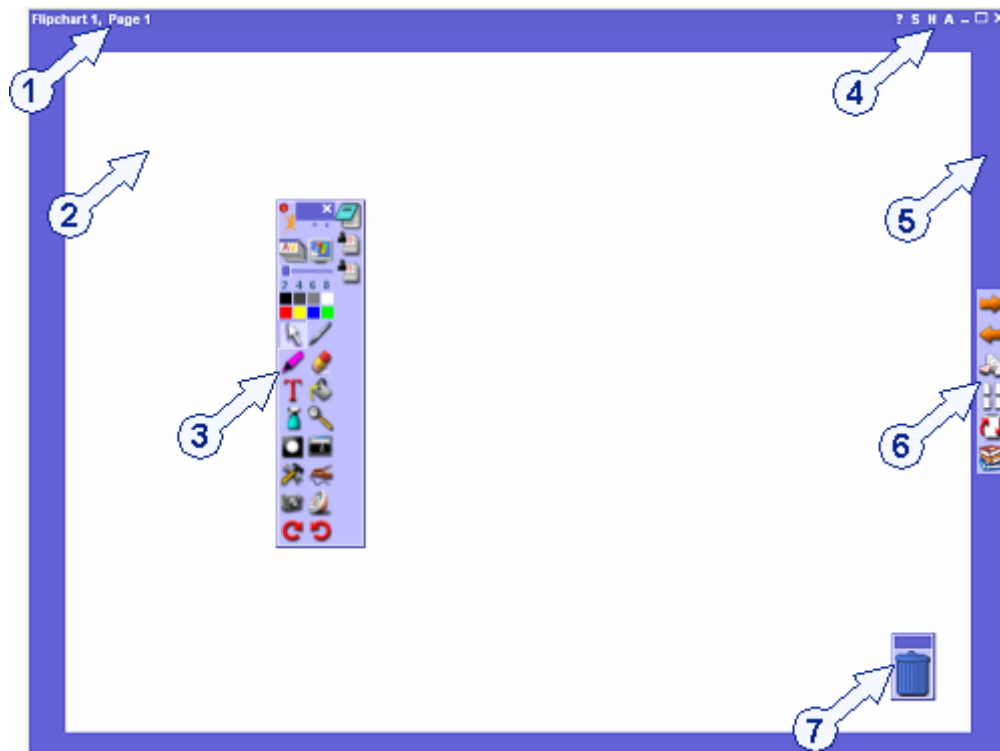
You will require the following programs to view your exported files:

- 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 (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.

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 maximised, 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 four Flipcharts at the same time. Developer edition allows you to open up to eight Flipcharts at the same time.

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**.
- ⑦ **Flipchart Trashcan**

Drag objects to the Flipchart Trashcan to delete them from the page. The Flipchart Trashcan can be switched off in 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

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 tool activated, when you switch to another Flipchart, the Spotlight tool 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

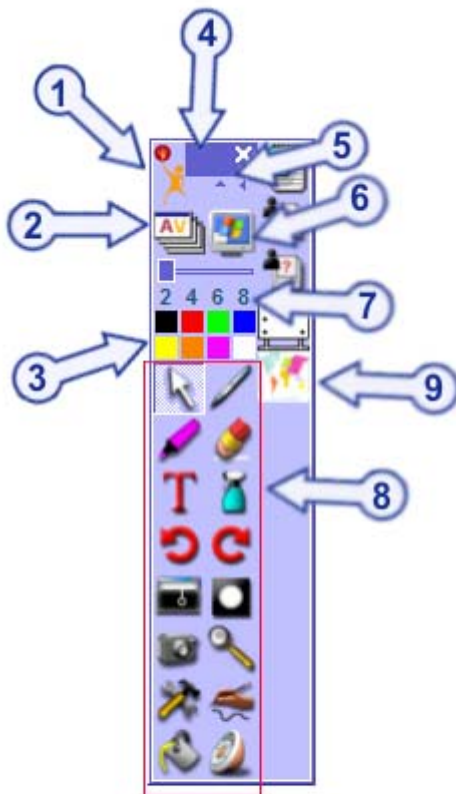
The Main toolbox displays automatically when ACTIVstudio is opened. To customize the Main toolbox, select the **Menu > Toolbox Customize** and select the relevant option from the menu list.

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 maximised, 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 Color Palette by changing the **Toolbox settings**. You can also change the actual colors displayed in the Color Palette:


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

Or

- Select the **Browse 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 **Close button**  to close the current session of ACTIVstudio. You will be asked to save any changes.

⑤ **Roll Up/Roll Down**

Use the Roll Up/Roll 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 centre. When the toolbox is maximised, 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 Selector 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/Roll Out

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 Roll Out button now becomes a Roll In button. 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 Selector**

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

- Click on a number displayed in the Pen Width Selector. 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 is 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.

9 Shortcut bar

By default the shortcut bar contains the following:

- A shortcut to Microsoft Notepad.
- Two user defined buttons. You can allocate functions that you use regularly to user-defined buttons so that you can access them quickly from the shortcut bar.
- Flipchart calibration button: click the button to calibrate your Flipchart.
- A shortcut to a map of the world. Click the button to add a world map to your Flipchart.


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.



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.

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 maximised view, hiding all Windows applications from view. Any information you had on your Flipcharts will still be there when you switch back to it.

Annotate over Desktop button

Use the Annotate over Desktop button when you want to use ACTIVstudio tools, such as the pen, highlighter and eraser, on your desktop or any application you have open on your desktop. When you annotate your desktop, you will create a Desktop Flipchart, which can be saved for future use.

Location


The Annotate over Desktop button is located towards the top of the Main toolbox.

Available settings

There are two main settings for the Annotate over Desktop button:

- Annotate over your live desktop. Lets you interact with your desktop whilst annotating.
- Annotate over an image of your desktop. You cannot interact with the desktop.

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. 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 **Linked File Hosting settings** 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



Menu



Close toolbox

Default tools



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 called **Customize Toolboxes**.

Right-click menu

The **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 **Toolboxes Settings** is cleared, the menu will appear on a right-click instead of the Quick Select toolbox.


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

Power Tools

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

 Close toolbox

Default tools

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



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 called **Customize Toolboxes**.

Click the [Close button](#)  to close the toolbox.

Keyboard Shortcuts

To save time, you can use the following keyboard shortcuts:

Ctrl+A If editing text, selects all text in the current text box.

Otherwise, selects all objects on the Flipchart.

[Note: locked objects will not be included in the selection.](#)

Ctrl+B Makes selected text bold.

Ctrl+C Copies selected objects to the Clipboard.

Ctrl+G Groups selected objects together.

Ctrl+I Makes selected text italic.

Ctrl+N Starts a new Flipchart.

Ctrl+O Opens **My Flipcharts**.

Ctrl+P Opens the **Flipchart Printing** box.

Ctrl+U Underlines selected text.

Ctrl+V Pastes selected objects.

Ctrl+X Cuts selected objects.

Ctrl+Z Cancels previous action.

Customize Toolboxes

Customize toolboxes

ACTIVstudio allows you to configure the toolboxes to suit your preferences and working environment.

Tool Store

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

Use the Tool Store to customize the Shortcut bar, the Flipchart toolstrip, the Main toolbox, the Quick Select toolbox and the Power Tools toolbox. 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 **Close 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 Color Palette, click on **Menu > Toolbox Customize > Colors** and choose one of the following preset sizes from the popup menu:

8



16



24



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

Working with 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. You can open up to four Flipcharts at the same time. Each Flipchart is opened within its own separate window, which you can maximise 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).


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 Resource 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 many more features.

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 page 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 task bar. 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.
-  Maximise 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 maximised will restore the Flipchart to its previous size and location. Double clicking on a restored Flipchart window will return the Flipchart window to its maximised state.

Default Flipchart toolbar

Click on the icon to read more about that button.



Next Page and Previous Page

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 Resource Library button to access resources to use in your presentations.

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



Right-click in the corner of the Flipchart page to move the position of the toolbar 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

Creates a new Flipchart based on the standard

- 768** resolution of 1024 pixels wide by 768 pixels high.
- Custom...** Allows you to create your own Flipchart size using the Custom Page Size 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.

Open an existing Flipchart

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

- My Flipcharts...** Takes you to the Flipcharts folder in the My Resource Library section of the Resource Library. Select the Flipchart file you want to open, then click **Open** to open the selected Flipchart file.
- Shared Flipcharts...** Takes you to the Flipcharts folder in your Shared Resource Library. Select the Flipchart file you want to open, then click **Open** or **Cancel**.
- Other location...** Allows you to locate and open Flipcharts from a different location. Navigate to the correct location and select the file, then click **Open** or **Cancel**.



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.

If an opened Flipchart does not appear how you expect it to, 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.


When you open a Flipchart from a floppy, you should save the file before editing it. Otherwise you will find that some features, such as Page Reset will not work.

If 'PUBLISHED' appears in the Flipchart title bar, you have opened a published Flipchart. **Example** [patterns, Flipchart 2, Page 1 - PUBLISHED](#). This Flipchart may have restrictions that prevent the use of edit and output functions, or use of the Camera tool. Contact the author of the Flipchart to check which functions have been restricted.



You will require the [Developer Edition](#) in order to publish Flipcharts. See the [Promethean website](#) 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.

Desktop Flipcharts

When you write or draw on your desktop, you automatically create a Desktop Flipchart. This Desktop Flipchart can be saved for future use.

Create a Desktop Flipchart

If a standard Flipchart is open, click on the [Annotate over Desktop button](#)



The standard Flipchart will be hidden and a Desktop Flipchart will be created.

If a Flipchart isn't open, clicking on the following tools in the Main toolbox will create a Desktop Flipchart:

- annotate over desktop;
- pen
- highlighter
- eraser
- text
- reveal
- spotlight
- page zoom

When to use Desktop Flipcharts


Use a Desktop Flipchart when you want to annotate anything you have on the desktop. Teachers like to use Desktop Flipcharts when they are explaining how to use software packages. By creating Desktop Flipcharts they can annotate over any package they have open on their desktop and save the notes for future classes.

Types of Desktop Flipchart

There are two types of Desktop Flipchart.

1. Page Background as Live Desktop.

With this setting, a transparent layer is placed over your desktop. You can use your pen, highlighter and other tools on this layer. The

[Marquee Select tool](#)  interacts with your desktop through the transparent layer.

By interacting with your desktop, the Marquee Select tool works differently than it does on a standard Flipchart. You cannot, for example, double-click on the desktop to open an ACTIVstudio Page Edit toolbox. To access ACTIVstudio's double-click and right-click options click on the Page Background Area , beneath the Flipchart toolstrip.




This setting is the default for Windows 2000 and XP users.

2. Page Background as Photo of Desktop


This type of Desktop Flipchart is an inactive image of your desktop. All of ACTIVstudio's tools can be used on this type of Desktop Flipchart. When you save this Desktop Flipchart, the whole Flipchart, including the desktop image, will be saved. This is the default for pre Windows 2000 users.

Saving a Desktop Flipchart

1. Click on the [Menu button](#)  in the Main toolbox.
2. Select **Flipchart>Save To**.
3. Choose whether you want to save your Desktop Flipchart to My Flipcharts, Saved Flipcharts or Other Location.
4. The Save a Flipchart box will appear. Give your Desktop Flipchart a name then click on Save.
5. Desktop Flipcharts are saved with the file extension .fld.

If your Desktop Flipchart was created on a live desktop, your notes will be saved with a blank background which will become transparent next time it is opened; if your Desktop Flipchart was created on a photo of the desktop, the desktop image will be saved with your annotations.

Exiting a Desktop Flipchart

Click on the [Annotate over Desktop button](#)  to return to your live desktop. Alternatively, open a standard Flipchart by clicking on the [Show Flipchart button](#) . You can also click on the [Close button](#)  to close the Desktop Flipchart.

Import PowerPoint slides to an ACTIVstudio Flipchart


To convert your PowerPoint presentations into an ACTIVstudio Flipchart, click on **Menu > Flipchart > Import > 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 stop 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.

Page Scale

To display the Page Scale window, click on the [Page Scale](#)  button located in your Flipchart or Desktop Flipchart title bar.

Use the Page Scale feature to change how a Flipchart is displayed on the screen. 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 **Close** button to close the window.



You can also use the Page Zoom tool to zoom in and out of your Flipchart and Desktop Flipchart pages.

If you are working with multiple Flipcharts open, the zoom applies to the current active Flipchart only.

Navigate Flipchart Pages

Next Page and Previous Page

Use the Next Page and Previous Page 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 **Next Page 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 **Previous Page 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 Next Page and Previous Page tools 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 Next Page and Previous Page 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** 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** 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 Page Edit toolbox. Click on **Properties > Appearance**. Click on the Page Color box to reveal a Color



Palette. Select a color, or click on the **Browse 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 **Close button** to close the Color 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 My Backgrounds 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.

You can change the fit property of the background image by accessing the page properties. Double-click on the page to view the Page Edit toolbox, select

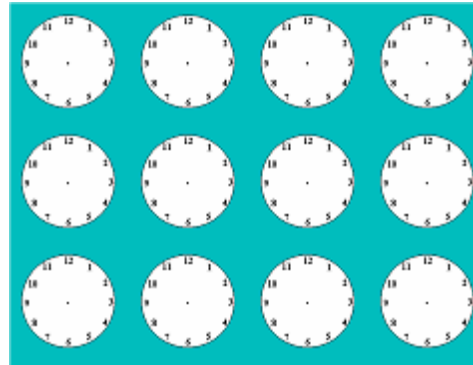


the **Properties button** and select the Appearance tab to view the associated properties. Click on the drop-down arrow and select one of the Tile Fit options in the drop down list.

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

Tiled

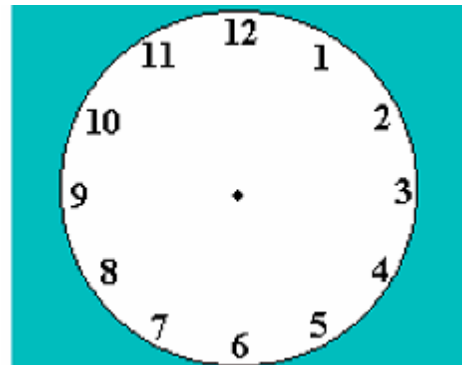
If the chosen image is not the same size as the page, the image will be tiled to create a background image that covers the whole page.



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.

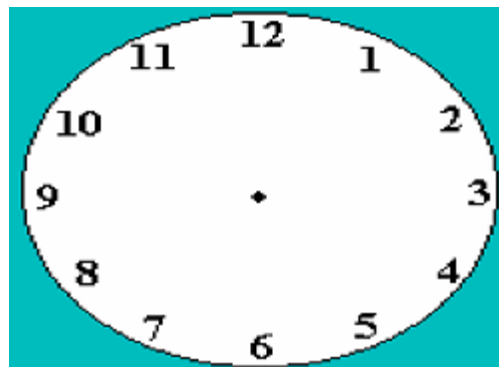
Best Fit

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 **Browse 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 **Browse** button to choose a color from the standard Windows Color Palette.

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 Pick-up Boxes. To move it, click on the Free Mover Pick-up Box  and drag the timestamp to a new position on your page. Click on the Rotate Object Pick-up Box  and move the ACTIVpen to rotate the stamp around it's centre point.

To resize the Timestamp, double-click on it and select the **Increase Object**

Size button  or **Decrease Object Size button**  from the **Object Edit toolbox**. 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.

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:

My Flipcharts...	Saves the Flipchart to your Personal Flipchart folder.
Shared Flipcharts...	Saves the Flipchart to your Shared Flipchart folder.
Other Location...	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.

The **Flipchart Summary** window will appear, prompting you to enter information about the Flipchart. Click **OK** when you have entered sufficient information. 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 end 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.

Print your Flipchart

To print the currently open Flipchart, select **Menu > Flipchart > Print**. The Flipchart Printing window will be displayed. You can change the way your Flipchart is printed by changing the settings.

Printer

Name: The default printer is automatically selected. To use a different printer, select it from the list. All printers attached to your computer are listed here.

Quality: By default, print quality is set to 300dpi. To change the print quality, select a number from the list. The higher the number, the higher the print quality. High print quality uses more ink and is therefore more expensive.

Color and Grayscale checkboxes: If you are using a color printer, select whether you want to print in color or black and white.

Layout

Portrait or Landscape Select the orientation of the paper.

Column count Select the number of Flipchart pages to be printed on each sheet of paper.
Row count

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 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.
Current page
Pages

Copies: Allows you to send multiple copies of your page selection to the printer.

Include Page Notes

Yes	Print the Flipchart and its Page Notes.
No	Print only the Flipchart
Page Notes Only	Print only the Page Notes.
Add page break between notes	Start each Page Note on a new page.
Draw Line Separator	Draw a line at the end of each Page Note.

Buttons

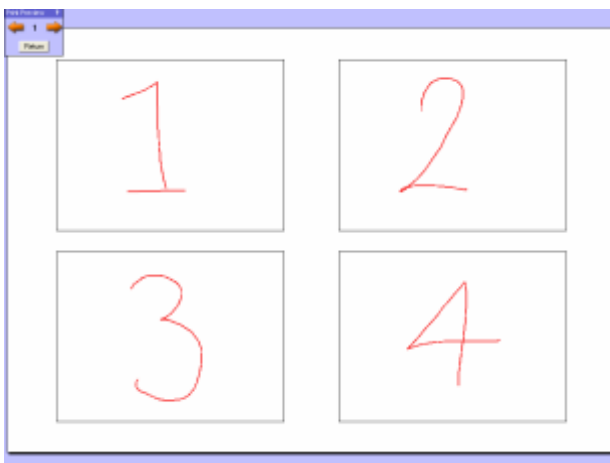
Preview	Allows you to review your Flipchart pages before printing. The print preview window is displayed with a preview copy of the currently selected page.
Print	Prints the page(s) according to the options selected.
OK	Accepts the selected options and takes you back to your Flipchart without printing.
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.

Exporting your Flipchart

You can export your Flipchart into other file formats so that they can be viewed using other programs, such as PowerPoint.

You can export your Flipchart into the following formats:

- **PowerPoint (.ppt)**
- **Word (.doc)**
- **Portable Document Format (.pdf)**
- **HTML**
- **Flash (.swf)**

If you are using ACTIVote devices, you can also **export the results of a voting session** to a text file or Excel workbook.

Exporting your Flipchart to Powerpoint

1. Make sure you have saved your Flipchart.
2. From the main menu, select Flipchart > Export > PPT, then choose how you want Flipchart Objects to be exported:

Each page as a Single Image

Objects are embedded onto the pages of your Flipchart, which are then exported as a single image. This means that you can't select or manipulate the objects in PowerPoint.

Maintain separate objects

Each page of the Flipchart is exported separately, so you can select and manipulate the individual objects within PowerPoint.

3. The Save As... box will display. Give the Powerpoint file a name, and choose where you want to save it.
4. Click OK. The Completing the Wizard box will display, confirming the name of the PowerPoint file and where it will be saved. When you are ready, click Start to begin exporting the Flipchart.
5. When the export process is finished, you will be asked if you want to view the PowerPoint file.

Exporting your Flipchart to Word

When you export a Flipchart to Word, each page of the Flipchart appears as a picture in the Word Document, so you can move the pages around, but cannot work with individual Flipchart objects.

1. Make sure you have saved your Flipchart.
2. From the main menu, select Flipchart > Export >DOC.
3. The Save As box will display. Give the Word document a name and choose where you want to save it.
4. The Completing the Wizard box will display, confirming the name of the Word file and where it will be saved. When you are ready, click Start to begin exporting the Flipchart.
5. When the export process is finished, you will be asked if you want to view the Word document.

Exporting your Flipchart as PDF

Portable Document Format (PDF) is a widely used format for distributing documents electronically. PDFs can be viewed on any operating system, providing that it has PDF viewing software installed. The most common PDF viewer is Adobe Acrobat Reader, which is supplied free of charge on the ACTIVstudio installation CD.

To export your Flipchart as a PDF, follow these steps:

1. Make sure you have saved your Flipchart.
2. From the main menu, select Flipchart > Export >PDF.
3. The Save As box will display. Give the PDF file a name and choose where you want to save it.
4. The Completing the Wizard box will display, confirming the name of the PDF file and where it will be saved. When you are ready, click Start to begin exporting the Flipchart.
5. When the export process is finished you will be asked if you want to view the PDF file.

Exporting your Flipchart as a Flash file

You can export your Flipchart as a Flash file (.swf). Follow these steps:

1. Make sure you have saved your Flipchart.
2. From the main menus, select Flipchart > Export > SWF.
3. The Save As box will display. Give the .swf file a name and choose where you want to save it.
4. The Completing the Wizard box will display, confirming the name of the .swf and where it will be saved. When you're ready, click Start to begin exporting the Flipchart.



When you export a Flipchart as a Flash file, actions that you have set up on the Flipchart will not be included. For example if you inserted a movie clip into a Flipchart, then exported it to Flash, you would not be able to play the movie within the exported Flash file.


Exporting your Flipchart as HTML

You can export your Flipchart as an HTML file so that it can be viewed in a Web browser. There are two ways of exporting as HTML:

- **Local:** your Flipchart will be saved in a folder on your computer or network.
- **FTP:** your Flipchart will be uploaded to a remote location using FTP.

Local HTML Export

To export your Flipchart as HTML to a local folder on your computer or network, follow these steps:

1. Make sure you have saved your Flipchart.
2. From the main menu, select Flipchart > Export > HTML. The Export Destination Settings box will display.
3. If you have any keywords to describe the Flipchart, enter them in the Keywords field.
4. Select Local as the Output Location.
5. Give your HTML file a name and choose where it will be saved. By default, the HTML file is saved in My Flipcharts. To save it in another location, click the Browse button  and navigate to the location you want.
6. Click Next to begin exporting the file.
7. When the export process is finished you will be asked if you want to view the HTML file.

Export using FTP

To upload your Flipchart to an FTP site, you will need a username and password. If your computer is protected by a firewall, you will also need the correct permissions to send files across the firewall.

1. Make sure you have saved your Flipchart.
2. From the main menu, select Flipchart > Export >HTML. The Export Destination Settings box will display.
3. If you have any keywords to describe the Flipchart, enter them in the Keywords field.
4. Select FTP as the Output Location.
5. Click Next.
6. The FTP Connections Settings box will display. Fill in the fields as follows:

FTP Site: Enter the IP address of the FTP site where you want to upload the HTML file.

Port: Enter your computer's FTP port. This is usually Port 21.

Login Type: Choose Normal to log in using a username and password. Choose anonymous to log in anonymously.

Username: Enter your user name for the FTP site

Password: Enter your password for the FTP site.

7. If your computer is protected by a firewall, click Advanced and fill in the extra fields as follows:

Firewall IP Address: Enter the IP address of the your firewall.

Firewall User Name: Enter a valid username with permissions to send files through the firewall.

Firewall Password: Enter the password associated with your firewall user name.

Firewall Port: Enter the port number that the firewall uses to transmit data.

Firewall Type: Specify whether your firewall is SOCKS version 4 or SOCKS version 5.

Passive Mode: Select the checkbox if you want to upload your HTML file using passive FTP.

Allocate Storage: Some FTP servers require you to allocate storage of the file before sending it. Select the checkbox to instruct the FTP server to allocate the right amount of storage for the HTML file.

8. When you have entered all your settings, click Connect. Your computer will attempt to connect to the FTP server. If you do not have the required permissions, or if you don't enter your user name and password correctly, the FTP site will reject your connection.
9. When the connection to the FTP site has been established, a window will display the folders available to you on the FTP site. Choose where you want to place the HTML file.
10. Click Start to begin uploading the HTML file to the FTP site.
11. If you have successfully uploaded your HTML file, you will see a confirmation message. You can then view the file by using your web browser to browse to the URL. If you do not see a confirmation message, the connection to the FTP site may have been lost. Try exporting the file again.

Exporting ACTIVote Results

You can export ACTIVote Results to the following file formats:

- Excel Workbook (.xls)
- Text File (.txt).

Follow these steps:

1. Make sure you have saved your Flipchart.
2. From the main menu, select Flipchart > Export > ACTIVote results.
3. Select how you want to export the voting results. You can choose from:
 - Excel workbook (.xls)
 - Plain text file (.txt)
4. The Save As box will open. Give your exported file a name and choose where you want to save it.
5. Click OK. The Completing the Wizard box will display, confirming the name of your exported file and where it will be saved. When you are ready, click Start to begin exporting.
6. When the export process is complete you will be asked if you want to view the exported file.

Export Wizard

The Export Wizard helps you to export Flipcharts to other formats. To export a Flipchart using the Export Wizard, follow these steps:

1. From the main menu, select Flipchart > Export > Export Wizard. The Export Wizard will start.
2. Use the Browse button to choose the Flipchart you want to export and click Open.
3. Click Next.
4. In the Export Settings window, choose the format you want to export the Flipchart as from the list. Some formats offer you further settings as follows:

File Format	Available Settings	Description
PowerPoint	Export each page as an image	Each object is embedded into the page and exported into PowerPoint as a single image. This means that you can't select or manipulate individual Objects in the finished PowerPoint file.
	Export objects on page	Each object is exported separately so you can select and manipulate them in the finished PowerPoint file.
Flash	Page size 320 x 240	Specify the page size of the finished flash file.
	Page size 640 x 480	
	Page size 800 x 600	
ACTIVote results	Flipchart voting results to Excel	Export the voting results to an Excel Workbook.
	Flipchart voting results to Text	Export the voting results to a notepad file (.txt)



When you export a Flipchart as a Flash file, actions that you have set up on the Flipchart will not be included. For example if you insert a movie clip into a Flipchart, then exported the Flipchart to Flash, you cannot play the movie within the exported Flash file.

7. When you have made your choice, click Next. The Save As dialog will display. Give the exported file a name and navigate to the location where it will be saved. Click OK.
8. The Completing the Wizard box will confirm the name and location of the Flipchart you are exporting, and the name and destination of the file it will be exported to.
9. When you are ready to begin exporting the Flipchart, click Next.
10. The file will be created and you will be asked if you want to view it.

Depending on the format you are exporting to, you will need 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
- Macromedia Flash Player

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.

Click **OK** to enter a filename and save the Flipchart. Click **Cancel** to 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 Notes

To display the Page Notes window, click on the **Page Notes**  button located in your Flipchart or Desktop Flipchart title bar.

This feature allows you to include additional information for a particular Flipchart page.

Use Page Notes whenever you want to give background information about a Flipchart, for example:

- Instructions for an activity
- 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 button in the top-left corner of the Page Notes window to display the Floating Keyboard and Text Edit toolbox.

While 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 [Arrange Windows](#)  button located in your Flipchart or Desktop Flipchart title bar.

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.



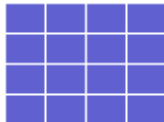
Arranges your windows so they are tiled horizontally across your screen.



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.

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.

Update Thumbnails



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

The Update Thumbnails feature allows you to recreate thumbnail images for each page in your Flipchart. This ensures that the thumbnails for your Flipchart pages can be recreated when you resize them.


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.

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 Selector, 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 for shape objects to keep the pen width 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 | Use the Point to Point tool to draw a polyline or polygon shape. |








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.

To finish drawing your annotation you have three choices:

- Click once more on the point to point tool, or on any other tool.
- Select another tool button in the toolbox.
- Click on the Flipchart page close to the starting point to draw the final line and close the shape.

In the third case the lines will close to form an enclosed shape but it will remain as an annotation object. The enclosed shape can be colored in with the Fill tool, see the section about the **Fill tool** for more information.


- | | | |
|---|--------|---|
|  | 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 centre 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 centre 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 ACTIVpen 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 [Close 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.

Click on the Highlighter tool button and notice that the cursor changes to mimic the tip of a highlighter pen . Select a preset size from the Pen Width Selector; you can choose either 20 or 50 pixels. To select a different size, use the Pen Width Selector to choose any size between 0 and 99 pixels.

To alter the drawing color, click on one of the colors in the Main toolbox's 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.

You can now use the Highlighter to draw freehand annotations to highlight parts of your page.




You can right-click on the Highlighter to access the objects and shapes contained in the Pen Modifier toolbox. For example, use the Horizontal Line tool to get a very neat highlight of a sentence.



You may also select a highlighter 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 tool or Highlighter tool. 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 Selector, which you will notice has changed so you can choose either 20 or 50. To select a different size, use the Pen Width Selector 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 can select the eraser object 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

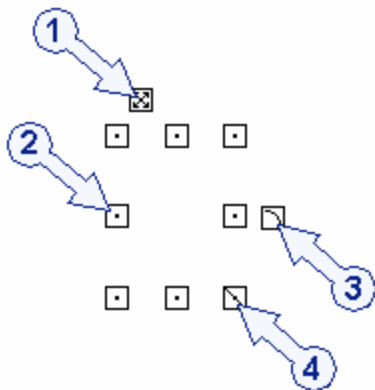
ACTIVpen to move the cursor over an object, it displays [mover arrows](#)  to show that you can select the object.

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).



To select multiple objects, hold the ctrl key and click on the objects you want. To de-select an object, hold the ctrl key and click on it again.

The selected area will be surrounded by Pick-up Boxes:




Free Mover


The Developer Edition of ACTIVstudio allows you to alter the movement property of an object. Use the Free Mover Pick-up 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 Pick-up Box to drag objects to and from the Resource Library. Also, drag objects by the Free Mover Pick-up Box to move an object past another which contains a restriction.

When you hover the ACTIVpen over the Free Mover Pick-up Box, the [cursor changes](#)  to indicate that you can move the object in any direction.

② Pick-up Boxes The white Pick-up Boxes are aspect independent sizers. The corner Pick-up Boxes allow you to resize the object in width and height, whereas the edge Pick-up Boxes will allow sizing in one direction only.

③ Rotate Object Pick-up Box When you hover the ACTIVpen over the Rotate Object Pick-up Box, the [cursor changes](#)  to indicate that you can rotate the object. Click the ACTIVpen onto the Rotate Object Pick-up Box and move the ACTIVpen to rotate your object around its centre. When you release the ACTIVpen 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 Pick-up 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 Pick-up Box area to reveal the **Edit toolbox**, which contains useful tools for manipulating the selected object.

After using the Marquee Select tool you will want to hide the Pick-up Boxes. To do this, simply click on another drawing tool on the toolbox (i.e. Pen tool) or click the ACTIVpen anywhere on the Flipchart page that is outside (and away from) the Pick-up Box area.



You don't need to surround an object with Pick-up 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 Pick-up 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 cancel the group selection.
- You can also use the keyboard arrow keys to move a selected object by one pixel at a time. To move an object by five pixels at a time, hold down the Shift key at the same time as an arrow key. To move an object by ten pixels at a time, hold down the Ctrl key at the same time as an arrow key.



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 Pick-up 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 [Increase Object Size](#)


[button](#)  or [Decrease Object Size button](#)  from the **Object Edit toolbox** to increase or decrease the size by 10%.

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

Rotate

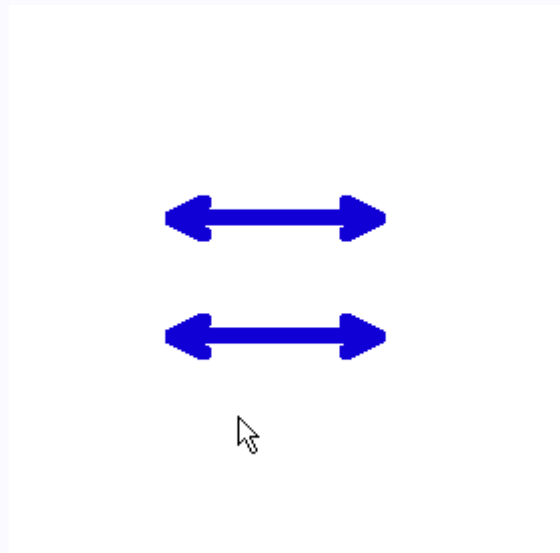
- Use the Rotate Object Pick-up Box to spin a selected object around its centre point. When multiple objects are selected, they will rotate around the centre point of the selection.
- Use the XY Origin tool to add a rotate point anywhere on a page. The object will spin around the new rotate point when you click and move the Rotate Object Pick-up Box. When multiple objects are selected, they will rotate around the rotate point of the selection.

To quickly adjust the length and angle of a line object:

1. Move the ACTIVpen near one of the line ends. The cursor will change to the [line stretcher](#)  .
2. Click on the line end then drag the end until the line is at the desired length and angle.

If the line is part of a group, you don't need to ungroup the objects in order to manipulate the line object using the line stretcher.

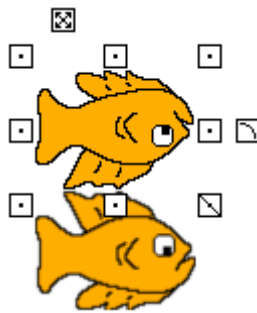
Example



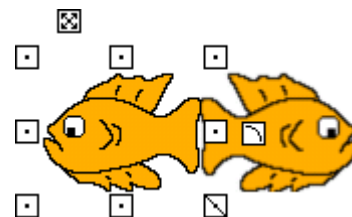
Mirror or flip

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.

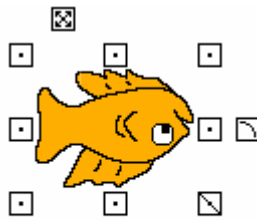


Mirrored in X axis

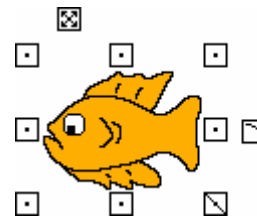


Mirrored in Y axis

- **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 object's centre point by altering its appearance property. Select the object(s) and double click to reveal the Object 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 object's 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.

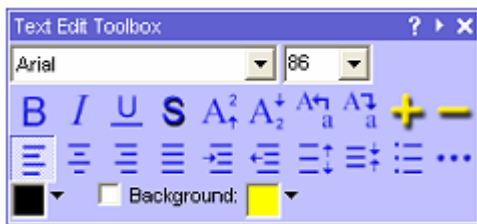
Text tool

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 Pick-up 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**.



You can make the Floating Keyboard and the Handwriting Recognition tool appear automatically when you use the Text tool. To do this, click on Menu > Studio Settings... > User Input and select the appropriate radio button. See User Input settings section for further information.

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 Pick-up 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 Pick-up Boxes in order to move the text object.

Size and rotate a text object

Click on your text object to display the Pick-up Boxes. You can use the Pick-up 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 Pick-up 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 Pick-up Boxes.

The centre right Pick-up Box, allows you to widen the text object container in order to alter the word wrap within the container.

The bottom middle Pick-up Box, 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 **Object 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.







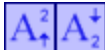



You can access the context help quickly if you right click on the Text tool in your toolbox.

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	Allows you to select a different font style. Click on the down arrow and select a font from the drop-down list.
	Font Size	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.
	Bold	Applies a bold format to text.
	Italic	Applies an italic format to text.
	Underline	Adds an underline to text.
	Shadow	Adds a shadow to text.
	Superscript/Subscript	Moves text up above, or down below, from the baseline by two points. Click on the buttons as many times as required.
	Convert to Uppercase/Lowercase	Makes the text upper or lower case.



Increase/Decrease
Font Size

Makes the font larger or smaller by two point sizes each time you click on the button.



Align Left, Center,
Align Right, Justify

Aligns your text in the Pick-up Boxes to the left and right, centres the text, or adds extra spaces between text so that the left and right sides are even.



Increase/Decrease
Indent

Moves your text forward or backward to create or remove an indent level in the Pick-up Boxes.



Increase/Decrease
Line Spacing

Moves the lines of text further apart or closer together each time you click on the button.



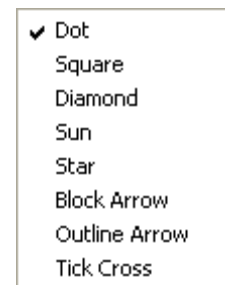
Bullets

Applies the currently selected bullet style to the paragraph.



Bullet Styles

Select a different bullet style from the popup menu, then click on Add bullet to apply the bullet:



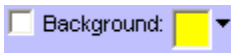
Set Text Color

Changes the color of the text. Click on the down arrow to display the Color Palette. Choose a color or click on the [Browse](#)



[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.



Background Toggle

Set Background Color

Adds a background color to the text.

Changes the color of the background. Click on the down arrow to display the Color Palette. Choose a color or click on the [Browse 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.




Special Characters




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.

Object Edit toolbox

To display the Object 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 Object 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 Object Edit toolbox:

		Applies to:
	Cut 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
	Copy 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
	Paste 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">• From Clipboard Paste some text or an image, which has been cut or copied from an external application and placed on the Windows clipboard.• Annotation object(s)• Line object(s)	Annotation, image, line, page, shape and text objects

Only if you have cut or copied a line object from a Flipchart created in ACTIVstudio Developer Edition or Professional Edition.


- Shape object(s)
- Text object(s)
- Image object(s)
- Action object(s)
- 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 Delete 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 Flipchart settings 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.



Text Recognition

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

Annotations

▶ Read more about the **Recognition tool**



Shape Recognition

Annotations

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

► Read more about the **Recognition tool**



Edit Text

Text objects

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



Increase Object Size

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

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



Decrease Object Size

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

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



Snap to Grid

Page

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



Grid Mask

Page

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



Page Reset

Page

Reverts the current page back to its saved state.

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.

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

Annotation,
image, line,
page, shape and
Text Objects



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

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 Object 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 Tool tip 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 Tool tip 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 the Undo tool. 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 and 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 enables you to convert freehand annotations into shapes or text as you write or draw.

As well as recognizing handwriting and shapes within ACTIVstudio, the Recognition tool can also recognize handwriting in other applications, for example Word.

Enabling the Recognition tool

1. In the toolbox, select the [Recognition tool](#) .
2. The Recognition toolbox will display.
3. To enable handwriting recognition, click the [Recognition On / Off button](#) . Recognition is enabled when the On / Off button is green.
4. Select the Pen tool to begin converting your annotations to text.

When Recognition is enabled, the cursor will change to look like this:



whenever it moves over an area where you can use handwriting recognition.


To turn off the special Handwriting Recognition cursor:




1. Click on the Main Menu button, and select Studio Settings.
2. The ACTIVstudio Settings box will appear. From the menu on the left hand side, select User Input.
3. In the Handwriting Recognition Language section, clear the 'Display 'Start' Tooltip' checkbox.
4. Click OK. The cursor will not change when Handwriting Recognition is available.

Recognition settings

The Recognition toolbox also contains settings that control how ACTIVStudio handles your annotations. You can change the following settings:

- [Font Selection](#) 

You can choose the font that ACTIVstudio will use when it converts your annotations. You can specify any of the fonts installed on your computer in any size. You can also apply bold, italic and bold italic styles.

- [Recognition Speed](#) 





You can specify how long ACTIVstudio will take to recognize annotations, to suit your writing speed. If the recognition speed is set too fast, ACTIVstudio will begin converting words before you have finished. This can lead to words being incorrectly converted because the conversion begins before the word is completed.

- [Undo](#)

The Undo tool on the Recognition toolbar removes the last word or shape that was converted.

- [Recognition Mode](#) 

The Recognition tool has four modes:

- [Alphabetical](#) 
- [Alphanumeric](#) 
- [Numeric](#) 
- [Shape](#) 

The Recognition Mode button toggles through these modes. To select a mode, keep clicking the Recognition Mode button until you reach the mode that you want.

Using Handwriting Recognition

Handwriting recognition works best with cursive writing rather than individual letters. If you find that your handwriting is not recognized correctly, try to modify your stroke until you are happy with the results.

Handwriting Recognition in other languages

You can use Handwriting Recognition with the following languages:

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

Selecting a language

To change the language of the Handwriting Recognition tool, follow these steps:

1. Right-click on the Recognition tool. From the menu that appears, select **Handwriting Recognition Settings...**
2. The ACTIVstudio Settings box will appear. From the menu on the left-hand side, select 'User Input'.
3. The User Input settings will appear. In the 'Handwriting Recognition Language' section, select the language you want to use from the list.
4. Click OK. The title bar of the recognition toolbox displays the currently selected language recognition mode.

Using handwriting recognition with Flash objects

If your Flipchart includes Flash content that accepts text input (for example an interactive diagram for naming parts of the body), you can use the Handwriting Recognition tool to enable handwriting input. Enable the handwriting tool and write in the text input boxes of the Flash animation.

Using Handwriting Recognition in other applications.

You can use the Handwriting Recognition tool to convert handwriting to text within another application, such as Microsoft Word. Follow these steps:

1. Open the application you want to annotate in.
2. From the ACTIVstudio toolbox, launch the Recognition toolbox. Make sure that Recognition is enabled.
3. Click the Recognition Mode button until it is in Alphabetical or Alphanumeric mode.
4. Make your annotations. Your handwriting will be converted to text.

Shape Recognition

The Shape Recognition tool converts your freehand drawings into smooth geometric shapes. It's an easy way to create diagrams such as flowcharts. By default, the shapes have a transparent fill, but you can specify that they are automatically filled by changing the Flipchart settings.


Filling in shapes automatically.


1. Right-click on the Recognition tool button.
2. From the menu that appears, select Shape Recognition Settings.
3. The Flipchart Settings box will display. From the menu on the left-hand side, select 'Shape Recognition'.
4. Select the 'Fill the shapes' checkbox.
5. Now specify your fill color. Choose one of the following:
 6. Same as the outline: the shape will automatically be filled in with the color that you used to draw the shape.
 7. Another color: click on the square to select a color from the palette.
6. When you are happy with your color choices, click OK.

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.

Recognizing annotations after they have been made

If you want to convert annotations to shapes or text after you have made

them, you can add the [Scribble to Text tool](#)  and the [Scribble to Shape](#)

[tool](#)  to your toolbox. See the section on Customizing your toolbox for information on how to select tools from the Tool Store.

Text Recognition and Shape Recognition from the toolbox


Once you have added the Text Recognition and Shape Recognition tools to your toolbox, follow these steps:

1. With the Marquee Select tool, select the annotation you want to convert to text or a shape.
2. To convert the annotation into text, click the Text Recognition tool.
3. To convert the annotation into a shape, click the Shape Recognition tool.
4. The annotation will be converted in the way you have chosen.



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.

Recognition toolbox

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**.



Recognition On/Off

Switches the Recognition function on and off. If recognition is switched on and the Pen tool is selected, your annotations on the Flipchart or Desktop Flipchart are converted to text or shapes.



When using the recognition tool 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.



Font Selector

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



Time Bar

Allows you to adjust the time between annotating and recognizing.



Undo

Undoes the most recent recognition so that the text or shape returns to its handwritten form.

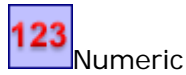
You can undo only the most recent recognition. Once you have undone recognition on the most recent annotation, the Recognition Undo tool will disappear until you recognize another annotation.

Recognition Mode:

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



Alphabet



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 customize the user dictionary with specific terms that you use regularly. See the separate help about the **Custom Dictionary** for more information.



You can also add the Text Recognition and Shape Recognition tool buttons to your toolboxes to recognize your pen and highlighter annotations. 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 Colour

Color Palette

The Color Palette appears when you:

- Click on a Color box to select a different color. For example, to change the color of the Reveal tool screen.
- Select a color for text in the **Text Edit toolbox**.
- Right-click on a color in the Main toolbox Color 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 Color Palette at any time.

To select a color from the Color Palette, click on one of the swatches in the Color Palette. The color is selected and the Color Palette will be closed automatically. If you prefer to create a custom color from the standard

Windows Color Palette, click on the [Browse 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
- World color (the colored area behind the Flipchart page)

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 area which is surrounded by annotation objects. The area does not have to be enclosed by one continuous annotation, but the annotations must form a complete shape. When filled, the colored area will be converted to a shape object. The filled shape object can be edited or manipulated, and saved into one of the shapes categories in your Resource

Library. If you want the fill shape and annotation objects to stay together as one object, you can group them together. The section about the **identification properties** explains how to group and ungroup objects.

Filling recognized shapes

Use the Recognition tool in shape mode to recognize the annotated shape first before filling it, see the **Recognition tool** for more information. Follow the instructions described in Filling Annotations 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 to the new color. Click on as many annotations as you need to in order to change the color.


Text objects

Individual words

Select the Fill tool from the toolbox and a color from the Color Palette, then click on a word in a text object. The complete word will change to the new color.

Multiple words

If you want to change the color of a complete line of text or a complete text object, you will need to click the Fill tool on every word. Or, for a more efficient

method, double-click on the text object and select the **Edit Text**  button from the Object Edit toolbox. The **Text Edit toolbox** will be displayed. Use the cursor to highlight all the words you want to change, then select a new color from 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 and click on a color in the Color Palette to select it. 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 swatch in the Color 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 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

About the Resource Library

To show and hide the Resource Library click on the [Resource Library](#)  tool button, which is located on the Flipchart toolstrip.

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. The library is displayed in a dedicated floating window.



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

About the Resource Library



① Title bar buttons

Change the Resource Library display options.

▶ See **Title bar buttons** for more information.

② Resource Library, Search for Resources and Browse buttons

Find resources by opening a Resource Library, browse folders on your computer or search for a specific resource.

▶ See **The Resource Library** or **Find Resources** for more information.

③ Resource categories

Select a specific resource type in the Shared Resource Library or My Resource Library.








▶ See **Resource Categories** for more information.

④ Resource Tree

Typically, your resources will be arranged into folders, making it easier for you to find them. Click on a folder in the right-hand pane to expand the folder or display the contents of that folder. You may need to click on the **Roll Out** button, located in the title bar, in order to view the Resource Tree.

⑤ Thumbnail pane

The thumbnail pane displays a small image for each of your ACTIVstudio resources in the selected folder, 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 that can be displayed a scroll bar appears. Use this to scroll through all available thumbnails in the selected category.



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

⑥ Add to page options

Change how the selected resource is added to the page.

Resource Library title bar buttons

 Menu button

Select the following features to customize the Resource Library window:

Dock 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 Change the size of the thumbnail images. Select Small or Large from the flyout menu.

Labels Select to display the filename with the thumbnail image.

Help Access help about the Resource Library.

 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.

The Resource Library

Click on one of the following buttons to open a Resource Library:



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 Resource 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 the section of the Resource Library called My Resource Library, where you can keep your own resources. These files are typically located on your computer.

The resources contained within My Resource Library are categorized into resource type. See Resource Categories for more information.

Resource Categories

Click on a category button to view specific types of resources in that category folder:

- | | | | |
|---|--------------------|---|-------------|
|  | 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 Tree will display the folders contained in the resource category. Click on a folder to view the contents. 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.




You can also use Windows Explorer to add, rename or delete the Resource Tree folders.

Find Resources

The Other Resource Folder button



Allows you to browse for resources in your computer folders. Click on the **Browse**  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 close the window.

Search for Resources



Allows you to search for resources by specific types or for keywords. Click on the **Search for Resources** button to open the **Resource Finder**.

Resource Finder

- Look for the following words
Enter single words that describe the resources you are looking for, to assist ACTIVstudio in finding the correct resources. The search function requires complete words and will not find words within words. For example, a search for 'car' will find 'car tyre' but not 'caravan'. The text box will contain the last 100 search phrases. Select a phrase from the list if you want to search for a specific resource again, instead of having to re-enter it.



Click on the Floating Keyboard icon, next to the text box, to display the Floating Keyboard.

- 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 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 Resource Library, as specified in Shared ACTIVstudio files. Refer to **Settings - Profile and Resources** for more information.
- My ACTIVstudio Searches in My Resource Library, as specified in My ACTIVstudio files. Refer to **Profile and Resources settings** 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. The window will be removed from display.

Select the **Cancel** button to stop finding a resource, or **Search...** to commence the search. If you have created an index of your resources using the ACTIVresource Manager, click on the **Quick Search...** button to perform a faster search through your Resource Library.

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 inks 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

Embeds the file and inserts a link it as a **text object**,

Embedded Files as

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

This topic describes how to use objects from the Resource Library and how to insert objects from a file.

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.

Add items to the page:

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, 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 **Object Edit toolbox** to cut, copy, paste, delete and duplicate your object.



Remember, when using the Pick-up 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 Resource Library or My Resource 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.

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 My 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 [Keyword 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 [Quick](#)



[Indexer](#) button. Selecting this button allows you to build a Resource Library index file of the library contents, to facilitate the **quick search function**.

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 'Pick-up Boxes' 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 of 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 full screen 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 the section of the Resource Library called My 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.



Close Button

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.

About grids

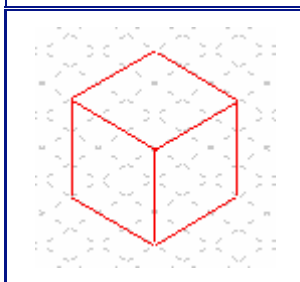
The grid is one of the components which make up a Flipchart background layer. When you apply a grid to the page, you can still change the color of the background and apply a background image to the page. Any objects, such as annotations, photograph images, etc. are naturally placed on top of the grid because they exist on a different layer. However, you can move the grid so that it displays on top of all other objects.

Read more about Flipchart components and stacking orders in the section about **Layers**.

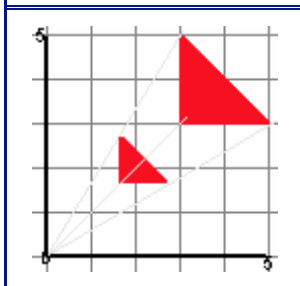
Grids are useful for a wide range of activities, here are some ideas for using grids in ACTIVstudio:



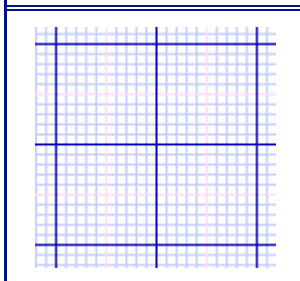
Position objects accurately when designing a presentation, and ensure objects are lined up in the correct place during drag and drop activities.



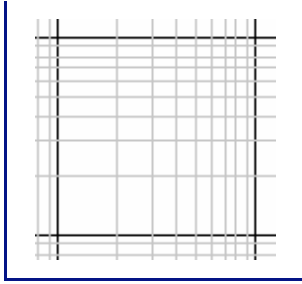
Create guidelines to assist with drawing three-dimensional objects.



Add scale to your demonstrations, such as object transformations.



Create your own graph paper, which you can use to represent numerical data in a visual form.



Create specialized paper to represent complex mathematical functions.

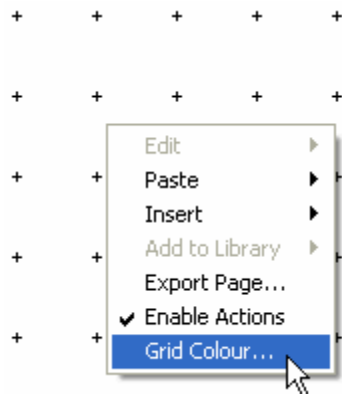
ACTIVstudio supplies you with a number of sample grids in your Shared Resource Library, which are ready for you to use.

Once you have set up the grid, you can use the Flipchart as normal. If your grid allows it, your Flipchart objects will automatically snap to the grid points.

Editing a grid

Change color

To change the color of the grid, right-click on the page that is displaying the grid and select **Grid Color...** from the popup menu. The Color Palette will appear on screen that allows you to select a different color, or create a custom color.



This menu option will be disabled if the grid contains more than one color. To change the color you will require the Grid Designer function in ACTIVstudio Developer Edition.

Remove

To delete the grid from the Flipchart page, click on the Clear tool and select Clear Grid.

To hide the grid, click on the [Grid Mask](#)  tool button.



Overwrite the grid

To change the grid when your Flipchart page already contains one, select a different grid from the Resource Library to replace the current grid.

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 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.

Recordings

Recordings

A range of options are available for anyone wanting to create a sound or video recording.

Flipchart Recorder tool

Use the Flipchart Recorder to record annotation actions you perform 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.

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 five minutes you will have 1200 frames if the capture rate is four frames per second. The Flipchart Recorder tool 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.


▶ See **Flipchart Recorder toolbox** for information about the record and playback controls.



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  and select **Flipchart Recorder**. To learn about adding the tools to your toolbox, see **Customize Toolboxes**.

The Flipchart Recorder toolbox contains the controls for recording your Flipchart actions:



Record



Stop



Play



Go to Start



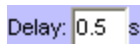
Go to previous frame



Go to next frame



Go to End






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 time bar 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.

Screen Recorder

Use the Screen Recorder to capture dynamic screen activity and save it as a video file. The Screen Recorder produces standard Audio Video Interleave (AVI) files that can be hosted in ACTIVstudio or by the application which your PC associates with .avi files. If you have suitable audio equipment, you can also record commentary or accompanying music with your video file.



To open the Screen Recorder, click on the **Flipchart Recorder**  tool button and select **Full Screen Recorder** or **Area Screen Recorder**. If the Flipchart Recorder tool button is not in your toolbox, first go to the **Tool Store** and add it to your toolbox.

Full Screen Recorder

Records any activity that takes place on the complete screen. The **Screen Recorder toolbox** will be displayed, which contains the recording and playback controls. You can also alter the video, audio or Screen Recorder settings.

Area Screen Recorder

Records any activity in an area which you define. When you select the Area Screen Recorder a dotted rectangle will appear on screen. Use the Pick-up Boxes around the rectangle to create an area where your animation will take place, then click on the **OK** button. When you are recording the rectangle will flash on screen to indicate the recordable area.

The **Screen Recorder toolbox** will be displayed, which contains the recording and playback controls. You can also alter the video, audio or Screen Recorder settings.




Plan ahead and rehearse what you intend to record. Decide on your computer activity and optional audio commentary before recording.

AVI files tend to be very large. We recommend that you allow approximately 20MB of free hard disk space for each minute of video you wish to record. This will give ACTIVstudio enough space to process and create the video file.

Screen Recorder toolbox



To open the Screen Recorder toolbox, click on the Flipchart Recorder tool button  and select **Full Screen Recorder** or **Area Screen Recorder**. To learn about adding the tools to your toolbox, see **Customize Toolboxes**.

The Screen Recorder toolbox contains the following controls:



Cancel the recording.




Record the Flipchart actions.



Pause the recording or playback.

Stop recording or playback.



If the settings have been altered to hide the toolbox during the record process, click on the [Flipchart Recorder](#)  tool button to stop the recording.



Play your video file.



Access Video Compression, Audio Format and ACTIVstudio Screen Recorder options.

Recording your video

Click on the **Record** button. Before the recording starts, you must enter a name for your file into the Save a Recorder File dialog. This dialog automatically defaults to your Video Resources folder. Enter a filename and click on **Save**. If the filename you entered already exists you will be asked if you want to overwrite the file. Click on **Yes** to overwrite the existing file, or **No** to enter a different filename.



The display will 'flick' as ACTIVstudio picks up the required video and audio settings. This is normal behavior.

The Record button will start to flash red to indicate that the record function is active.

If you change your mind or make a mistake whilst you are recording, you can delete the video file by clicking on the **Cancel** button.

Click on the **Pause** button to temporarily stop the recording. For example, this allows you to set something up on the screen. Click on the **Record** button to resume recording.

Click on the **Stop** button when you have finished recording. ACTIVstudio will create the video file and will automatically save it. This process may take some time for large video files. The progress is indicated by the Percentage Complete message on the toolbox. You cannot use the Screen Recorder during this process.

Playback your video

Click on the **Play** button. By default the video will play in the **Link Viewer** window, which contains playback controls. However, if you have cleared the Video checkbox in your **Linked File Hosting Settings**, the video file will play in the program that your PC associates with the .avi file extension.

Close the toolbox

To close the toolbox, click on the **Close**  button in the top right-hand corner.

Screen Recorder Tips

Capturing screen activity can impact the performance of your computer. Read the tips below if you are experiencing any of the following symptoms:

- Sluggish behavior during recording process.
- Applications or menus open slowly.
- Movement of the cursor periodically freezes.

Tips

- Check the ACTIVstudio Screen Recorder settings. Read the descriptions for each setting and decide if the settings you've selected are appropriate for the material being recorded.
- Try altering your Video Compression and Audio Format settings to see if they make a difference. Balance your expectations for video and audio quality with the limitations of your system.

- To improve performance of your system:
- Check that you are not running any unnecessary applications to avoid overloading your system.
- Change the screen resolution and color depth for your computer to improve the performance if it is too slow. We recommend the color depth to be set at 16 bit and a minimum resolution of 800 x 600 for use with ACTIVstudio.
- Large capture areas increase the size of your video file. Always try to use the Area Screen Recorder to define the exact area for recording. Only use the Full Screen Recorder when it is absolutely necessary to capture the complete screen.
- Improve the specification of your system by upgrading your computer hardware. The more up to date your computer is, the better the performance.

Sound Control







Clicking on the Sound Control icon will give you two options: **Sound Controller** or **Sound Recorder**. Both options open toolboxes. The Sound Control box contains tools needed to play sounds. The Sound Recorder box contains tools needed to record sounds.

Location

If ACTIVstudio has been customized, the Sound Control icon could already be on one of your toolboxes. Otherwise, the Sound Control icon can be found in the [Tool Store](#). Click and drag the Sound Control icon from the Tool Store to a toolbox of your choice.

1. Sound Controller

The Sound Control box contains the following items:




Track number	Track 1 and Track 2 play different types of sound file: <ul style="list-style-type: none"> Track 1 = Speech or sound audio files, such as: .wma .wav .snd .au .aif .aifc .aiff Track 2 = More complex audio files, such as: .mp3 .cda .mid .rmi .midi.
Repeat	Select this box to play your sound on a continuous loop.
Sound file name	The name of the current sound file should be displayed underneath the 'Track number' radio boxes. If the Sound Control box does not display your sound file's name, you may be looking at the wrong track number. Select the other radio button to change the track.
Seek bar	 <p>Shows how much of the sound file has been played.</p> <p>Click and drag the progress indicator to move to a specific point in the recording.</p>
Play	
Pause	
Stop	
Mute	
Volume Control	

The Sound Controller can play two audio files at once. ACTIVstudio also 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.

2. Sound Recorder

If you have a microphone connected to your computer, you can use the sound recorder to record sound.

The Sound Recorder box contains the following:


Sound file name	The name of the recording is at the top of the box.
Time	Shows the length of the recording as you record.
Volume Level	The two bars show the sound volume. For a good recording, the sound levels should always be within the limits of these bars.
Record	
Stop	
Cancel	

Using sounds

Recording sound

These instructions explain how to use ACTIVstudio's sound recorder. Make sure a microphone is connected to your computer for the sound recorder to work.

1. Click on the **Sound Control icon** and select Sound Recorder. The Sound Recorder box will appear on the screen.

2. Click on the **Record button** . Your settings determine what will happen next. Either the recording will begin, or you will be asked to give a file name before the recording begins.
3. Click on the Stop button when you have finished. Depending on your settings, an image can be placed on the Flipchart with a link to your sound and/or the recording can be saved to a location of your choice. If you create a link to the sound, the sound will be saved as part of the Flipchart.

Adding pre-recorded sounds to your Flipchart

To play a sound, the Enable Actions feature must be **activated**.

There are two main ways to add sounds to your Flipchart:

- Drag the sound out of the Resource Library. An icon will appear on the Flipchart. Click on the icon to activate the sound.

- Create a link to your sound. Right-click on the page, select **Insert>Link Object...** In the Create a Link Object box, use the



[Browse button](#)

to find the sound you want to play.

Sound file formats

ACTIVstudio can work with the following sound file formats: .aif .aifc .aiff .au .cda .mid .rmi .midi .mp3 .snd .wma .wav

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 Color 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 centre 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.

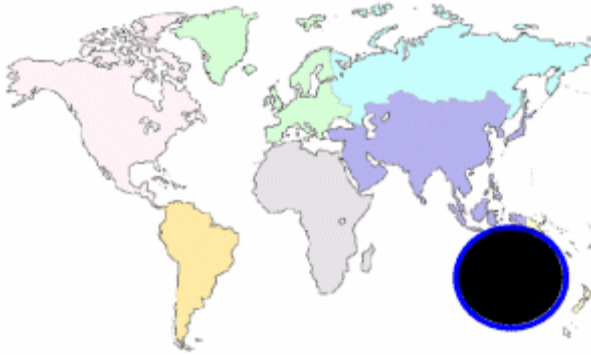
Spotlight tool

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 tool is only applied to the currently active Flipchart.

To resize the spotlight, press the ACTIVpen down and drag the cursor towards the centre of the spotlight area to make it smaller, or away from the spotlight centre 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 Effects 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 Reveal tool, click on the Reveal tool button in the toolbox, and your screen will be fully exposed.

Apply the Reveal tool 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 Reveal tool.

The Reveal tool can be applied to both the Flipchart and Desktop Flipchart. When the Reveal tool is applied to the Flipchart, you can navigate through your Flipchart pages and the Reveal tool 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 Reveal tool, even if your previous pages were partially revealed.



You can access the Reveal tool 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	<p>Choose one of the options from the flyout menu to create a new tickertape:</p> <ul style="list-style-type: none">• Define... To open the Tickertape Definer and create a new message from scratch.• From Clipboard To automatically create a message from text that has been copied to the Windows Clipboard, using the default Tickertape settings.
Open From	<p>Choose one of the options from the flyout menu to open a saved tickertape from that location:</p> <ul style="list-style-type: none">• My Tickertapes... Opens a window that displays all tickertape files located in the My Tickertapes folder in My Resource Library.• Shared Tickertapes... Opens a window that displays all tickertape files located in the Shared Tickertapes folder in your Shared Resource Library.• Other Location... Browse for tickertape files located on your computer. <p>The filenames of any recently opened tickertapes will be displayed at the bottom of the menu.</p>
Edit...	<p>Opens the Tickertape Definer for your current tickertape, allowing you to change or reformat your message text.</p>
Save To	<p>Choose one of the options from the flyout menu to save the current tickertape to that location:</p> <ul style="list-style-type: none">• My Tickertapes... Opens a window that allows you to enter a filename and save your tickertape in the My Tickertapes folder in the area of the Resource Library called My Resource Library.• Shared Tickertapes... Opens a window that allows you to enter a filename and save your tickertape in the Shared Tickertapes folder in your Shared Resource Library.• Other Location... Browse to a folder on your computer and enter a filename and save your tickertape in that location.

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.

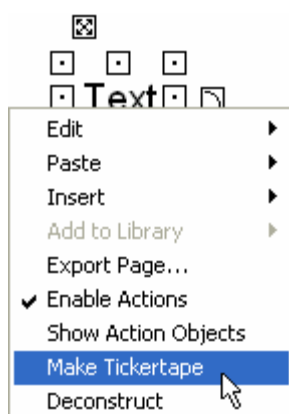
Click in the tickertape area to temporarily pause it. When the tickertape is paused, you can click and drag it left or right to change the position of the tickertape horizontally on the screen. Right-click anywhere in the tickertape area to stop and close it.

Alternatively, use the tickertape controls, which are displayed below the tickertape:

- Time bar: move the Time bar to change the speed that the tickertape scrolls.
- Pause: click the Pause button to pause or resume the tickertape.
- Stop: click the Stop button to close the tickertape.

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.

Alternatively, use the tickertape controls below the tickertape to alter the scrolling speed, pause or stop 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

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

Use the Page Zoom 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 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 Page Zoom 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

When you are working on a Flipchart, click on the Page Zoom 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 button 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 Page 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, 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 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 [Close 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 in your toolbox.

Presentation Tools

Disable Right-Click tool

The Disable Right Click tool allows you to disable the right-click function to prevent pop up menus appearing in your presentation if you accidentally activate the barrel switch on the ACTIVpen.



Disabling the right-click functions will restrict the use of functions that can only be accessed by a right-click on the Flipchart or Windows desktop.

Disable the Right-Click Function

First add the Disable Right-Click tool to your toolbox as described in the **Tool Store** topic. When the tool has been added to the toolbox, the right-click function will still be enabled. Click once on the tool to select it and disable the right-click function.

Enable the Right-Click Function

Click once more on the Disable Right-Click tool to de-select it and enable the right-click functions.



If you exit ACTIVstudio whilst the tool is selected, the right-click function will automatically be re-enabled when you next open ACTIVstudio.

If you remove the Disable Right-Click tool from the toolbox whilst the tool is selected, the right-click function will automatically be re-enabled.

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 Activities or My 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.

Activity Wizard


The Activity 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 has its own built in help, 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:


Analogue	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.

Analogue 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 . 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.

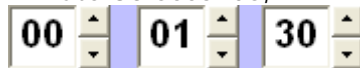
Clock Counter



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

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,



Count up to

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.

Compass tool

Use the compass to draw arcs or circles of any color, size or line thickness.

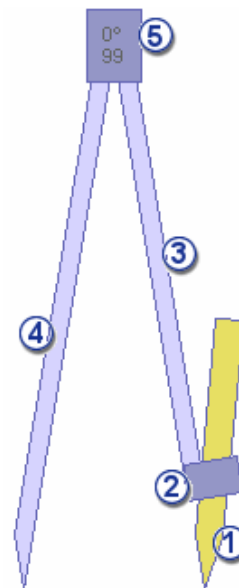
Location

The Compass tool is in the Tool Store. To use the compass, click and drag the Compass icon from the [Tool Store](#) to the toolbox of your choice.




How does it work?

The compass has five sections:

- ① The pen. Click and drag to draw the circle.
- ② The pen holder. Click and drag to open or close the compass points.
- ③ The pen arm. Click and drag to rotate the compass without drawing a circle.
- ④ The point arm. Click and drag to move the compass around the page.
- ⑤ The top. Can be set to show the angle between the compass arms and the distance between the pen and the point.



Compass features

The Compass tool works with the [Pen tool](#) , the [Highlighter tool](#)  and the [Eraser tool](#) . Once the compass is on the page, you can change the color of the circle and its line thickness as you wish.

Compass size

Double-click on the compass to open the Maths toolbox. This toolbox enables you to increase or decrease the size of the compass.

Right-click settings

Right-click on the compass to open a menu with three options: Reflected; Show Degrees; Show Radius.

Exit the Compass tool

The compass will stay on the page until you uncheck the Compass icon or until you delete the compass from the page.

Dice tool

Use the Dice tool to generate random numbers and incorporate games in numeracy activities. Click on the Dice tool to display the Dice Roller.

Dice 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 five 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 centre 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 [Close 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

Click on the Protractor tool button and choose 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 tool and the Highlighter tool.

Change the appearance of the protractor

To change the scale of the protractor, double-click on the protractor and click

on the [Increase Object Size button](#)  or [Decrease Object Size button](#)  from the **Maths toolbox**. This scales the size of the protractor to make it appear larger or smaller.




Double-click on the protractor to display the Maths 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 choose **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 centre 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 [Rotate Object 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 centre of rotation is at the centre zero mark. Release the click when the protractor is at the desired angle.

Draw a segment

When the Pen tool 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 centre. 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 or highlighter color.

Hide the protractor

To remove the protractor from the screen:

- Click the protractor tool button once more.

Or,

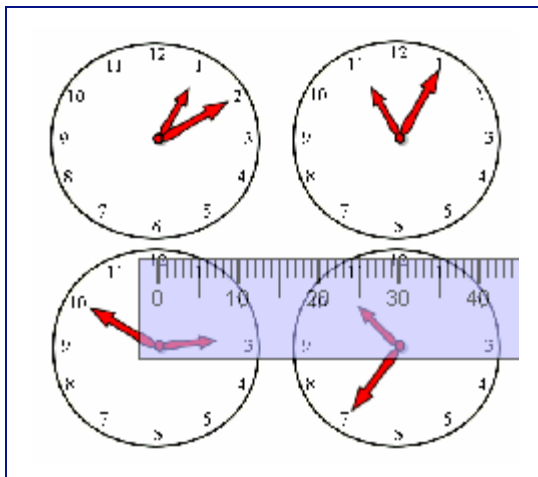
- Double-click on the protractor to display the Maths toolbox and click on the Delete button.



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

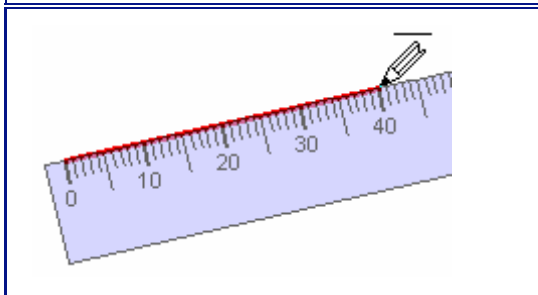
The ruler is a useful tool that can be used for numerous activities, here are some ideas for using the ruler in ACTIVstudio:



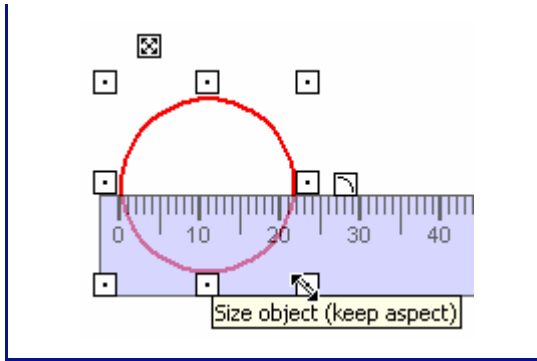
Quickly align or arrange your objects symmetrically.



Using a grid 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), **mm** (millimeters) 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 tool and Highlighter tool.

Change the appearance of the ruler

To increase or decrease the length of the Ruler, double click on the Ruler and click on the **Increase Object Size button**  or **Decrease Object Size button**  from the **Maths 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 choose **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 **Rotate Object arrows** , you can click and rotate the ruler to a particular angle. The centre of rotation is at the top of the zero mark on the measurement scale. The current **angle of rotation**



is displayed in the centre of the ruler. Release the click when the ruler is at the correct angle.

Draw a straight line

When the Pen tool 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.

To quickly adjust the length and angle of the line, move the ACTIVpen so that it is near one of the line ends. The cursor will change to the line stretcher. Click on the line end and drag it until the line is the desired length and angle.

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 Maths toolbox and click on the Delete button.

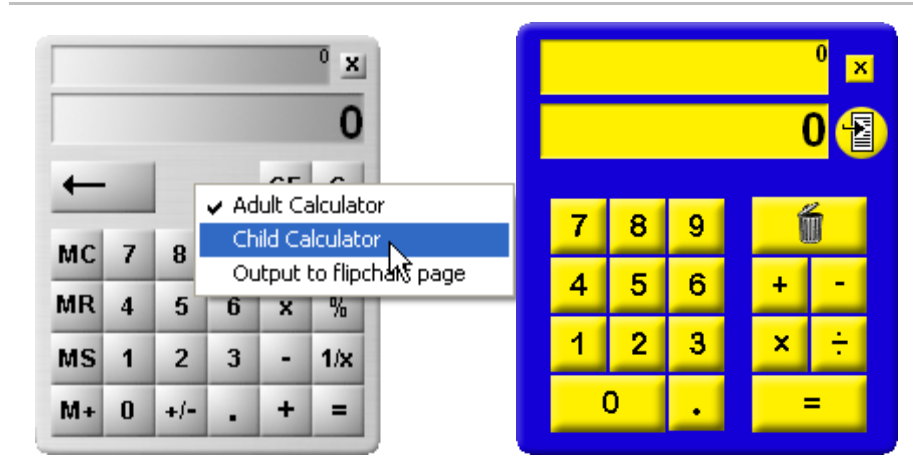


You can access the ruler settings and context help quickly if you right click on the Ruler tool in your toolbox and select [Settings...](#) or [Help...](#) from the popup menu.

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.

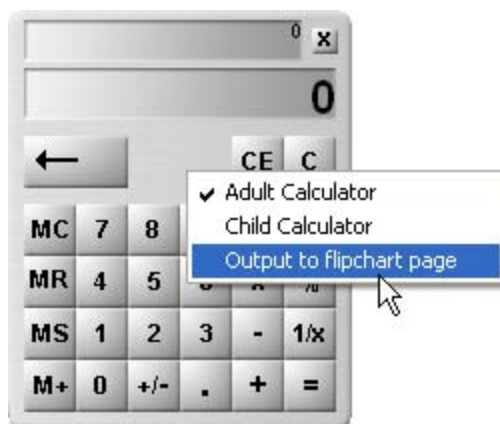
When you select the calculator from the toolbox, the adult version will automatically appear as default. However, you can change the calculator to a child version, which is a simplified version with bigger and more colorful buttons. Right-click anywhere on the calculator apart from the display screen 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+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 keypad.



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

Creating / Editing a Link Object

To create a link object, or edit an existing one, fill in the fields as follows:

Enter a path/filename or URL to link to

To link to a program or file, enter the **path** For example C:\Program Files\ACTIV Software\ACTIVstudio 2\Sounds\ALARM.WAV , or click the More button to browse to the file location.

Alternatively, enter the **URL** For example www.prometheanworld.com of a website.

Command line parameters

If you are linking to a program or .bat file, Command Line Parameters enable you to initiate an action when the .exe or .bat file specified in the Program/File textbox is opened. For example you can specify that Microsoft Excel launches a particular workbook.

Add link as

Choose how you want the link to appear on the Flipchart. You can choose from:

- Text The name of the file or the URL of the website will display as text.
- Image icon The link will display as the icon associated with the program or file you are linking to.
- Action object The link will display as an invisible square. If you have enabled **Show Action Objects**, the square will have a red border so that you can see it easily on the Flipchart.
- Placeholder If you are linking to a multimedia file, you can display the link in a special window on the Flipchart, with controls to play, pause and stop the file.

You can show links to the following file types as

placeholders:

- Movies (.avi, .mov)
- Sound files (.wma, .mp3)
- Flash animations (.swf)

Find out more about Placeholders

Store file in Flipchart

By default, ACTIVstudio keep the file you are linking to in its existing location. If you move this file, the Link Object relating to it will no longer work.

Select 'Store file in Flipchart' to save a copy of the file inside the Flipchart. This means that you can move the original file but the Link Object will still work correctly.

Start Automatically

Select the Start Automatically checkbox to begin playing multimedia files as soon as you have inserted them.

When you have made your changes, click OK to close the Create / Edit Link box.

The following settings cannot be edited once you have created a link object:

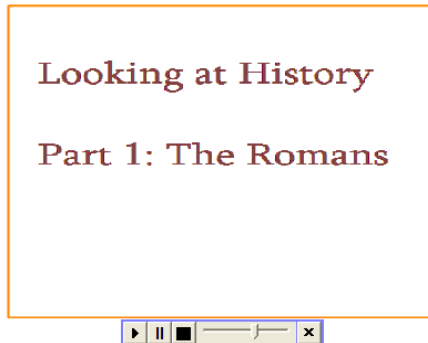
- Add File As
- Store File in Flipchart

If you are editing an existing link object, these settings will not be available in the Edit Link Object box.

Placeholder

A placeholder is a kind of link object for multimedia files, such as movies, sound files or Flash animation.

If you insert a multimedia file as a placeholder, a still frame of the file will display in an area you define, with controls to play, pause and stop the file. The placeholder will look like this on your Flipchart.




The file will play back within the area you defined.

[Creating a placeholder object](#)

To insert a placeholder link to a sound, movie or Flash animation follow these steps:

1. Right-click on the Flipchart in the place where you want to insert the link object.
2. From the menu that appears, select **Insert > Link Object...** **The 'Create a Link Object' box will appear.**
3. Enter the path of the file you want to link to.
4. From the 'Add Link As' section, select 'Placeholder'.
5. Choose how you want the file to be stored:
 - To store the file inside the Flipchart, select the 'Store file in Flipchart' checkbox. This means that if you move the Flipchart or view it on a different computer, the link will still work, but it will increase the file size of the Flipchart.
 - To store the file in its current location, clear the 'Store file in Flipchart' checkbox. This means that the file size of the Flipchart will not increase, but if you move the Flipchart or view it on a different computer, the link may not work.
6. Choose whether or not you want the file to begin playing automatically, or only when you click on the link. For automatic playback, select the 'Start Automatically' checkbox.
7. Click OK. The Placeholder Definer will display. You can resize the placeholder to the size you want the playing area to be. You can also use the slider to choose which frame of the file will display as the placeholder.
8. When you are happy with the placeholder click OK again.

Playing the multimedia file

When you hover the cursor over the video or flash frame, the **cursor**  will change to indicate that it is a Link Object. Click anywhere on the video frame image to start the video. Use the buttons to play, pause or stop the video or flash animation. You can also use the slider to find a particular place in the video or flash animation.



You can click and drag the Placeholder to another position while the video or flash animation is playing.

Annotating over multimedia files

You can annotate over multimedia files in a placeholder using any of the annotation tools, even if the file is playing.

When annotating over video in Desktop Flipchart mode, you may notice that your annotations are flickering. This is an issue caused by the graphics hardware on some computers.

You can reduce the annotation flickering by reducing the hardware acceleration of your graphics hardware.



- 1. Right-click on your Desktop and choose Properties.... The Display Properties box appears.**
- 2. Select the Settings tab.**
- 3. On the Settings tab, click the Advanced button.**
- 4. The settings box for your monitor appears. Select the Troubleshooting tab.**
- 5. Use the slider to reduce the Hardware Acceleration setting until your annotations stop flickering.**

The process for adjusting these settings may vary depending on the type of graphics hardware you have installed. Check your graphics hardware documentation for more detailed instructions.

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.

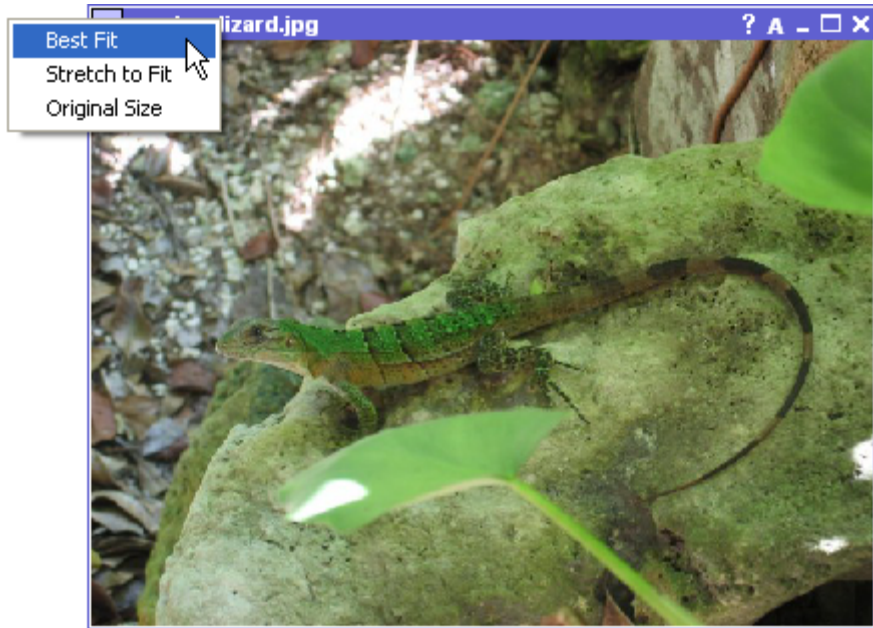
- PDF documents
- Shockwave Flash movies
- Web pages



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 and PDF documents will open in an instance of the Link Viewer window called the Web Browser. This window includes a number of internet button controls.



- The Link Viewer window will include playback and sound controls for video files.



To play the video at high quality, click the M button and select High Quality Video. If you play a video at high quality, you can't capture it using the screen recorder or other screen capturing tools.

- 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 if you are upgrading from ACTIVstudio version 1 to ACTIVstudio version 2 or later.


The Links tool is included in ACTIVstudio version 2 to support links created by users of ACTIVstudio version 1 software. If you want to update or organize your link library, you must edit it in ACTIVstudio version 1 software. Full instructions about how to edit your link library can be found in the ACTIVstudio version 1 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 if you are upgrading from ACTIVstudio version 1 to ACTIVstudio version 2 and later.






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**.

The Link List window displays links to files which you created in ACTIVstudio version 1. To update your Link List, use the ACTIVstudio version 1 software.

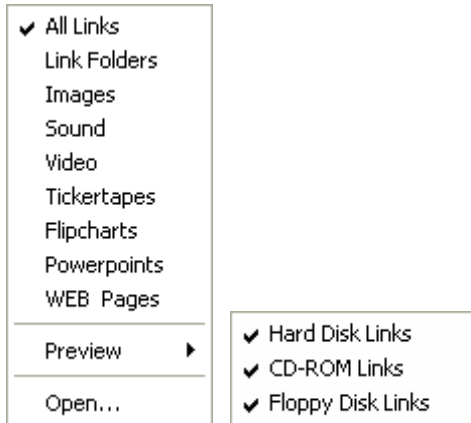
Like the toolbox, the Link List window is designed to always sit on top of other applications and can be docked. The Link List can also be sized and positioned like other Windows applications.

To open a link, click on the link name and ACTIVstudio will display the image or document.

Title bar buttons

	Browse	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 Browse 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 ACTIVstudio version 1 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 Tool tip 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.

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 Keystroke Definer 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 Browse 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 allows you to access the world wide web and view web pages during an ACTIVstudio session. Click on the Web Browser button and the Web 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 Web Browser** checkbox.



You can access the context help quickly if you right click on the Web Browser button in your toolbox.

Changing object behaviour

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

Top 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 top layer but will be displayed above (or over) the top of any object placed on the bottom layer.

Selecting '**Clear Objects**' from the Clear tool menu will

remove any objects placed on the middle layer, see **Changing the layer** below.

Bottom layer

Initially empty, the bottom 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 bottom 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 > Bottom, Middle** or **Top**. This allows you to cover, for example, an annotation object with an image object.

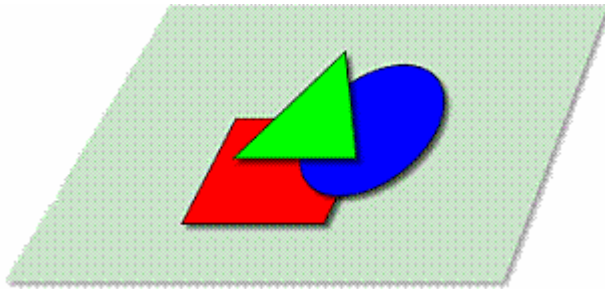


The Eraser tool will act on any object placed on the front layer, as well as annotation objects.

The example below shows the Eraser removing the shoe, which has been placed on the top 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.




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 Rotate Object Pick-up Box to spin the object around it's centre point. However, you may not want to rotate an object around its centre point. Instead, use the XY Origin tool to add an origin point anywhere on a page. The object will spin around the page origin point when you click and move the Rotate Object Pick-up 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 centre of rotation. Select the object with the Marquee Select tool, notice the XY Origin tool button remains selected. Then, use the Rotate Object Pick-up Box to spin the object around the new origin point. When you have finished, click on the XY Origin tool once more to remove the rotate point.

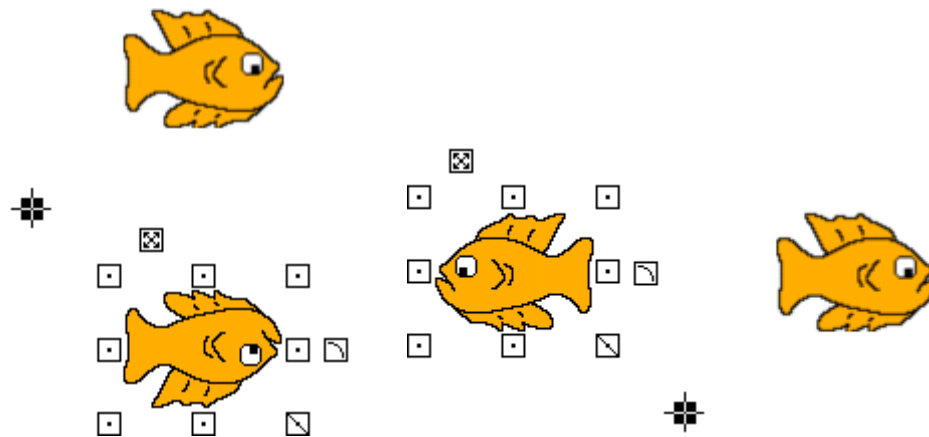
The origin point will remember its last position on a page. When you switch it on again, it will automatically appear in the same position when it was last displayed.

A group of objects will rotate about the centre 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.

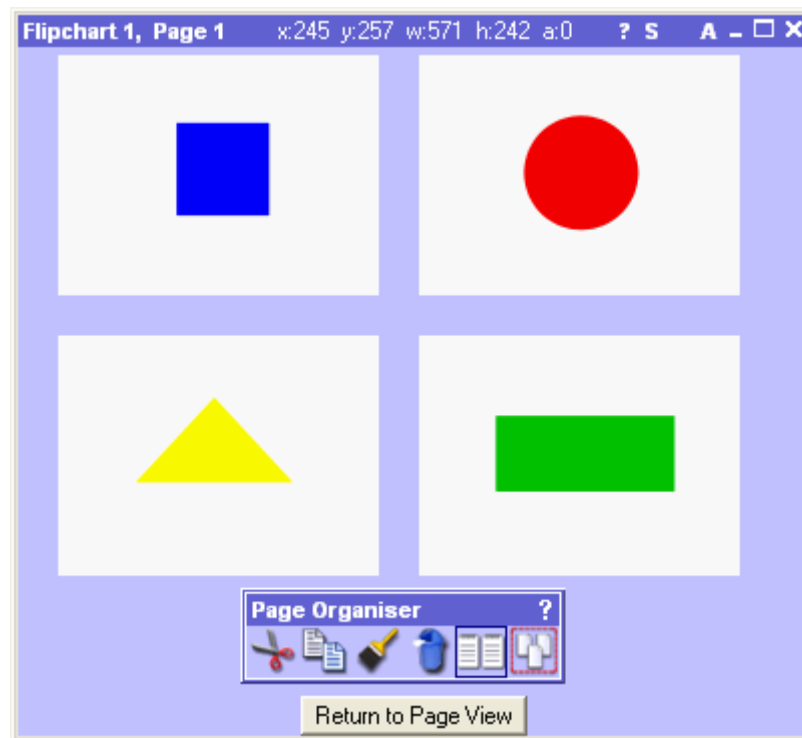
 You can access the context help quickly if you right click on the XY Origin tool button in your toolbox.

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.

Click on the Page Organizer 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. Your Flipchart will be updated with the changes you made in the Page Organizer.

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

Copies 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. Each click on the Undo tool reverses one more action.

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 Quick Print tool in your toolbox.

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.

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 - 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
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 question results. You would set this option if you would like to save or review the results of all of the 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 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 selected, 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 the results will be displayed, if **'Display Results'** has been selected.

- Allow users to alter their answer
If selected, your users can change their answer for the duration of the timeout period. When the timeout period has ended, further answers will be ignored and the results will be displayed, if **'Display Results'** has been selected.
- 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
Selecting this option will display the results automatically after the question has timed out, or when the 'Take users first answer only' option is set. To display the results at another time, right-click on the Flipchart page and choose **ACTIVote > Results...**, or right-click on the ACTIVote tool button and select **Results...**
- Automatic page advance
Select this option to automatically turn the page after receiving answers to a Question Flipchart. This is useful for timed question papers when used 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 **Browse button**  to select another database.
- Lower Case Letters
Automatically changes vote labels that use letters, for example A), B), C), to lower case, for example a), b), c). This option is disabled by default.

Settings - Clock

To display the Clock settings click on the **Menu > Studio Settings...** and select **Clock** from the left-hand pane.

The Clock settings allows you to define options for displaying and using the Clock tool.

Analogue

- 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.

Settings - Desktop Flipchart

To display the Desktop Flipchart settings click on the **Menu > Studio Settings...** and select **Desktop Flipchart** from the left-hand pane.

Use the Desktop Flipchart settings to specify the type of Desktop Flipchart you want to create.










The Desktop Flipchart settings

Select one of the following to specify how you want to annotate your desktop:

- Page Background is Live Desktop
You can annotate your desktop with tools such as the pen, highlighter and eraser; you can interact with your desktop with the Marquee Select tool. This is the default setting for users of Windows 2000, XP and later. Otherwise, the following setting is the default.

- Page Background is Photo of Desktop
Use this setting to turn your desktop into a background. Work with this desktop image as you would with any Flipchart background.

Change the following settings to specify how you view your Desktop Flipchart.

- Start New Page Each Time Desktop Flipchart is Shown
Select if you want to begin a new page each time you exit and re-enter a Desktop Flipchart in a session. The new page will be added the end of your current Desktop Flipchart. To return to a previous page, click the [Previous Page button](#) .
- Show Caption Bar When Maximised
With this option selected, a bar will be placed across the top of your Desktop Flipchart showing the current page number.
- Show Caption Bar Tools
Use this option to display the Caption bar tools when annotating your desktop. These tools, which usually appear to the top-right of any Flipchart page, include [Page Scale](#) , [Page Notes](#) , [Minimize](#) , [Maximise](#)  and [Close](#) .
- Show Border
Using the Width buttons, you can include a border around your Desktop Flipchart to help differentiate between your Desktop Flipchart and the real desktop.
- Show Flipchart Toolstrip
Use if you want to see the Flipchart toolstrip when annotating over the desktop, giving you access to tools such as [Previous Page tool](#) , [Next Page tool](#) , the [Reset Page tool](#)  and the Resource Library.
- Show Cancel Button
Use this option to show a Cancel button at the bottom of your display when annotating the desktop.

Click **here** for more information about annotating your desktop and using Desktop Flipcharts.

Settings - Effects

To display the Effects settings click on the **Menu > Studio Settings...** and select **Effects** from the left hand pane.

- **Show Cancel button when using effects**
Selecting this option places a Cancel button at the bottom of the screen when you are using the Reveal tool and Spotlight tool. Click on this button, or the tool button, to stop using the Reveal tool and Spotlight tool and return to the normal page view. If the checkbox is cleared, click on the Reveal tool 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 box 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 Reveal tool blind, click on the Color box and select a color from the standard Windows Color Palette.

Settings - Flipchart

To display the Flipchart settings click on the **Menu > Studio Settings...** and select **Flipchart** from the left-hand pane.

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 box 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 maximised
Removes the [Flipchart caption bar](#)  from the screen when the Flipchart is maximised, to view the Flipchart as full screen. Select the checkbox to hide the caption bar when the Flipchart is maximised. Clear the checkbox to view the caption bar when the Flipchart is maximised.
- Show Flipchart Summary when saving
Displays a window upon saving a Flipchart where you can add useful information relating to the Flipchart.
- Flipchart Trashcan



Select the checkbox to display the [Flipchart Trashcan](#) on your Flipchart. You can drag objects directly into the Trashcan to remove them from your Flipchart page.



You can drag the ruler and protractor 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 Selector
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 Selector 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 box 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 Pick-up 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 box 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 **Browse 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

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 allow you to define the options for high quality images and displaying objects.

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.

- **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 does not alter the quality of annotations drawn 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 whilst the image is being manipulated. This setting only applies to manipulated images and not images that are displayed in their original size.



If you are using an older computer, you may notice that it runs more slowly when High Quality Image Manipulation is in effect. If this is the case, clear the checkbox to disable High Quality Image Manipulation.

- Placeholder
Increases the visual quality of multimedia file playback.

If you are using an older PC, you may notice that your computer runs slowly if you enable the High Quality Placeholder setting. If this happens, clear the checkbox to disable the setting.

When annotating over video in Desktop Flipchart mode, you may notice that your annotations are flickering. This is an issue caused by the graphics hardware on some computers.

You can reduce the annotation flickering by reducing the hardware acceleration of your graphics hardware.




1. Right-click on your Desktop and choose Properties.... The Display Properties box appears.
2. Select the Settings tab.
3. On the Settings tab, click the Advanced button.
4. The settings box for your monitor appears. Select the Troubleshooting tab.
5. Use the slider to reduce the Hardware Acceleration setting until your annotations stop flickering.

The process for adjusting these settings may vary depending on the type of graphics hardware you have installed. Check your graphics hardware documentation for more detailed instructions.

Other Flipchart Objects settings

- 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 moved completely 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 Pick-up Box
Select the checkbox so that you can only click and drag items onto the Shortcut bar and Resource Library using the [Free Mover Pick-up Box](#) . This prevents accidentally adding items to these areas when you are dragging objects across your page.

- Automatic annotation grouping
Select the checkbox to group annotations together when they are created within the same proximity.

Clear the checkbox if you want all annotations you create to be single annotation objects. See The Pen, Highlighter and Eraser tool for more information.

- Background color to use when editing text objects

Choose 'Page Color' or 'Other'. When editing text, the text you are working with is given a temporary background color. Select 'Page Color' and this background will be the same color as your page. Select 'Other' and you can choose the color of the temporary background.

This setting is useful, for example, when you are working with white text on a white page. You can change the background color to red to help you see the text you are changing.

If you select 'Page Color' ACTIVstudio uses the color of your page behind any background already on your page.

Settings - General

To display the General settings click on the Main toolbox's **Menu button and click on Studio Settings...** Select '**General**' from the left-hand pane.

The General settings give you four options:

- Display tooltips
Select this checkbox and ACTIVstudio's icons will display a short description when you hover the cursor over them.
- 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 a clock 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 this window from displaying.
- Reset All Settings

Use this button to return to the default settings for ACTIVstudio. All of your ACTIVstudio settings will return to how they were when the software was first installed.

Settings - Language

To display the Language settings click on the **Menu > Studio Settings...** and select **Language** from the left-hand pane.

The Language settings allow you to localize the ACTIVstudio interface by specifying a language.

- This application 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.
- Multiple Language Text Edit Support

Select this checkbox if you want to use more than one language on the same Flipchart, for example English and Japanese.

Warning: If you enable Multiple Language Text Edit Support and distribute your Flipcharts to other users, they may have to upgrade their ACTIVstudio application in order to edit mixed language content.

Settings - Linked File Hosting

To display the Linked File Hosting settings click on the **Menu > Studio Settings...** and select **Linked File Hosting** from the left hand pane.

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.



Quicktime MOV files will always play in the Quicktime Player, regardless of the ACTIVstudio video setting.

Select the **Show Sound Controller** checkbox to host sounds using the Sound Controller. The sound controller can playback up to two sound files simultaneously.

You can control and display web pages in a dedicated media window provided by ACTIVstudio, just select the **Use 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.

The Web Browser window can also be used to host PDF files. Click on a link to a PDF file and if the **Use Web Browser** checkbox is selected, the PDF document will open in the Web Browser window. If the checkbox is not selected, the PDF file will open in a session of Adobe Reader or Adobe Acrobat, depending on which program you have installed.



You will need to have Adobe Reader or Adobe Acrobat installed in order for ACTIVstudio to host the PDF file.

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.prometheanworld.com>

Search URL - <http://www.google.com>

Settings - Profiles and Resources

To display the Profiles and Resources settings click on the **Menu > Studio Settings...** and select **Profiles and Resources** from the left-hand pane.

The Profiles and Resources settings allow you to determine the location of the Shared ACTIVstudio files and settings and the files and settings called My ACTIVstudio.

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 Resource Library.

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 open and save all your personal ACTIVstudio Flipcharts and resources within the folder: "\My Documents\ACTIVstudio 2".
- 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 Flipcharts and resources. The Shared 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.

Settings - Right Button

To display the Right Button settings click on the **Menu > Studio Settings...** and select **Right Button** from the left-hand pane.

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.

Settings - Recordings

To display the Recordings settings click on the **Menu > Studio Settings...** and select Recordings from the left-hand pane.

With the Recordings settings you can change various **video** and **sound** settings. Changing these settings can, particularly, improve the performance of the Full Screen Recorder and the Area Screen Recorder.

Screen recorder settings

- **Optimal Capture Frame Rate**
Select this option so that the screen recorder works at the best frame rate for your computer. The screen recorder will automatically balance options such as color depth and video size to allow the highest frame rate possible.

- **Capture Frame Rate**
Select this option if you want to specify your own frame rate, which is entered in the text box. Frame rates are specified in frames per second (fps).
- **Record Audio**
Select if you want to record sound while you create your video.
- **Quick Capture**
Select when recording activities with lots of cursor movement over large, static areas. For example, recording a software demonstration.
- **Capture Mouse Pointer**
Select if you want to record cursor movements in your video.
- **Capture Layered Windows (only for Windows versions 2000, XP and later)**

Layered windows are used by applications to create translucent windows. For example, the translucent image that appears when you drag and drop an icon on your desktop. Select the Capture Layered Windows checkbox when recording applications that use **layered windows**. **Capturing** layered windows can cause the cursor to flash when recording. This effect will not, however, appear in the actual video file.

- **Disable Hardware Acceleration during recording**
Hardware acceleration improves the performance of 3D graphics on your computer but can adversely affect the performance of the screen recorder. Select the checkbox to allow ACTIVstudio to switch off hardware acceleration at the start of the recording and restore it upon completion of the recording.
- **Hide Screen Recorder Toolbox whilst recording**
Select the checkbox to hide the Screen Recorder toolbox at the start of each new recording. When the toolbox is hidden, stop the recording by clicking the Screen Recorder icon.

Sound recording settings

When recording sound, choose from one of these three settings:

- **Add To Flipchart.** When you finish your recording a sound icon will be added to your Flipchart page. Click on the icon, with **Enable Actions** activated, to play your recording.
- **Save To Disk.** When you click on the Record button you will be asked to specify a file name and a location for your sound file before the recording begins.
- **Both.** You will be asked to give your recording a name and to specify where you want to save it; an icon will also be placed on your Flipchart.

Settings - Shape Recognition

To display the Shape Recognition settings dialog click on the **Menu > Studio Settings...** and select **Shape Recognition** from the left-hand pane.

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

To display the Toolbox settings click on the **Menu > Studio Settings...** and select **Toolboxes** from the left-hand pane.

The Toolboxes 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.




To undock the toolbox, click and drag the toolbox away from the edge of the screen.

Object 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 Object Edit toolbox to appear close to where you select an object.

Settings - Tools

To display the Tools settings click on the **Menu > Studio Settings...** and select **Tools** from the left-hand pane.

The Tools settings principally affect the appearance of the ruler, protractor and compass. You can also change settings for the [Camera tool](#) , the [Dice tool](#) , the [Resource Library Shortcut buttons](#) (The Resource Library shortcut buttons can be added from the Tool Store to any toolbox. They provide you with a quick link to your chosen area of the Resource Library) and the [Page Zoom tool](#) .

The Tools settings:

- Camera captures toolboxes



When using the [Camera tool](#), select this option if you want the ACTIVstudio toolboxes to be included in your snapshot. Clear the checkbox to hide toolboxes when you take a snapshot.

- Protractor, ruler and compass color

To change the color of your ruler, protractor or compass, click on the 'Tool color' box and select a color from the Color Palette.

To change the color of the text on the ruler, protractor and compass image, click on the 'Tool text color' box and select a color from the Color Palette.

- Protractor, ruler and compass translucency

Move the Translucency slider to the left or right to make the protractor, ruler or compass more or less transparent.

- Dice Speed



When using the [Dice tool](#), move the Dice Speed slider to the left or right to make the software's dice animation faster or slower.

- Page Zoom Speed



The speed at which the [Page Zoom tool](#) works can sometimes vary depending on how many objects are on the page. Move this slider to the left or right to change the speed at which the Page Zoom tool works.

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 Recognition 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 Recognition toolbox when editing text objects or saving files. Clear the checkbox if you do not require the Recognition toolbox to be displayed when editing text objects or saving files.

- Handwriting Recognition Language
Choose the language in which the Recognition Tool will recognize your annotations and convert them 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)
- Display 'Start' Tooltip

When using the handwriting recognition feature, an [icon](#) will display beneath your pen cursor whenever handwriting recognition is available to use.



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 ACTIVpen nib on the ACTIVslate surface produces a left-click on the PC. Clicking the button on the ACTIVpen barrel produces a right-click. Pressing the ACTIVpen 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

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 ad hoc 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.

If the ACTIVote tool button has not been added to one of your toolboxes, open the **Tool Store** then click and drag it into a toolbox.

When the ACTIVote tool is placed in a toolbox, the Menu button menu is updated to include items relevant to ACTIVote system.

To start a voting session, click on the **ACTIVote** button and select a mode. See **ACTIVote Session** for more information.

To amend users, devices, settings, etc. click on **Menu > ACTIVote** and select an item from the menu.

Right click on the ACTIVote tool to select one of the following options:

Results...	Use this option to view the results from a previous voting session. The results displayed will be for the current Flipchart page. Turn to another Flipchart page and select the Results... option to view the results for that page.
Display Names	Display the device number or user name underneath the ACTIVote Timeout bar.
Display Results	Will automatically display the Results window if you have entered a value for the Question Timeout or if the 'Take users first answer only' radio box is selected in the ACTIVote Settings.
Settings...	Display the ACTIVote Settings.
Help...	Display help about the ACTIVote tool button. For more detailed information about using ACTIVote, access the separate ACTIVote help system from the ACTIVstudio menu by clicking on Menu > Help > ACTIVote....

ACTIVote session

To display the ACTIVote Session dialog, click on the [ACTIVote button](#)



, or click on **Menu > ACTIVote > Session**. To learn about adding tools to your toolbox, see **Customize Toolboxes**.

Select a mode for the session:

Demo Mode

Use simulated devices to practise using the program in Demo Mode. Enter the number of devices you would like to see in the demonstration.

Click **OK** to proceed with the session, or **Cancel** to remove the session window from display.

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 the **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.

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.

If your devices are not already registered, click on **Menu > ACTIVote > Devices** to register your ACTIVote devices. Then, in the Session dialog, click on the **Users...** button to allocate users to your registered devices.


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.

To start a voting session, click on the ACTIVote button once more. When all responses are received you can display the results window:

Click on the ACTIVote button once more.

Or, in Design Mode right click on the page and select **ACTIVote > Results....**



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.

Question Page settings

To display the Question Page settings, right click on the page and select **ACTIVote > Question Settings**.

This window allows you to quickly set up a Question Flipchart ready for an ACTIVote Session. To create a Question Page, add a text object for the each of the following:

- The question
- The correct answer
- Wrong answers
- Answer labels, for example; A, B, etc.

Then right-click on the page and choose **ACTIVote > Question Settings**.

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 the number of seconds to set 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.
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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.

Answer labels, for example A, B, C, will display by default in upper case. To use answer labels in lower case, follow these steps:

1. On your Flipchart, click on the Main Menu button and select Studio Settings. The Studio Settings box will appear.
2. Select ACTIVote Settings.
3. Select the Lower Case Letters checkbox.
4. Click OK.

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 from the current page. The page will then be ready 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, select the object/s and double-click to reveal the Object Edit 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 the 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:



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 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 Rotate Object Pick-up Box 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 Object Edit toolbox, then select the Identification tab. Select the Grouped checkbox. When you click on one of the objects, the Marquee Pick-up Box area will now include all the objects you selected. Move the Rotate Object Pick-up Box to rotate the objects. This time, the objects are rotated around the centre 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.

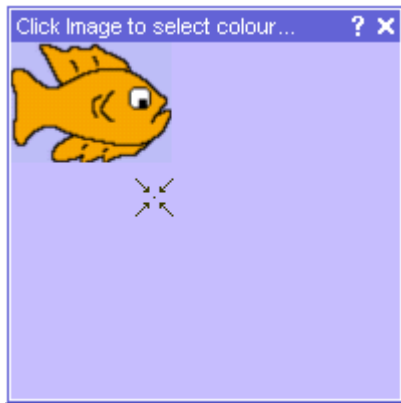
Appearance properties

To display the Appearance dialog, select the object/s and double-click to reveal the Object Edit 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 box 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 box and use the Object Transparency Selection tool to choose a color from the image.



Select the **'Pick through'** checkbox and click on the Color box 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, Highlighter 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 box 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 of 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 box and select a different color from the Color 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

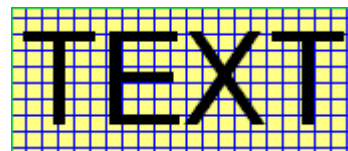


This text object consists of:

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

To display the Actions dialog, select the object/s and double-click to reveal the Object Edit 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. You can link an action to image, line, shape and text objects.

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 of the available actions in the drop-down list. Click on the down arrow to view the actions.

Example 1. Play a sound when you click on an object:

1. Add an object to the page.
2. Double-click on the object to display the Object Edit toolbox, then select the **Properties** button. The Properties and Actions dialog will be displayed. Select the **Actions** tab.
3. Select the **File** radio button, then click on the drop down arrow and select **Play Sound**.
4. Click on the **Set** button. The Select a Sound dialog will be displayed where you can select a sound file from the Shared Sounds resource folder. Select a sound file and click on the **Open** button.
5. Close the Properties and Actions dialog.
6. Click on the object to play the sound.

Example 2. Open the Page Notes:

1. Add an object to the page.
2. Double-click on the object to display the Object Edit toolbox, then select the **Properties** button. The Properties and Actions dialog will be displayed. Select the **Actions** tab.
3. Select the **ACTIVstudio Function** radio button, then click on the drop-down arrow and select '**Show Page Notes**'.
4. Close the Properties and Actions dialog.
5. Click on the object to open the Page Notes.

Example 3. Go to the next page of the Flipchart:

1. Add an object to the page.
2. Double-click on the object to display the Object Edit toolbox, then select the **Properties** button. The Properties and Actions dialog will be displayed. Select the **Actions** tab.
3. Select the **Page** radio button, then click on the drop down arrow and select **Next Page**.
4. Close the Properties and Actions dialog.
5. Click on the object to jump to the next page.

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.

Prevent the action when the object is hidden

You can specify that the action applied to an object does not work when the object is hidden (for example by another object placed in front of it). Select the checkbox to prevent the action working when the object that it is applied to cannot be seen.

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 Pick-up Boxes. Click and drag the **Free Mover**  Pick-up Box to move the object.

Tell us what you think

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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

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www.prometheanworld.com/uk/html/customer_care/contact.shtml

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www.prometheanworld.com/common/html/vb_forum/index.php



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