

# ACTIVprimary

## User Guide



**promethean**  
enrich, enlighten, inspire

PC version  
US Edition  
TP-1543-US  
Issue 3

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## Concept

ACTIVprimary has been specifically designed to enhance the teaching and learning experience for early years and primary education level. The simple, child-friendly interface allows access to ACTIVprimary's many tools and features, encouraging greater involvement in lessons by stimulating your students enthusiasm.

### The ACTIVprimary Interface

ACTIVprimary is split into two main areas, the Teacher Interface and the Pupil Interface. The Teacher Interface contains tools for teacher use only, so is located towards the top of the board. The tools contained in the Pupil Interface are intended for use by student and teacher alike, so it is located at the bottom of the board.

A Tool Tray provides access to a set of tool functions or resources. The items displayed depend on what tool is selected. Initially, the tray is located across the bottom of the board so that your students can reach it. However, to make the Flipchart area more accessible, you can switch the location of the Tool Tray to the top of the board.

The Flipchart is your main workspace area and consists of as many pages as you wish to create. Here you can annotate, create objects using the ACTIVprimary tools, retrieve content from the Resource Library and third party applications, focus attention on parts of the screen, use a range of virtual tools to enhance learning, link to other files, etc. The Flipchart can then be output to a printer, or exported to HTML format.

### Design Mode and Presentation Mode

Design Mode is an editing mode that allows you to prepare your Flipchart. Here you can manipulate and set properties on objects so that they appear or behave in a certain way when you switch to Presentation Mode. Extra features are available in Design Mode because you can access the right-click menus. The properties are applied in Presentation Mode so an object will behave as intended.

### Desktop annotation

From the Desktop toolbox, you can use the ACTIVpen to draw or highlight in different colors and pen widths over the live desktop or an image of the desktop. 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.

The Recognition tool converts your handwriting into text in external applications, such as Microsoft Word.

### Integration with Windows applications

ACTIVprimary has simplified the process to create links to your external files and programs. If you prefer, it will even host the file for you, so you don't even need to step outside the program.

### 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. ACTIVprimary makes it easy to share resources with your colleagues by saving your resources to a shared library located on your computer network.

### Resources

The Resource Library allows you to access files and objects to use with your Flipcharts. Open the Shared Library, supplied on a CD, for a wealth of resources which you can use, manipulate and save. This library is intended to be shared with multiple users.

Your Personal library allows you to save your own resources, or you can browse folders on your computer for resources to use with your Flipcharts.

### Customize ACTIVprimary

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

## **Support & Contact Information**

### **Technical support**

Registered users of Promethean software can contact user support on:

Telephone: (678) 762-1500

Email: **support@prometheanworld.com**

Technical support website: [http://www.prometheanworld.com/n-america/en/html/customer\\_care/contact.shtml](http://www.prometheanworld.com/n-america/en/html/customer_care/contact.shtml)

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User forum:

**[http://www.prometheanworld.com/common/html/vb\\_forum/index.php](http://www.prometheanworld.com/common/html/vb_forum/index.php)**













## What's new in ACTIVprimary?

Here is an overview of the new features and enhancements in this release of ACTIVprimary:

### New features

	Screen Recorder	Create movies of your changes on an interactive whiteboard or a computer screen.
	Compass tool	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.
	Floating Keyboard in Desktop Mode	You can now access the Floating Keyboard in Desktop Mode.
	Search for Resources	Search the Resource Library to find particular images, sounds and other resources that meet your needs.
	Mirror and flip Flipchart objects	Now when you right-click on an Flipchart object in Design Mode, you have the option to mirror or flip the object.
	Tickertapes	With the Tickertape tool you can generate messages that scroll across the screen.
	Notes and Pointers	With the Notes and Pointers tool you can attach Post-it style notes or pointers to highlight certain areas of the screen.

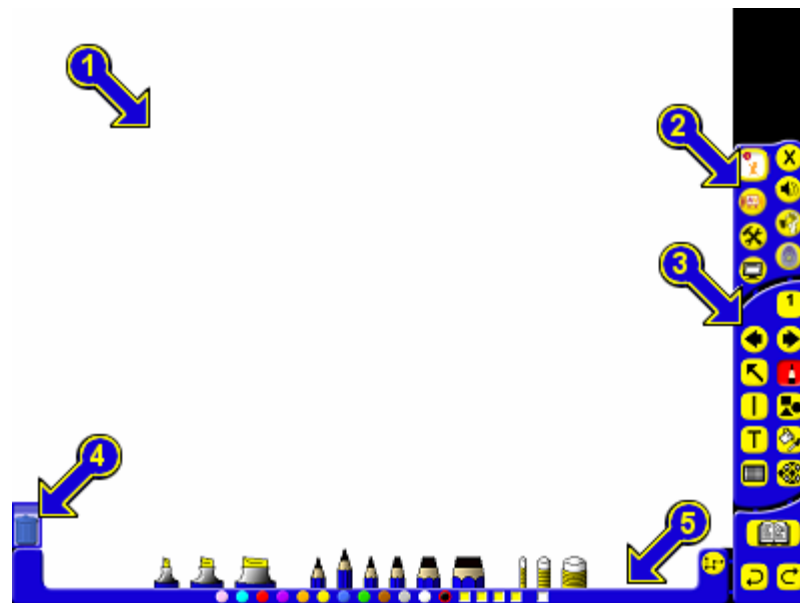
**Enhancements**

	Web browser	ACTIVprimary's web browser can now be accessed from the Teacher Tools menu. You can now add links straight to your Flipchart with the help of the web browser's Links button.
	Recognition tool	Right-click on the Recognition icon to display a new, adult Recognition toolbox. <a href="#">Shape recognition</a> is now available in the adult Recognition toolbox.
	Embed Flash movies	You can now save Flash movies as part of your Flipchart.
	Reset all settings	You can now restore ACTIVprimary's settings to their original state using this button.
	Open	Opening recently-saved Flipcharts is now easier.
	Print with page notes	You can now print your page notes, on their own or as part of a Flipchart.
	Wide format display support	ACTIVprimary can now be used with a wide display format.
	Large font support	You can now use ACTIVprimary in display modes of 96dpi and higher.
	Save	Saving is now simpler.
	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.
	Pen cursor options	When working with the Pen tool, you can now select the type of cursor you want to appear on the display, or you can switch the cursor off altogether.

## Presentation Mode

### Interface


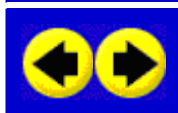










ACTIVprimary has been developed with the delivery of primary education in mind. ACTIVprimary provides a user interface that the pupils will find friendly and easy to use. The tool buttons have been designed to be easily recognizable visually and moreover accessible.



The interface is split into two distinct sections, a pupil interactive area and a teacher administrative area.

- |                                    |   |
|------------------------------------|---|
| <p><b>1</b> Flipchart</p>          | <p>The Flipchart is your main workspace area, in which you open, prepare and deliver your presentation.</p>   |
| <p><b>2</b> Teacher Interface</p>  | <p>The teacher administrative section has a selection of buttons that carry out functions you will want to control. Also allows you to access a range of menu functions.</p>                            |
| <p><b>3</b> Pupil Interface</p>    | <p>The Pupil Interface section has a selection of tool buttons that gives you and your pupils a wide range of functions to interact with.</p>   |
| <p><b>4</b> Flipchart Trashcan</p> | <p>Drag objects directly into the Flipchart Trashcan to remove them from your Flipchart page.</p>   |
| <p><b>5</b> Tool Tray</p>          | <p>Provides easy access to a useful set of tool functions or resources to use with your Flipchart. The items displayed depend on what tool is selected in the Pupil Interface or Teacher Interface.</p> |



### Pupil Interface


-  Displays the current **page number**. Also, you can click on the Page Number button to show a thumbnail of your Flipcharts in the Tool Tray.
-  Navigate through your Flipchart pages with the **Previous Page** and **Next Page** tools.
-  Click and drag objects around the screen with the **Select tool**.
-  The **Pens, Highlighters and Erasers** button displays a selection of drawing tools with a range of sizes and colors available.
-  The **Lines** button displays a set of pre-drawn lines from the Resource Library.
-  The **Shapes** button displays a set of pre-drawn shapes from the Resource Library.
-  The **Text** button allows you to place text objects on the screen. These are fully editable and can be displayed in a variety of fonts, colors and sizes.
-  The **Fill/color Picker** button allows you to select colors and fill objects with a range of colors.
-  The **Grids** button allows you to select from a range of grids in the Resource Library. They can be set so that objects snap to the grid.
-  The **Backgrounds** button allows you to select from a variety of backgrounds, which will display full screen, in the Resource Library.
-  The **Resource Library** button allows you to access to a huge range of multimedia resources. These are categorized for easy selection.
-  The **Undo** and **Redo** buttons.

#### The Page Number button

At its simplest this button will update to reflect the current page number. Click on the Page Number button to update the Tool Tray with thumbnails of your Flipchart pages.




Click on any one of the thumbnail images to view that page of the Flipchart. If your current document contains more pages than can be displayed, the [Next Page](#)  and [Previous Page](#)  buttons appear. Use these to scroll through all available pages.

When you are working in Design Mode, the [Page Organizer](#)  button will appear in the Tool Tray. See the **Page Organization** section for more information.

### Previous Page and Next Page buttons

Use the Previous Page and Next 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](#)  button and the Flipchart will display the second page.

### The Page Turn Effects window

Right-click on the Previous Page and Next Page buttons to access the Page Turn Effect window, which allows you to choose how the page turns in your presentation.

#### Effect

Choose one of the options from the drop-down menu.

#### 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)	ACTIVprimary 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 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.

### The Marquee Select tool

Allows you to manipulate objects on screen. The Marquee Select tool is enabled by certain other tools. For example, when you use the Shapes tool to add a shape, the Marquee Select tool is automatically enabled so that you can move your shape around the screen. The Tool Tray has no user definable options for the Marquee Select tool, so the ACTIVprimary logo is displayed while this tool is enabled. The name of your current Flipchart will also be displayed on the Marquee Select tool's Tool Tray.



**Selecting objects**

Click on an object to select it. Or, to select multiple objects:

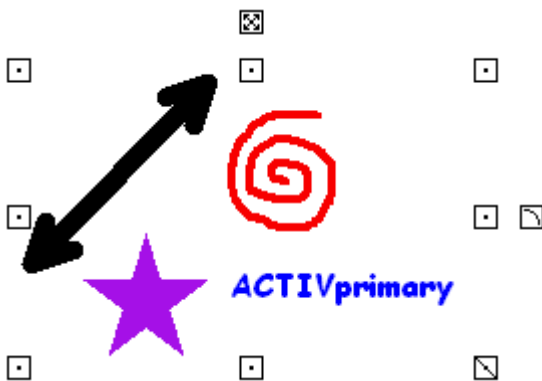


Click and drag the cursor over the objects you want to select. As you drag the cursor, a dotted rectangle will be drawn to indicate the selected area. Release when you have surrounded the object(s).

It is not necessary to completely surround an object for it to be selected.

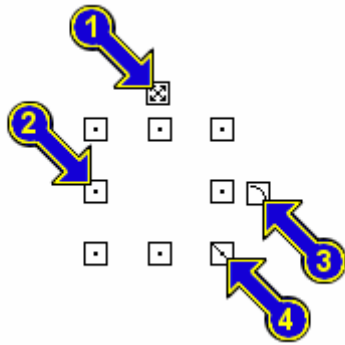


You can select non-adjacent objects by selecting an object and holding the ctrl key when you click on the other objects you want to add to your selection.



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

### Pick-up Boxes



- 1** Freely Move Object      When you hover the ACTIVpen over the Freely Move Object Pick-up Box, the cursor changes to indicate that you can move the object in any direction.
- 2** Alter Object/Size Object Pick-up Boxes      With the Alter Object Pick-up Boxes you can change the height or width of your object. With the Size Object Pick-up Boxes you can change both the height and the width.
- 3** Rotate Object      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 center. The object rotates in real time, so you can see the visual effect of the rotate as it happens.



In Design Mode, you will notice a [numerical display](#) **155°** as you rotate the Pen Object indicating the angle of rotation. You can use this as a guide if you plan to independently rotate numerous objects and you wish to rotate by the same amount. The rotation is set to snap to the nearest degree and increments in whole degrees only.

When you release the pen your object will stay at the rotated angle.

If multiple objects are selected, you may also rotate them in real time as though they were one object. Use the Rotate Object Pick-up Box in the same way as for a single object.

You can change the center of rotation for all objects on the page by using the **XY Origin tool**.

**4** Size Object  
(Keep Aspect)

Click on this Pick-up Box and drag it to enlarge or reduce the object while maintaining its proportions.

Double-click within the marquee select box to open the **Object Edit toolbox**, which contains useful tools for manipulating the selected object.

### Moving objects

To move an object simply click on any part that belongs to the object and drag to a new location. While a group of objects is selected you can move them as one object. Click and drag any of the objects within the Pick-up Box area to move the selection.

### Copy and Paste

In Design Mode, right-click on selected object(s) to open a popup menu that allows you to use the copy function. Then, right-click on a Flipchart page to paste it, or paste text or images from the clipboard.

See **Where can I right-click?** for more information about the right-click menus.


### The Pen, Highlighter and Eraser tool

When you select this button, the Tool Tray will update to reveal a set of highlighter, pen and eraser tools.



#### Pen tool

The second narrowest Pen tool is selected by default. Use the Tool Tray to select the tool you require and use the color selectors on the bottom edge to draw in that color. The nib of the pen will be updated to reflect the color choice.

In addition to the preset color selectors you also have four **user definable selectors** . To define a color, right-click on one of the four boxes and choose a color from the popup Color Palette.

Now annotate on the board with the pen.

#### 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 and the nib will be updated to reflect the chosen color. However, lighter colors work best because it's easier to see through them.





#### Eraser tool

The Eraser tool allows you to remove any mistakes that you may have made when annotating with the pens or highlighters. You can erase the whole or part of an annotation object. 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.


Note that the color selectors automatically disappear if one of the erasers is selected.

You can select the eraser object and move it like any other object. As you move it over some annotations it will erase them, 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, for example 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.

### Remove annotations

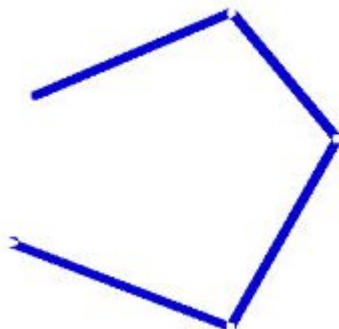
- Click on the [Undo](#)  button, if applying the pen/highlighter stroke was the last action.
- Click and drag the annotation across to the Flipchart Trashcan, if displayed.
- Double-click on the annotation and select the [Delete](#)  button from the Object Edit toolbox.
- To remove all annotations on the page, select the [Clear](#)  tool and choose the [Clear Annotations](#)  button.

### Move annotations

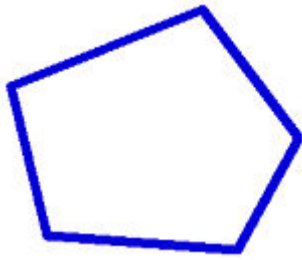
To move your pen/highlighter annotations click on the [Marquee Select](#)  tool then click and drag the annotation to the new location.

### The Draw Point to Point tool

When you click the [Draw Point to Point](#)  button, it will change color to red to indicate that it is selected.



When using the Draw Point to Point tool, the Pen and the Highlighter will draw in straight lines. Click at the start point and the tool will draw a continuous line from point to point each time you click the pen or highlighter.



To finish drawing in with the Draw Point to Point tool:

Click once more on the Draw Point to Point tool to exit this mode.

Select another tool in the toolbox.


Or, click on the Flipchart page close to the very first point where you started to draw the current line. 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.



### The Lines tool

Click on the Lines button and the Tool Tray will update to reveal an assortment of lines from the Resource Library:



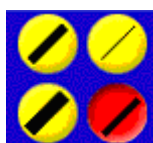
Refer to the Resource Library for more information about using the Tool Tray.

The **Categories**  button enables you to select from a library of line types. Click on this button to display the Categories browser and select lines from a different folder.


If the Lines category displayed contains more thumbnails than can be displayed you will notice that the **More Lines**  and **Previous Lines**  buttons appear. Use these to scroll through all available lines in that category. Note these buttons only appear as required.


### Draw a line

To draw a line in the currently selected line width and color, click on the line type you require. A line will be drawn on the page. You can alter the line width by clicking on one of the four preset widths available in the Tool Tray before you click on the line type.







You can also select a preset color from the Tool Tray before you add the line. In addition to the preset color selectors you also have four **custom color selectors**


. To define a custom color, right-click on one of the four boxes and choose a color from the popup Color Palette.

To draw multiple copies of a line, click on the [Rubber Stamp](#)  button. For more information about using the Rubber Stamp, refer to the section about the Resource Library.

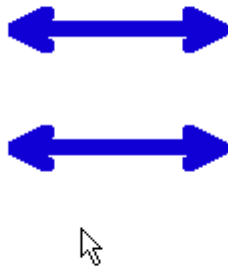
### Delete a line

- Click the [Undo button](#) , if drawing the line was the last action you carried out.
- Click and drag the annotation across to the Flipchart Trashcan, if displayed.
- Double-click the line and select the [Delete button](#)  from the Object Edit toolbox.
- To remove all images, lines, shapes and text objects from the page, select the [Clear](#)  tool and choose the [Clear Objects](#)  button.

### Manipulate the line

You will notice that when you selected the Line tool, the [Marquee Select](#)  tool was automatically enabled. This allows you to manipulate your lines straight away.

- 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. [Example](#)



- Easily adjust the length of a horizontal or vertical line using the **Pick-up Boxes** at each end of the line.
- To move a line, position your ACTIVpen over the line then click and drag the line to a new location.


- You can also rotate a line using the **Rotate Object** Pick-up Box.
- To see the edit options for a line object, double-click on it to view the **Object Edit toolbox**.



### The Shapes tool

Click on the Shapes button and the Tool Tray will update to reveal an assortment of shapes from the Resource Library:





Refer to the Resource Library for more information about using the Tool Tray.

The [Categories](#)  button enables you to select from a library of shape types. Click on this button to display the Categories browser and select shapes from a different folder.

If the Shapes category displayed contains more thumbnails than can be displayed you will notice that the [More Shapes](#)  and [Previous Shapes](#)  buttons appear. Use these to scroll through all available shapes in that category. Note these buttons only appear as required.


### Draw a shape

To draw a shape in the currently selected color, click on the shape type you require. The shape will be drawn on the page. You can alter the color by clicking on one of the color selectors available in the Tool Tray before you click on the shape type. To define a custom color, right-click on one of the [custom color selectors](#)  and choose a color from the Color popup dialog.


Your shape can also have a different outline color. Click the [Outline](#)  button, it will turn red to indicate that it is enabled. The Tool Tray will display three width settings for your outline; narrow, medium and thick:






While the Outline button is selected, the color selected on the tray determines the color of the outline, not the shape. To switch the outline off, click on the Outline button once more.


To draw multiple copies of a shape, click on the [Rubber Stamp](#)  button. For more information about using the Rubber Stamp, refer to the section about the Resource Library.

### Delete a shape

- Click the [Undo button](#)  if drawing the shape was the last action you carried out.

- Click and drag the annotation across to the Flipchart Trashcan, if displayed.
- Double-click the shape and select the [Delete button](#)  from the Object Edit toolbox.
- To remove all images, lines, shapes and text objects from the page, select the [Clear](#)  tool and choose the [Clear Objects](#)  button.

### Manipulate the shape

You will notice that when you selected the Shape tool, the [Marquee Select](#)  tool was automatically enabled. This allows you to manipulate your shapes straight away.

- Adjust the size of the shape using the **Pick-up Boxes**.
- To move a shape, position your ACTIVpen over the shape then click and drag it to a new location.
- To rotate a shape, position your ACTIVpen over the **Rotate Object** Pick-up Box then click and drag the shape around.
- To see the edit options for a shape object, double-click on it to view the **Object Edit toolbox**.


### The Text tool

Click on the button and the Tool Tray will update to reveal the text options.



To add text, click on the screen at the location you wish to type and you will see a flashing cursor. If you have use of a physical keyboard you may now type your text. Alternatively you may use the floating keyboard on the ACTIVboard.

### Floating Keyboard

To access the floating keyboard click the [Keyboard](#)  button located on the far right of the Tool Tray. The floating keyboard will be displayed.



#### Child version

A small child version, which is a simplified keyboard that contains the alphabet, numbers and standard punctuation characters, is displayed by default.

You can display a larger version if you right-click on the keyboard and select Child Large from the popup menu.



### Adult version

Right-click on the keyboard and choose Adult Small or Adult Large from the popup menu.

A standard qwerty version of the keyboard is displayed.

### Operating System version

To use the Operating System keyboard, go to **Teacher Tools Menu button > Menu > Settings... > User Input** and select the **Use keyboard supplied with Operating System** checkbox. 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.

### About the adult keyboard

The function keys can be toggled on or off using the F key located at the top of the keyboard. You can toggle the numeric keypad on or off by clicking the [Expand](#) button.



You can toggle through different character sets by clicking the S key located at the top of the keyboard. Use the shift and caps lock keys as you would on a conventional keyboard.


### Text Tray

#### Font Options

The [Current Font](#)  button shows the style of the currently selected font.

To change the font style for a new text object, click on the Current Font button and select a font from the popup list. Six recently used fonts will be displayed in the list, the most recently used being at the top of the list. Click on the font style to select it. Each time you choose one from the list, it will be placed at the top and all other styles will move down one place. The Current Font button will be updated to show the style of the font chosen.

If the Current Font list does not contain the style you want to use, click on the

[Select new font...](#)  button and choose a font style from the Windows Font Selector. The new style will be placed at the top of the Current Font list and the style at the bottom of the list will be lost.

For existing text objects, double-click on the text and select the [Edit Text](#)










button. Highlight the text then select the Current Font button, or click on the Select new font... button to choose a font from the Windows Font Selector.



[Text objects will retain their font properties, even if the font is not available in the Current Font list.](#)






Other options that can be changed are outlined below:

	Toggle <b>Bold</b> on or off with this button
	Toggle <i>Italics</i> on or off with this button
	Toggle <u>Underline</u> on or off with this button
	Select Left, Right, Centered or Justified with these buttons
	Click on the down arrow and select a preset font size.
	Increase or decrease text size with these buttons
	Toggle the floating keyboard on or off with this button
	Select font color with these buttons
	Custom font colors

Once added, the text object is fully editable and you can move it around the page using the [Marquee Select](#)  tool.

### Editing text objects

If you wish to edit the text, double-click on the text and from the Object Edit toolbox you can perform the following actions:

-  Increases the size of the text object.
-  Decreases the size of the text object.
-  Deletes the selected text.
-  Duplicates the selected text.
-  Allows you to edit the text object.

### Manipulating text

All text that you enter is enclosed in a text box. You may want to manipulate this area to determine text flow, take the following example:

ACTIVpri   
mary

The text area is too narrow to take the whole line of text. By clicking and dragging the text box control  it is possible to widen the text box to fit the text onto one line.

ACTIVprimary

This image shows the effect of dragging the text box control to increase the width so that the text can fit.

Text will automatically flow and extend the depth of the text box to the minimum that it needs to fit in; you have full control over the width of a text object.

Using the various options it is possible to format your text in a variety of ways, the following example shows some of the formatting that you can achieve with this tool:

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## Deconstruct text

The deconstruct feature is a convenient way of duplicating text, or parts of text. 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.

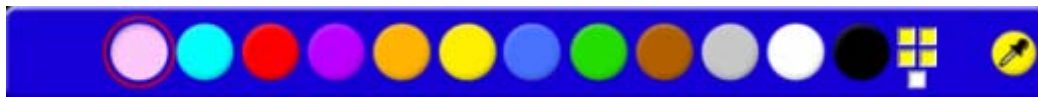
### Text objects



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

## The Fill/Color Picker tool

Click on the button and the lower Tool Tray will update and display a range of colors.



The red outline around a color selector indicates the currently selected preset fill color.



In addition to the preset color selectors you also have four user definable selectors. To define a color, right-click on one of the four boxes and choose a color from the Color popup dialog.

Use the Fill tool to add color to your Flipchart pages. You can change the color of annotations and text, or color in anything on screen including:

- Freehand annotations
- Text objects
- Images or clipart
- Shape outline and fill
- Flipchart background color

To use the Fill tool, select a fill color and click on the part of the object you want to color.

### Annotation objects

You can change the color of the annotation itself or fill in any area, which is enclosed by annotations, to create a fill shape.

#### Change the color of annotations

To select a new color for your annotations, 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.

#### Fill in areas which are enclosed by annotations


The area does not have to be enclosed by one continuous annotation, but the annotations must form a complete shape. When filled, the area will be converted to a shape object, which you can edit and manipulate as normal. 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.

### Lines and shapes

Click on a line or shape (fill or outline) to change the color of it to the selected color.

### Text objects

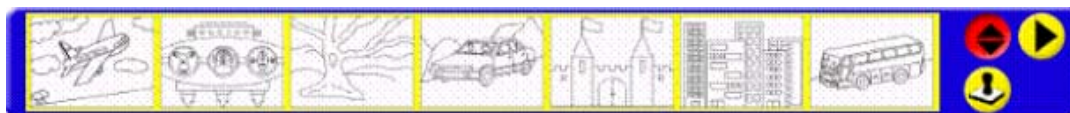
Click on the text that you want to change the color of. The complete word will change to the new color. If you want to change the color of the complete text object and it contains multiple lines of text, you will need to click the Fill tool on every word. However, there is a more efficient way to change the color of lots of

words. Double-click on the text object and select the **Edit text**  button from the **Object Edit toolbox**. Use the cursor to highlight all the words you want to change, then select a color from the Tool Tray.

### 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. 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.

There are many images ready to be colored in the Resource Library:



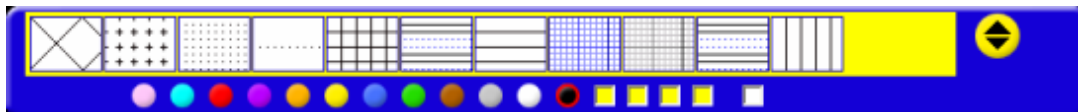
## Page backgrounds


The Fill tool makes it easy for you to change the color of the page background. Click on the Flipchart page background. The color of the background has now been changed.

### The Grid tool


Grids are useful for a wide range of activities, such as positioning objects accurately, creating guidelines and adding scale to your demonstrations. The grid can be scaled to make an exercise easier or harder.

Click on the Grids button and the Tool Tray will update to reveal an assortment of grids from the Resource Library:

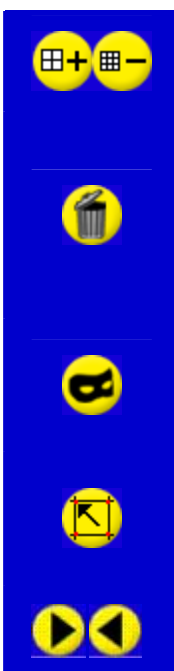


The **Categories**  button enables you to select from a library of grid types. Click on this button to display the Categories browser and select grids from a different folder.

### Applying a grid

To apply a grid in the currently selected color, click on the grid type you require. You can alter the color by clicking on one of the color selectors available in the Tool Tray before you click on the grid type. To define a custom color, right-click on one of the **custom color selectors**  and choose a color from the Color popup dialog.

When you select a grid, the screen will immediately show the grid selected. The grid will be in the background and any objects on screen will overlay the grid. You may also notice a new set of buttons has appeared that govern how the grid is used:



The Scale Up and Scale Down buttons allow you to set the size of the grid.

The Clear button allows you to remove the grid.



Also, to remove all objects and grids from the screen, click on the Clear tool and select Clear Screen from the popup menu.

The Grid Mask allows you to hide the grid from view and still snap objects to grid points, if the snap to grid function is enabled.

The Snap to Grid button activates the grid points and allows you to line up objects by attaching them to specific grid points, even when the grid is hidden.

The More Grids and Previous Grids buttons allow you to scroll through all available grids in the selected category.



Note these buttons only appear as required.

## The Backgrounds tool

By default each page of your Flipchart has a white background. ACTIVprimary allows you to change this to another color or display an image from the Resource Library.






Explore the backgrounds and images folders to find matching resources. Add text and other objects to create activities that enable powerful learning opportunities.

### Background images

Click on the Backgrounds button and the Tool Tray will update to reveal an assortment of background images from the Resource Library:




The **Categories**  button enables you to select from a library of background types. Click on this button to display the Categories window and select backgrounds from a different folder.

If the Backgrounds category displayed contains more thumbnails than can be displayed you will notice that the **More Backgrounds**  and **Previous Backgrounds**  buttons appear. Use these to scroll through all available backgrounds in that category. Note these buttons only appear as required.

### Apply a background

To apply a background, click on the thumbnail of the background you require. To change a background, click on another thumbnail and the current background will be replaced with the new one.


### Delete a background

When a background is applied, the Tool Tray displays an additional button, which is called the **Clear**  button. Click on this button to remove the background.

Also, to remove all objects and backgrounds from the screen, click on the Clear button and select Clear Screen from the popup menu.

### Choose color

The quickest way to change the color of your Flipchart background is to use the Fill/Color Picker tool. Click on a color to select it and move the ACTIVpen over to

your Flipchart page. When the **cursor**  changes, click on the page to apply the new color. See the section about the **Fill/Color Picker tool** for more information.

Upon choosing a color, you will find that the background color of the current Flipchart page is changed to your chosen color.

### Default page background color

An additional color selector is available in the Tool Tray when you use the following tools:

- Pens, Highlighters and Erasers tool
- Lines tool
- Shapes tool
- Text tool
- Fill/Color Picker tool
- Grid tool

This color represents the default page color specified in the **Flipchart settings**. You can select this color to use with your tools, like the other color selectors. If you have changed the color of the page background and you change it back to the default color, these objects will be hidden against the background of your page.

### Merge an object into the background

Lock an object on the background layer so that it forms part of the background. Ensure you are in Design Mode, then right-click on the object and select '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 be affected.

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.

## The Resource Library

### Adding resources to the Resource Library

In Design Mode, save your backgrounds, Flipcharts, grids and objects to the Resource Library, or to a folder on your computer to store them for future use.

This topic describes saving resources to the Resource Library. When you save resources into the Resource Library they will always maintain the original property for that type of object.


### To the Collections folder


The Collections folder allows you to build a theme folder with all resources in one location that you may need for an activity.

### Flipchart objects

You can save single objects or you can combine multiple object types and save this into the Resource Library as a single entry. To add objects to your Resource Library, make sure that the Resource Library button is selected and drag your resource from the Flipchart page into the Tool Tray. For example, you may have taken a brown hat image out of the library, used the Fill tool to change it into a red hat, and now you want to save it to a different folder. When you drag an object to the Resource library it saves all properties of that object, including its layer.

You can save any type of object(s) to the Collections folder. Click on the Resource Library button and select the Categories button to display the folders in the currently selected library.

Select the Shared or Personal button to open the Collections folder in that Library. Click on the folder name in which you want to save your resource. The Tool Tray will display a thumbnail image for each resource located in that folder. Click on the [Close](#)  button to close the Categories browser.


Ensure you are in Design Mode, then click and drag the resource from the Flipchart page to the Tool Tray. When the cursor changes to the [add resource](#)  cursor, release the click. The screen will update with a dialog box asking you to name your new resource:



Click on a button to select the input type:




Pen Input

Click on the Pen Input button, which will turn [red](#)  to indicate that it is enabled. Using your ACTIVpen write the new resource name in the yellow text box, then click on the




Keyboard  
Input

Floating  
Keyboard

**Recognize**  button. ACTIVprimary will now recognize your handwriting and will enter the recognized text in the lower textbox. Sometimes the recognition engine will get it wrong. You can have as many attempts as you wish.



Use cursive writing, not separate letters, to improve the result.

To attempt the process again, click on the **Redo**  button. The entry will be wiped clear and you can try again. Or, if the recognition was almost correct, you can click into the recognized text and manually edit it.

Enter the resource name using a physical keyboard. This is selected by default, so this button will be displayed in red to show that this input method is selected.

Invoke the Floating Keyboard to input the resource name using the virtual keyboard supplied with ACTIVprimary.

Once you are happy with the new resource name, click on the **OK**  button.

### Backgrounds and grids

Add backgrounds and grids to a Collections folder so that you have all the resources for a specific topic or activity in one place. Click on the Resource Library button and select the Categories button to display the folders in the currently selected library.

Select the Shared or Personal button to open the Collections folder in that Library. Click on the folder name in which you want to save your resource. The Tool Tray will display a thumbnail image for each resource located in that folder. Click on the Close button to close the Categories browser.

When the background or grid is displayed, ensure you are in Design Mode then right-click on the page and select 'Add Background to Library...' or 'Add Grid to Library...'. Enter a name for the resource as described above.

### To the lines and shapes folders

These folders allow you to save line and shape types of resources to their specific folder. The lines and shapes can be added to their resource folders with a text object, but not with any other type of object.

Click on the Lines tool or Shapes tool and the Tool Tray will update to reveal an assortment of resources from the Resource Library's lines or shapes folders. Click on the Categories button and select the folder in which you want to save your line or shape. Click on the Close button to close the Categories browser.

Ensure you are in Design Mode, then click and drag the Resource from the Flipchart page to the Resource Tray. When the cursor changes to the [add resource](#)



cursor, release the click. Enter a name for the resource as described above.



Certain properties are not preserved such as: line color , line width, shape fill color and shape outline color . This is because these are user selectable features of an object.

If the Locked property has been applied to a line or shape object, it will be removed before adding it to the Resource Library.

To the backgrounds and grid folders



Click on the [Backgrounds](#) or [Grids](#) tool and the Tool Tray will update to reveal an assortment of resources from the Resource Library's backgrounds or grids folders. Click on the Categories button and select the folder in which you want to save you line or shape. Click on the [Close](#) button to close the Categories browser.

Apply a background or grid to your page and manipulate it so that it is displayed correctly.

Ensure you are in Design Mode, then right-click on the page and select **Add Background to Library...** or **Add Grid to Library...** Enter a name for the resource as described above.



When saving a grid into the Grids folder, its current color will not be preserved, since this is a user definable property. However Grids added to the Resource library will retain all set properties.



To quickly create a background, select the Backgrounds button, drag an image into the Tool Tray and enter a name. The image will tile depending upon its size, but you can alter how the backgrounds fits to the page in the Appearance properties.

### Adding resources to another location

ACTIVprimary allows you to save resources to other locations on your computer.



Click on the [Resource Library](#) button and select the [Categories](#) button to display the folders in the currently selected library.



Select the [Other Location](#) button, then click on the [Browse to Another](#)



[Location](#) button and navigate to a folder located on your computer or on a computer network. Click on the [Close](#) button to close the Category Window.



Enter a name for the resource as described in **Adding Resources to the Resource Library**.

### Creating resource folders or categories

It is a good idea to categorize your resources to make it easier for you, your pupils and other members of staff to find suitable resources for a particular topic. ACTIVprimary allows you to create multiple tiered folder structures within the Resource Library in order to manage your resources. When you first open the Resource Library and view your Shared Collection, you will see that the resources are categorized and presented in a meaningful hierarchical folder structure.

In order for you to maintain this, we provide you with the means of adding your own resource categories to the structure. You can add new folders and sub-folders in the backgrounds, grids, lines and shapes categories.

#### Adding a new Category

In Design Mode, open the Categories browser and select the folder in which you want to add the new folder, click on the **New Folder**  button and enter a name for the folder. Click on the **OK**  button. Your folder will be displayed in the Category window and you can now drag your resources into the folder.

Click on the **Resource Library button** . The Tool Tray will update to show the current resource category. Click on the **Categories**  button to open the Resource Library Categories browser:




To add a new folder you must first look at the current folder structure. Notice that there is a hierarchical tree menu.

The topmost folder is called the root folder. This folder contains many sub-folders, or categories, of resources. If you want to add a new folder you need to determine its position in the structure first.

#### New category

To add a new category, click on the root folder to select it. The folder will be highlighted in blue.

Click on the **New Folder**  button. The screen will update with a dialog box asking you to name your new category:




Click on a button to select the input type:




Pen Input

Write the folder name in the yellow text box using the ACTIVpen. ACTIVprimary will use the handwriting recognition function to convert the handwriting into text.


Click on the Pen Input button, which will turn **red**  to indicate that it is enabled. The dialog will also update as below:



Using your ACTIVpen write the new category name into the large yellow text box, then click on the **Recognize**  button. ACTIVprimary will now recognize your handwriting and will enter the recognized text in the lower textbox. Sometimes the recognition engine will get it wrong. You can have as many attempts as you wish.



Use cursive writing, not separate letters to improve the result.


To attempt the process again, click on the **Redo**  button. The entry will be wiped clear and you can try again. Or, if the recognition was almost correct, you can click into the recognized text and manually edit it.

Keyboard Input

Enter the folder name using a physical keyboard. This is selected by default, so this button will be displayed in red to show that this input method is selected.


Floating Keyboard

Invoke the Floating Keyboard to input the folder name using the virtual keyboard supplied with ACTIVprimary.

Once you are happy with the new category name, click on the **OK**  button to create the new category. The dialog will disappear and the Resource Library Categories browser, containing your new category, will be displayed.

The new category will be selected since it is assumed you will want to use this new category straight away. Because this category is brand new there will not be any resources in the lower Tray and it will appear blank. This new category is now ready for you to **add resources**.

#### Adding sub-categories

To add a sub-category, highlight the main category name and click the **New Folder**  button. Enter a name for your new sub-category, as before, and click on the OK button. Your new sub-category will be listed alphabetically. Repeat this for each set of categories and sub-categories you require.



There is no limit to the number of categories or levels of sub-categories you can create.



Use the ACTIVresource Manager to organize your resources more effectively.

#### Deleting resources

You can delete resources that are located in the Resource Library, or in any location on your PC network (assuming you have the relevant access rights).

To delete a resource, right-click over the thumbnail image of the resource you wish to delete. A popup will appear. Click on 'Delete object from tray' to remove the item.

You will be prompted to confirm your action.


Click the **Yes**  button to permanently remove the object.

Click the **No**  button to cancel the deletion of the object.




This action is permanent and cannot be reversed by the **Undo tool** .

### The Undo and Redo buttons

The **Undo**  tool has an unlimited capacity; it will undo all actions that have occurred right back to the start of the current session.

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. 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 function is unavailable and the Tool tip will display as empty.

The **Redo**  function will also redo all actions right back up to the most recent action. 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. 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.



If you edit the Flipchart after using the Undo tool you will lose the redo history beyond that point.

## Teacher Interface



The **Exit** button allows you to quickly exit the application.



Clicking on the **Teacher Tools** Menu button will display a flyout toolstrip. This toolstrip contains a range of administrative functions. The Teacher Tools Menu button also indicates which mode you are working in: Design Mode or Presentation Mode.



The **Sound Controller/Recorder** button allows you to select one of the following options:

- |                  |   |
|------------------|---|
| Sound Controller | For the playback of up to two simultaneous sound files. |
| Sound Recorder   | For recording voice and other sounds.                   |



The **Activities Explorer** button allows you to locate a range of supplied interactive activities.



The **Clear tool** displays a choice of clearing the screen; you can clear the whole screen or just remove the annotations.



The **Special Tools** button will display a new toolstrip along the base of the screen containing a variety of tools.




The **ACTIVote** button starts a new voting session.



The Desktop Mode button minimizes ACTIVprimary to a small toolbox allowing you to access your Windows Desktop.

### The Exit button

Click on the Exit button to close the ACTIVprimary program. If you have not saved your changes to a Flipchart you will be prompted to do so.



Click the **Yes**  button to save your current Flipchart and exit.

Click the **No**  button to exit immediately without saving your Flipchart.

Click the **Cancel**  button to continue working with the ACTIVprimary application.

## Recovery

If ACTIVprimary shuts down unexpectedly, it will attempt to recover the Flipchart you were working on the next time you start the application. ACTIVprimary will normally preserve all actions carried out up to the event that caused the application to exit.

When prompted, click on the **Yes**  button to open the recovered Flipchart. Or, click on the **No**  button to open ACTIVprimary with a new Flipchart.


To save the recovered document click on the **Save Flipchart** button located in the teachers tools menu. To abandon the recovered Flipchart click on the **New Flipchart** button located in the teachers tools menu.

## The Teacher Tools Menu

### New Flipchart

Clicking on the New Flipchart button will create a new Flipchart. You will be prompted to save your current Flipchart if you have made any changes to it.

Click the **Yes**  button to save your current Flipchart, and create a new Flipchart.

Click the **No**  button to abandon your current Flipchart without saving the changes, and create a new Flipchart.

Click the **Cancel**  button to continue working with your current Flipchart.

### Open Flipchart

This button allows you to access the Flipcharts located in the My Flipcharts folder, the Shared Flipcharts folder and in other folders on your computer. It also shows quick links to the last eight Flipcharts you have been using.

Click on the button and choose from the menu:

Open from My Flipcharts...	Takes you to the folder called My Flipcharts. Select the Flipchart file you want to open, then click Open to open the selected Flipchart file. Or, click Cancel to abandon the open function.
Open from Shared Flipcharts...	Takes you to the folder called Shared Flipcharts. Select the Flipchart file you want to open, then select Open or Cancel.
Open from another location... (defaults to My Flipcharts folder)	Allows you to locate and open Flipcharts from a different location. Navigate to the correct location and select the file, then select Open or Cancel.



You may open a Flipchart to find that it doesn't display as you would expect. 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.

### Opening version 1.x Flipcharts

If you attempt to open an older ACTIVprimary version 1 Flipchart, you will see a series of dialogs informing you that the Flipchart is being updated to ACTIVprimary version 2 format before it is displayed.

### Save Flipchart

When you exit the program, ACTIVprimary will detect if there are any changes since you opened or last saved the 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.



0. On the Teacher Toolbar, click the **Save** button.

The Save menu will display. Choose one of the following:

Save	If you are working on a previously-saved Flipchart, this option will save your Flipchart in its current location. If your Flipchart has not been saved, you will be asked to specify where you want it saved.
Save to My Flipcharts...	Saves to the folder called My Flipcharts.
Save to Shared Flipcharts...	Saves to the folder called Shared Flipcharts.
Save to another location... (defaults to My Flipcharts folder)	Browse your computer for a location to save your Flipchart.

Enter a filename then click on Save to save the Flipchart to that location, or Cancel to abandon the Save function.

When you have saved your Flipchart you will see the name of the Flipchart displayed on the ACTIVprimary title bar. If you are working with more than one Flipchart it is useful to know which is which. If the tool tray is currently displayed, click the Marquee Select tool to display the title bar.

You can also use the keyboard shortcut Ctrl + S to save your Flipchart immediately.

## Print Flipchart

To print out your Flipchart, click the Print button. The Flipchart Printing box will display. 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 / Grey Scale	If you are using a color printer, select whether you want to print in color or black and white.

### Layout

Portrait / Landscape	Select the orientation of the paper.
Column count / Row count	Allows you to select how many Flipchart pages to print on each sheet of paper. Increasing the column number will increase the number of Flipchart pages across the sheet of paper. Increasing the row number will increase the number of Flipchart pages down the paper.

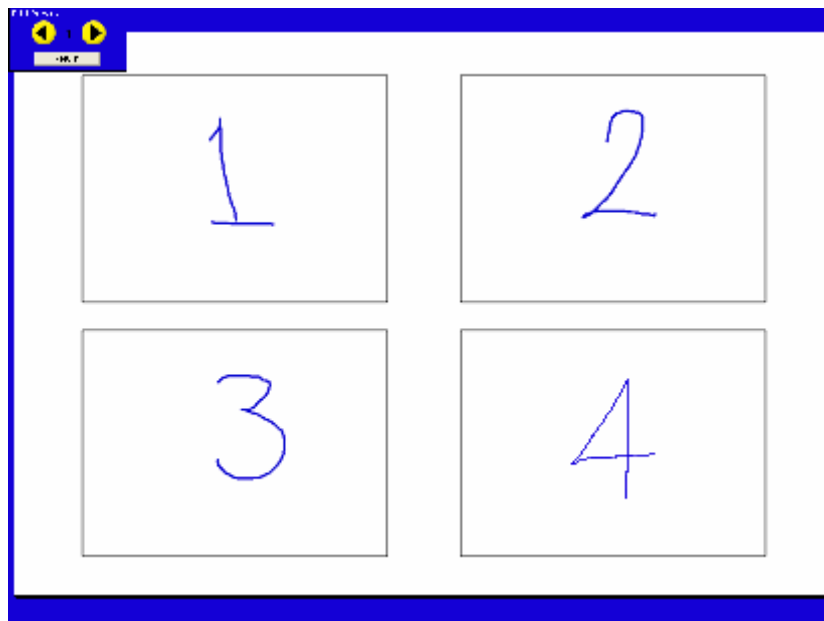
### Example

This example demonstrates a four-page Flipchart printed with the settings adjusted as follows:

Landscape orientated paper

Pages fitted in two columns and two rows

Pages are framed.



- Frame pages            Adds a frame border around your Flipchart page.
- Page numbers        Adds a page number in the bottom left corner of your Flipchart page.
- Page margin (mm)    Adds a blank space around the edge of the page.
- Paper size            Click on the drop down arrow and select a paper size from the list.

### Range

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

### 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.

### Printing and Print Previewing

Preview	Allows you to review your Flipchart pages before printing. The Print Preview window is displayed with a preview copy of your Flipchart page.
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The preview displays the Print Preview Control dialog, which you can use to navigate through all print pages:



Click on the arrow buttons to browse through the preview pages. ACTIVprimary will detect how many pages your flipchart contains so it won't allow you to create a new page when you reach the end of your pages, like the Next Page Tool does. The page number of the current page being previewed is displayed in between the two arrow buttons.

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

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

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.

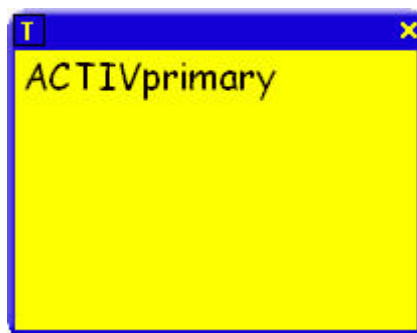
### Page Reset

Reverts the current page of a previously saved Flipchart 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.

If you attempt this action on a Flipchart that has not been previously saved and subsequently opened, you will receive a warning.

### Page Notes



Clicking this button will open up the [Page Notes](#)

Each page can have its own copy of Page Notes. The type of information can include:

- Set of instructions for an activity
- List of useful keywords or prompts
- Presentation outline, summary, or lesson plan
- Supporting notes for the Flipchart page with instructions on what to do with the page. This is particularly useful if you share work with other colleagues
- Information gathered from audience feedback

#### Move and resize the Page Notes window

To change the size of the window, 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. Perhaps you have a set of instructions that you would like the class to work through; you could set the window size so that you can scroll through one instruction at a time.

To move the window, click on the title bar and drag the window to a new position on the screen. The next time you open Page Notes, the window will appear in the same place you left it previously.

#### Edit text

It is also possible to paste selected text from the Page Notes window onto the Flipchart page. To do this simply highlight the text you wish to paste to the Flipchart then click the 'Add to Page...' button. This button appears automatically when any text is selected.



Click on the **Menu** button to display the **Tool Tray**, which allows you to edit any text you have entered into the Page Notes window.

While you are editing text in the Page Notes window and if you are in Design Mode, 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.



Cut, copy and delete options will be unavailable if there is no text selected.

### Web Browser Tool

Web browser



Go Back

The previous web page (if applicable) will open.



Go Forward

The next web page (if applicable) will open.



Stop

Click on the Stop button to end the download if a web page is taking too long to open.



Refresh

Updates the current page you are viewing.



Home

Returns you to the default web page that opens automatically when you open the Web Browser window. This url can be changed in **Linked File**

## Hosting Settings.



### Search

Opens the default search engine web page. This url can be changed in **Linked File Hosting Settings**.



### Links

Add the current url to the Flipchart page as a link object. Or, save it as an internet shortcut to the Resource Library or another location on your computer.

`http://www.prometheanworld.com/home.html`

### Web page address

Type in a url then <Enter> on a keyboard. The web page will open.

## 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. They will stay on your display if you change page or if you open a new Flipchart. You can, therefore, have the notes on display throughout an ACTIVprimary session.

### Location



1. Click on the [Teacher Tools Menu](#) button



2. Click on the [Notes and Pointers](#) icon.

### The Notes and Pointers main menu

When you select the Notes and Pointers tool from the Teacher Tools menu, 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 From...	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 To...	Select one of the options from the menu to save the notes and pointers you have created in an ACTIVprimary 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.

### The right-click menu

Right-click anywhere on a note or pointer to reveal a menu as follows:

Desktop Note/Desktop 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 closing ACTIVprimary, you will be prompted to save any notes and pointers if they have not already been saved. 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 notes

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

### Using the pointer

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

Move	Click on the center of the arrow and drag to the required position.
Change direction	Double-click on the triangular part of the pointer to change the direction of the arrow in 90° intervals.
Increase size	Click and hold anywhere in the pointer. The arrow will automatically start to increase in size. Release the click when the arrow has reached the correct size.  Double-click on the arrow body to increase the size by 50%.
Decrease size	Right-click and hold anywhere in the pointer. The arrow will automatically start to decrease in size. Release the right-click when the arrow has reached the correct size.

## The Tickertape Tool

### Tickertape Definer

The Tickertape Definer is used to specify how you want your tickertape to look.

To open the Tickertape Definer:

1. Click on the [Teacher Tools Menu](#)  button.

2. Click on the [Tickertape](#)  button.

3. Select **New>Define**. The Tickertape Definer will open.

You can also open tickertapes you have created previously and edit these in the Tickertape Definer.

Tickertape Definer options:

- 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.



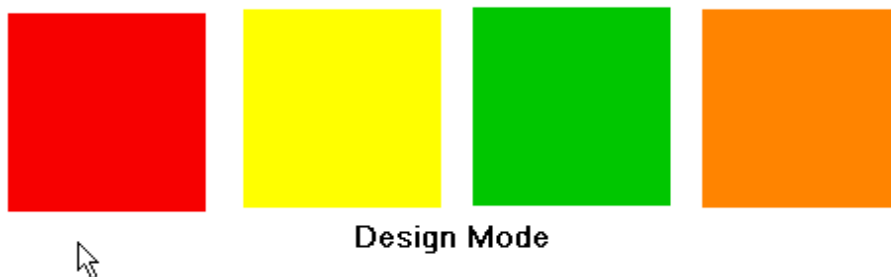
When the tickertape is scrolling, right-click anywhere in the tickertape area to stop and close it.

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

## Design Mode

Design Mode allows you to work with objects on your Flipchart page, so that they appear or behave in a certain way when you switch to Presentation Mode. This makes it easier to prepare your Flipchart because in Design Mode you have the control to edit freely; you can set various object properties and right-click on the page to use useful editing functions. In Presentation Mode, these object properties are applied, so an object will behave as intended. For example, if you apply an action to a Flipchart object, you can interact with it when you switch to Presentation Mode.

### Example



This example was created using ACTIVstudio2 Developer Edition, to illustrate the difference between Design and Present Mode.

Notice the cursor as it hovers over the objects in Design Mode. It is expecting the object to be selected for editing. When an object is clicked on the pickup handles are displayed.

However, look at the cursor when it hovers over the objects in Present Mode. The objects are now seen as action objects, so the action is launched when an object is clicked on.

### Menu button

The appearance of the Teacher Tools Menu button indicates which mode is currently selected:



Design Mode



Presentation Mode

When you open ACTIVprimary for the first time, Presentation Mode is selected.

### Switching between Design and Presentation Mode

Switch to Design Mode to author your Flipchart, then go back to Presentation Mode to view and interact with your Flipchart. You can switch between each mode at any time by toggling the Design Mode option from the Teacher Tools Menu.

To select Design Mode: Click on Teacher Tools Menu button > Design Mode. Notice that the Teacher Tools Menu button now displays the red border.


To select Presentation Mode once more you need to switch off Design Mode. Click on Teacher Tools Menu button > Design Mode to deselect the button. The Teacher Tools Menu button should now display a yellow border once more.

## Menu

### Page Scale

When you click on Page Scale, a floating window appears that allows you to scale the current page up or down from its original size. Choose one of the following scaling options:

Best Fit	Automatically scale the Flipchart 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 Size	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. If you scale down the Flipchart, the **World Color** (the colored area behind the Flipchart page) will be visible. Click on the [Close](#)  button to close the dialog.



It is possible for ACTIVprimary Flipcharts to support different page sizes within a single Flipchart. However ACTIVprimary does not allow you to create different page sizes, it only supports these if imported from ACTIVstudio verions 1 or 2.



At any page scale, when you drag an object completely out of view, ACTIVprimary will automatically snap it back to the edge of the view window. Note: The edge of the view window is not necessarily the edge of the page.

## The Settings dialog

The Settings allow you to change the form and function of selected tools and ACTIVprimary features. To display the settings, click on the Teacher Tools Menu button > Menu > 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\ACTIVprimary2 directory, which contains all the information about your ACTIVprimary preferences. If you work from different computers and your shared profile is located on a computer network, save your ACTIVprimary settings to your Shared ACTIVprimary2 directory so you can view ACTIVprimary in the same format from wherever you open it.

### ACTIVote settings

The ACTIVote settings allow you to define options for setting up and voting with the ACTIVote system.

#### Display results

You may elect to have the graph automatically display after all responses are received. If you choose not to display the graph, but then decide you would like to see it, right-click on the Flipchart page and select ACTIVote results to view them.

#### Automatic page advance

Check this option if you wish ACTIVprimary to automatically turn the page after receiving answers when using a Question Flipchart. This would be a useful option if you require to give your audience a timed question paper - use this in association with the timeout setting of each question.

#### ACTIVote User Database

Displays the location of the User Database used by the ACTIVote program. Click on the Browse button to select another database.

#### Ad hoc Mode/Demo Mode

Question timeout	You can set a default timeout that will be used when you ask an ad hoc 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	Select this option if you would like to save the results of the current question on a new Flipchart Page. Each subsequent question, will create a new Flipchart Page for the purposes of storing the question results. Clear this option to paste the results in the current Flipchart Page, in which case subsequent responses will overwrite any existing

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 if set the graph will be displayed.

Allow users to alter their answer

If selected, your users can answer, change their mind and submit further answers during the timeout period. They can continue to submit answers for the duration of the timeout period. When the timeout period has ended, 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 Mode 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:

Grey: 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.

#### Display Results

Select the checkbox to display the results of the voting session on the Flipchart.

#### Automatic Page Advance

Select the checkbox to automatically move through the Flipchart pages as the voting session progresses.

### ACTIVote User Database

The path of your ACTIVote User Database will be displayed in the ACTIVote User

Database box. To change it, click the [Browse](#)  button, and navigate to the user database you want to use.

### Lowercase Letters

Select the checkbox to use lower case letters for question labeling, for example a), b).c), d).

### Clock settings

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

#### Analog

- Clock numbers      Select the 'Clock numbers' checkbox to view numbers around the clock face. When the checkbox is cleared, colored blocks will be displayed around the clock face instead.
- Second hand      Select the 'Second hand' checkbox to display the seconds hand. Clear the checkbox to display the hour and minute hands only.

#### Digital

- 24 Hour      Select the '24 Hour' checkbox to view a 24 hour clock. Clear the checkbox to view a 12 hour clock.
- Show AM/PM      Select the 'Show AM/PM' checkbox to view a 12 hour clock with AM or PM displayed. Clear the checkbox to remove the AM/PM from display.
- Seconds      Select the 'Seconds' checkbox to display the seconds counting. Clear the checkbox to view the hours and minutes only.
- Show date      Select the 'Show date' checkbox to display today's date underneath the time. Clear the checkbox to view the time only.

## Flipchart settings

The Flipchart settings allow you to change the default options for setting up, displaying and working with Flipcharts.

### World color

World color is the background color of the Flipchart window, behind the Flipchart page. The default color is gray. To change the world color, click on the color button and select a color from the standard Windows Color Palette.

### Default page color

The default color for new Flipchart pages is white. This setting allows you to set an alternative default color for new Flipchart pages. To change the color, click on the color button and select a color from the standard Windows Color Palette.



Remember that you can also use the Fill tool to individually color in the page.

### Flipchart Trashcan

Select the checkbox to display the Flipchart Trashcan on your Flipchart. This allows you to drag objects directly into the Trashcan to remove them from your Flipchart page.







You can drag the Ruler tool and Protractor tool to the Flipchart Trashcan to remove them from a page.

The Flipchart Trashcan window will remember its position when you close ACTIVprimary, so it will open in the same position the next time you open ACTIVprimary. Clear the checkbox to hide the Flipchart Trashcan.

### Pen Style

You can specify how the pen cursor will appear on the Flipchart. Choose one of the following:

	Pen one
	Pen two
	Pen three
	Dot
None	No cursor

### Flipchart Objects settings

The Flipchart Objects settings allow you to define the options for high quality images and displaying objects.

#### High Quality

##### Images

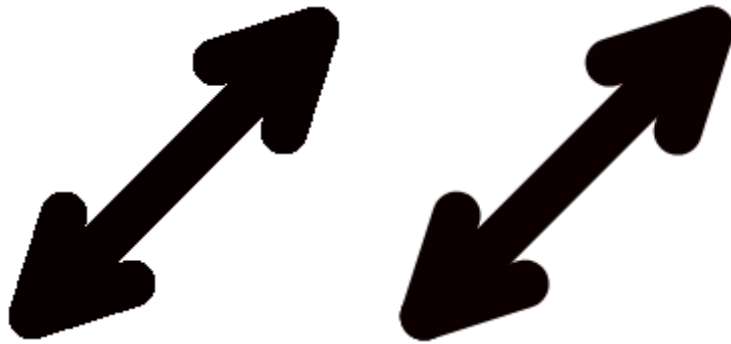
The Images setting increases the visual quality of any image when it is resized. This works particularly well when the size of an image is reduced. Select the checkbox to enable the Images setting.



**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.



High Quality OFF

High Quality ON



**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 while the image is being manipulated. This setting only applies to manipulated images and not images that are displayed in their original size.



**Clear the checkbox to disable the setting if your PC suffers from a significant slow down when this setting is enabled.**

##### Placeholder

Increases the visual quality of multimedia playback.

**If you are using an older computer, you may notice that it 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.

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' ACTIVprimary uses the color of your page behind any background already on your page.

### General settings

The General settings allow you to determine how ACTIVprimary is displayed and change options that define how ACTIVprimary uses various features.

### Display tooltips

Tooltips are small floating text boxes that appear when you hover the ACTIVpen over designated areas. Select the checkbox to display tooltips when you hover the cursor over tool buttons or resource thumbnails in the Resource Library. This allows you to identify a ACTIVprimary function if you are not familiar with it.

### Did You Know?

When the checkbox is selected, you will be presented with the Did You Know window each time you open ACTIVprimary. Clear the checkbox to stop the window from displaying each time you open ACTIVprimary. This window contains many tips for using ACTIVprimary. It is recommended that you leave this setting enabled until you are familiar with the program. You can spend some time looking at further facts by clicking on the Another button. Once you have finished reading, click the OK button and ACTIVprimary will continue to open.

### Desktop Annotate

Overlay Mode	This annotation mode is only available for users of Windows 2000 and XP. When selected, ACTIVprimary allows you to annotate over live applications and moving images. In this mode you can interact with the desktop. For more information, refer to the section about annotating in Overlay Mode.
Photo Mode	When selected, ACTIVprimary will allow you to annotate over a static image of the Desktop. For more information, refer to the section about annotating in Photo Mode.

### Reset All Settings

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

### Linked File Hosting settings

The Linked File Hosting settings allow 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 ACTIVprimary. You can choose from the following media types:

- Images
- Text
- Sound
- Video

Microsoft Word, Powerpoint, Excel  
Shockwave Flash Movies

Select a checkbox to enable the hosting for that media type. Clear a checkbox to disable the hosting for that media type.

Select the 'Show Sound Controller' checkbox to host sounds using the Sound Controller. The sound controller can playback up to 2 sound files simultaneously.

You can control and display web pages in a dedicated media window provided by ACTIVprimary, just select the 'Use ACTIVweb browser' checkbox. If you prefer not to use the dedicated window, clear the checkbox. The web page will then be hosted through your local web browser.

#### Web links

Allows you to enter a URL for your default Home and Search webpages when using the internal web browser.

The default settings are:

Home URL - <http://www.prometheanworld.com>

Search URL - <http://www.google.co.uk>

#### Language settings

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

ACTIVprimary and its associated programs use the same language as the computer

Displays ACTIVprimary 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 ACTIVprimary 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 ACTIVprimary application in order to edit mixed language content.

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## Profiles and Resources settings

The Profiles and Resources settings allow you to determine the location of your personal and shared ACTIVprimary files and settings.

Your files can be located on a specific computer or on a computer network. Saving your files on a network is useful because it allows you to access your Flipchart files, layouts, resources and settings from any computer within the same network. Your profile contains information about your personal settings and preferences, which is updated when you exit from an ACTIVprimary session.

For each new user, ACTIVprimary will automatically create the folder structure "\My Documents\ACTIVprimary 2" as the default location for storing your personal ACTIVprimary files, such as Flipcharts, resources and settings. Each new user will also be pointed to a default location for shared resources.

However, you can override these default locations by choosing another location. To change the default location, select Another Location for the relevant path and click on the corresponding Browse 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 ACTIVprimary settings and toolbox layout to the folder "\My Documents\ACTIVprimary2". |
| Another location | Click on the browse button and navigate to a different location, to override the default location.            |

### 2. My ACTIVprimary files in:

- |                  |   |
|------------------|---|
| My documents     | Allows you to load and save all your personal ACTIVprimary Flipcharts and Resources within the folder: "\My Documents\ACTIVprimary2". |
| Another location | Click on the browse button and navigate to a different location, to override the default location.                                    |

### 3. Shared ACTIVprimary files in:

- |                  |  |
|------------------|--|
| All Users        | Allows you to access the shared ACTIVprimary Flipcharts and Resources. The shared Resources are available for installation separately (on the supplied ACTIVprimary CD). By default, the shared Resources are installed into a local shared folder structure such as "C:\Documents and Settings\All Users\Documents\ACTIV Software\ACTIVprimary2". |
| Another location | Click on the browse button and navigate to a different location, to override the default location for the shared Resources.  |



When you change any of the default locations, you are simply pointing ACTIVprimary 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 ACTIVprimary. Refer to your relevant Operating System documentation for information about copying or moving files with Windows Explorer.

### Recordings settings

The Recordings settings allow you to change various video and audio settings. Changing these settings can, particularly, improve the performance of the screen recorder.

#### Location

From the Main toolbox:



1. Click on the [Teacher Tools Menu button](#) .
2. Select the [Menu button](#) .
3. Click on Settings. The ACTIVprimary Settings window will appear.
4. Select Recordings from the left-hand pane.

#### The Recordings settings explained

- **Optimal Capture Frame Rate**  
Select this radio button 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 audio while you create your video.
- **Quick Capture**  
Select when recording activities containing large static areas with lots of cursor movement. For example, recording a software demonstration.
- **Capture Mouse Pointer**  
Select if you want to record cursor movements in the 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. This feature can adversely affect the performance of the screen recorder. Select the checkbox to allow ACTIVprimary to switch off hardware acceleration at the start of the recording and restore it upon completion of the recording.
- **Hide Screen Recorder Toolbox while 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.

#### The Sound Recording settings explained

Choose one of these three options:

- **Add To Flipchart.** When you finish your sound recording a sound icon will be added to your Flipchart page. Click on this icon in Presentation Mode to play your recording.
- **Save To Disk.** When you click on the Record button you will be asked to specify a file name and location for your sound file before the recording begins.
- **Both.** When you click on the Record button you will be asked to specify where you want to save your recording. When the recording is finished, an icon will also appear on your Flipchart.

#### Toolboxes settings

The Toolbox settings allow you to define the display and behavior parameters for the Main toolbox and the Tool Tray.

#### Main Toolbox and Trays

**Toolbox Position** Use this setting to specify the location of the vertical toolbox on startup. The Right radio button is selected by default, so the toolbox is on the right-hand side of the screen. However, you can change this to the left-hand side of the screen by selecting the Left radio button.

You can change the position of the toolbox at any time while using the ACTIVprimary application. To switch the position of the toolbox, right-click close to the outside left or right edge of the display. The toolbox will switch instantly to that edge. This position will be remembered in the Toolboxes settings.

If you are using a screen resolution larger than 800 x 600 pixels graphics mode, you can also reposition the toolbox vertically. Click and drag the toolbox up or down the screen; release when it is in the correct position.

**Tray Position** Use this setting to specify the location of the Tray on startup. Select the Top or Bottom radio button to

ensure the Tray appears in that position.

You can change the position of the Tool Tray at any time while using ACTIVprimary. To switch the position of the Tool Tray, right-click close to the outside bottom or top edge of the display. The Tool Tray will switch instantly to that edge. This position will be remembered in the Toolboxes settings.

### Tray Effects

This option toggles the Tool Tray effects on or off. When the checkbox is selected, the Tray slides up and down when it changes to update for a particular tool. Clear the checkbox to de-select this option, so the Tool Tray will simply appear rather than slide into place.

### Start Effects

This option toggles the start effects on or off. When the checkbox is selected, on startup the toolbox slides on the screen. On exit, the toolbox slides out and the Flipchart fades out. Clear the checkbox to de-select this option, so the Flipchart and toolbox will simply appear.

### Object Edit toolbox



Show toolbox with double-click	Select the checkbox if you want the Object Edit toolbox to display when you double-click on an object. Clear the checkbox to stop the Object Edit 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.

### Tools settings

Change the appearance of the software's protractor, ruler and compass; change the speed of the software's dice animation.

### Location

From the Main toolbox:

1. Click on the [Teacher Tools Menu button](#) .
2. Select the [Menu button](#) .
3. Select Settings. The ACTIVprimary Settings window will appear on the screen.
4. Select 'Tools' from the left-hand pane.

#### Change color

- Change the colors of the ruler, protractor and compass by clicking on the 'Tool color' box and selecting a color from the Color Palette.
- Change the color of the text on the ruler, protractor and compass image by clicking on the 'Tool text color' and selecting a color.

#### Change translucency

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

#### Dice speed

Move the Dice Speed slider to the left or right to find to make the dice animation slower or faster.

#### User Input settings

##### 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 ACTIVprimary. Select the checkbox if you would like to use the keyboard supplied with your Operating System. Clear the checkbox to use the ACTIVprimary Floating Keyboard.

#### Handwriting recognition language

Choose the language in which the Handwriting 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)

## Manage Resources

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

#### New

Right-click on the folder that will be on the next level above your new folder. Select New from the popup menu. Type a name into the textbox and click somewhere else, or press Enter. The new folder will be created.

#### Rename

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 while 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 search function.

### Publish to browser

You can publish your Flipchart as an HTML file so that you can distribute it on the Internet and view it using a web browsers such as Internet Explorer.



Ensure you have saved your Flipchart, then click on **Teacher Tools Menu > Menu > Publish to browser....**

Enter appropriate keywords that best describe your Flipchart.

Select the output location by choosing the radio button for Local or FTP output:

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

The output location of the file will be displayed. Click on <Back to change the location, Start> to proceed with the export, or Cancel to abandon the export process.

The file will be created and you will be asked if you wish to view it. Click on the [Yes](#)  button to view the file in Internet Explorer immediately. Or, click on the [No](#)  button if you don't want to view the file. A Flash based web page, which includes navigation icons to view each page, will be displayed. You must have installed Macromedia Shockwave Player on your PC to view

Flipcharts in this way. This software is included on your product CD.

FTP  
output



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

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

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

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

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

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

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

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

### Promethean website

This menu item will open your default web browser and connect to the Promethean website, **[www.prometheanworld.com](http://www.prometheanworld.com)**. Visit the website often for:

- 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

### ACTIVprimary forum

Visit the ACTIVprimary user forum to discuss the use of ACTIVprimary in education with other users around the world. The forum is moderated by product experts who welcome any comments and ideas so that we can improve future product developments.


We invite all new users to register and become members of our growing online community. You are encouraged to join and visit the forum regularly for news about updates to the ACTIV range of products, software and resources.

**[http://www.prometheanworld.com/common/html/vb\\_forum/index.php](http://www.prometheanworld.com/common/html/vb_forum/index.php)**

### About ACTIVprimary

The license details open in a separate window and allow you to check the following information:

- Version number of ACTIVprimary installed
- User and company that ACTIVprimary is licensed to
- Name of the current user
- Details of the license agreement, which you can scroll through using the scroll bar.

Click the **OK**  button to remove the license details from the screen.

## ACTIVslate Controller

The ACTIVslate provides remote control of your PC cursor from anywhere in the room. By moving the ACTIVpen over the ACTIVslate surface, you can move the cursor around the Windows screen. Pressing the pen nib on the ACTIVslate surface produces a left-click on the PC. Clicking the button on the pen barrel produces a right-click. Pressing the pen nib on the ACTIVslate surface twice in quick succession produces a double-click (left button). Use the ACTIVslate to annotate on your Flipcharts and perform tasks in ACTIVprimary as though you were standing at the ACTIVboard.

Communication to and from the ACTIVslate takes place via infrared or radio signals, depending on which version of the ACTIVslate you are using. When you use the ACTIVpen on an ACTIVslate, the information is transmitted from the ACTIVslate via transceivers. The data is then sent, via cables, to the PC and converted into mouse data.

Click on the ACTIVslate tool to open up the ACTIVslate Controller Program. This is a separate application that allows you to configure your Infrared (IR) and Radio Frequency (RF) ACTIVslates.

Refer to the ACTIVcontroller help and ACTIVslate documentation for more information about using the Controller Program and the ACTIVslate.



Only one ACTIVslate can be enabled at any one time. The decision as to which ACTIVslate is enabled is at your discretion and is selected via the ACTIVslate Controller.

## ACTIVote

### ACTIVote tool

The ACTIVote tool opens the ACTIVote software as a separate application, which is designed to work seamlessly with the ACTIVboard and ACTIVprimary software.

The purpose of ACTIVote is to generate user response via the ACTIVboard when called upon to do so by the presenter. It gives instant feedback on user performance. Feedback can be displayed in various formats immediately on screen or may be exported to a spreadsheet for further analysis.

To start a session, click on the ACTIVote button. Choose a session type from the **ACTIVote Session** window. Then click on the ACTIVote button once more to start the session. 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....

Refer to the ACTIVote help system for more detailed information about using the ACTIVote system. This can be accessed separately from the ACTIVprimary menu system.

### ACTIVote 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.

Click on the **Users...** button to register devices.

#### Anonymous Mode

Anonymous Mode requires you to register physical devices to the ACTIV board and then any registered device can be used by any user.

Click **Devices...** button to register your ACTIVote devices. Then, use the drop-down arrow to select the number of devices you want to use in the current session.

#### Demo Mode

Demo Mode where you use simulated devices to practice using the program. Enter the number of devices you would like to see in the demonstration.

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



If you have already run an ACTIVote session, you may already have results attached to your current Flipchart. If this is the case, click on the Remove Results button to delete the results before running a new session.

#### ACTIVote Question Settings

The ACTIVote Question Settings allow you to quickly define a question page in a Flipchart. 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.

Ensure you are in **Design Mode**, then right click on the page and choose **ACTIVote Question Settings...**

#### The ACTIVote Question Settings window

Question Page Type	Click on the drop-down arrow and select Ad hoc 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 then click on the drop-down arrow to select the relevant text object for the question, labels and answers.

Click OK to accept the question page edits, or Cancel to remove any changes you have made.

When you open a question Flipchart, the **ACTIVote Session** window will automatically open with the Flipchart. If the Flipchart already contains results from a previous ACTIVote session, you will see a message. Click on the Remove Results button to delete the results for the current question Flipchart.

#### ACTIVote results

Once ACTIVprimary 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. Click on the Teacher Tools Menu button > Menu > ACTIVote>> and select Export results to Excel, or Export results to Notepad.

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, ensure you are in Design Mode and right-click on the Flipchart page, then select **ACTIVote > Results....**

When you have finished looking at the 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.

#### The Sound Control button

Click on this button and select one of the options from the popup menu: **Sound Controller** or **Sound Recorder**.

#### Sound Controller

The Sound Controller allows you to playback audio files during a presentation. It can control up to 2 different sounds simultaneously.

#### Add a sound object to your Flipchart

The audio file must first be added to the Flipchart. Use either of the following methods to add the audio file to your Flipchart:

- Drag a sound object from the Resource Library. The sound object will be displayed on the Flipchart as a sound icon. When you hover the cursor over the sound object, the cursor will change to indicate that you can click on the object and link to a file. Click on the object to open the Sound Playback Controls and play the audio file.
- Create a link object, which references the audio file from your Flipchart. See the section about **Creating Link Objects** for more information.



ACTIVprimary supports the following popular audio file formats .aif .aifc .aiff .au .cda .mid .rmi .midi .mp3 .snd .wma .wav.

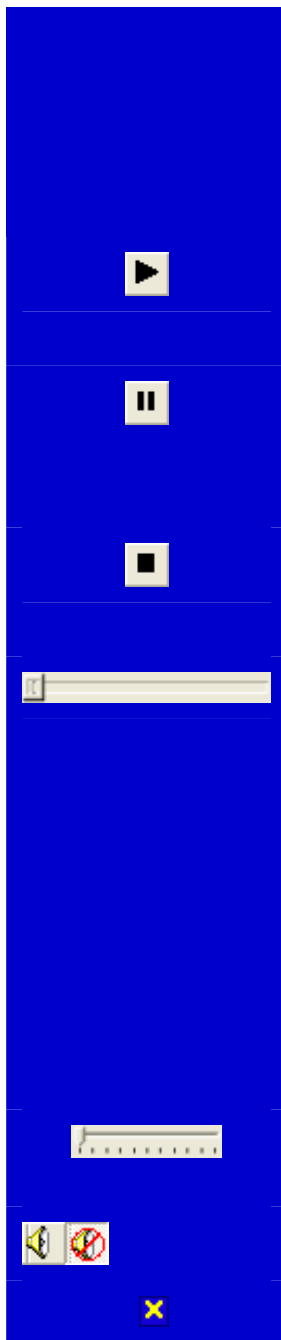
Click on the Sound Control button and select Sound Controller to display the playback controls, which are used to control your audio file.

#### Playback controls



The track number is used to control the playback of different types of audio file. ACTIVprimary will play a sound file on Track 1 or Track 2 according to the type of audio file it is playing.

Track Number	Audio filename extension
1	Plays speech or sound audio files, such as:  .wma.wav.snd.au.aif.aifc.aiff



2 Plays complex or music audio files, such as:  
 .mp3.cda.mid.rmi.midi

The title of the track will be displayed below each control.

The Play button starts the playback of an audio file. Select the Repeat checkbox to automatically replay the sound when it has finished playing.

The Pause button suspends the current playback and holds the position of the progress indicator on the timebar. Click Play to continue playback from the position where the playback was paused.

The Stop button discontinues the current playback and moves the progress indicator to the beginning of the timebar. Click Play to restart the playback.

The Playback Indicator moves along the timebar to indicate the current position in the audio file. You can click on the progress indicator and drag it to a different position on the timebar to quickly move forwards or backwards to a specific point in the playback.

If you move the indicator while Play is active, the audio file will play from the new position.

If you move the indicator while the Pause or Stop is active, the audio file will remain paused or stopped until Play is selected, where the audio file will playback from the new position.

Use the Volume Control to adjust the volume level and make your playback louder or quieter.

Select the Mute button to switch the sound on and off.

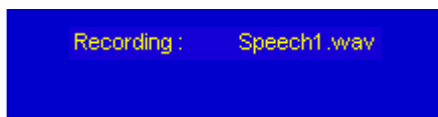
Exit Sound Controller.

**Sound Recorder**

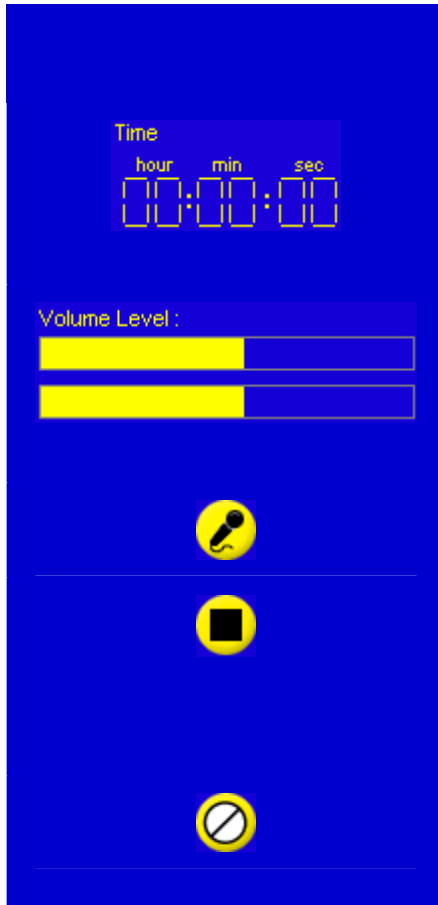
The Sound Recorder allows you to record speech to accompany your Flipchart. The speech recording will be added to your Flipchart page as an embedded sound object, consisting of an icon that links to the sound file. The object resides on your Flipchart page so you can replay the sound as many times as you wish.


Click on the Sound Control button and select Sound Recorder to display the record controls.


**Recorder controls**



The recording is automatically given a filename when you start to record your speech. Every time you click on the



**Record**  button, the filename will be incremented by one.

Displays the length of recording. The time will continue incrementing until you click on the **Stop**  button to stop the recording.

The position of the moving bars will change according to the volume level of the recording. As sounds get louder, the color will change to red the further along it is to the right-hand side.

The Record button starts the recording.

The Stop button stops the recording and adds a sound icon on your Flipchart page that links to the sound file (.wav). In Presentation Mode, click on this link to play the sound file.

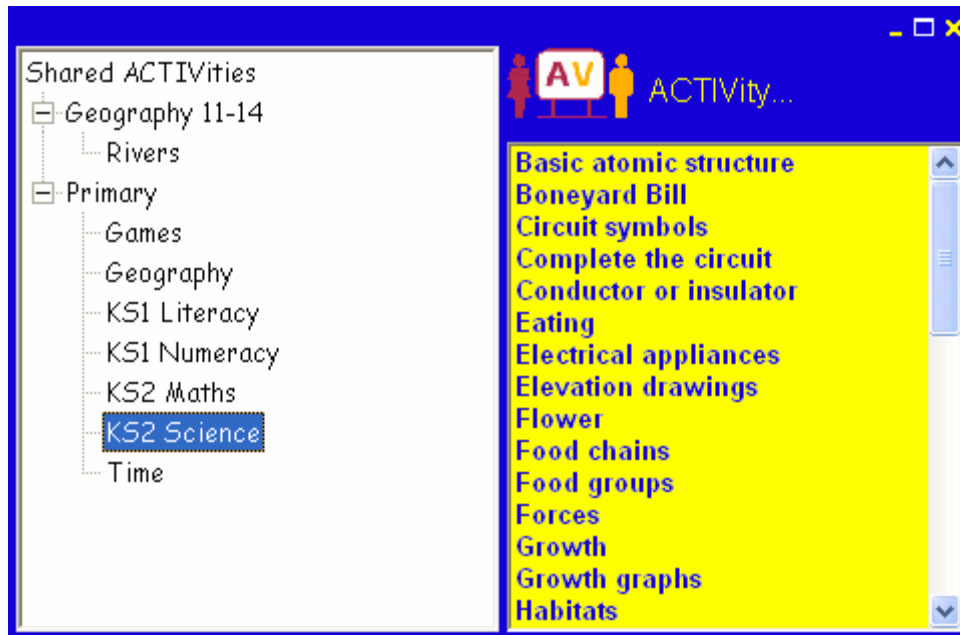
The Cancel button abandons the current recording. This button is redundant if nothing is being recorded.

#### [Add the sound file to the Resource Library](#)

In Design Mode, enter the Resource Library and click on the Categories button to navigate to the folder in which you want to add your sound file. Click on the icon and drag it to the Tool Tray. Enter a name for your sound object and click on the OK button.

#### [The Activities Explorer button](#)

Click on the Activities Explorer button to view the Activities Explorer window:



The Activities Explorer displays the contents of the Activity folder and subfolders. Promethean provide sample Activities suitable for different primary levels. Click on a folder in the left-hand view pane and its contents will be displayed in the right-hand view pane. To launch an Activity, click on an Activity listed in the right-hand view pane.

Depending upon the type of Activity launched you will see the host application displaying the Activity. It is possible to have a wide range of types of Activities. They could be Flash animations, Word documents, PowerPoint presentations etc.

If the Activity is created as a Flipchart, the Activity will be displayed as normal in the ACTIVprimary Flipchart workspace area. If the Activity is created as another file, it will be launched in the relevant program, thereby hiding the ACTIVprimary main program, and the Desktop toolbox will appear:



The Desktop toolbox is displayed when ACTIVprimary is in Desktop Mode. For more information about using this toolbox, refer to the topic about Desktop Mode in the Teachers Tools section.

To switch back to the Activities Explorer window, click on the Close or Quit button. The appearance of this button will vary according to who authored the Activity and what program is hosting the Activity.

To close the Activities Explorer window, click on the [Close](#)  button.



### The Clear tool

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



#### Clear Screen

Removes everything from a Flipchart page back to a clean page. This includes all annotations, objects, grids and backgrounds.

#### Clear Objects


Removes all lines, shapes, images, sounds and text.



Any Pen, Highlighter and Eraser objects that have been placed on the Middle or Back layer will also be removed. See the section about **Layers** for more information.

#### Clear Annotations

Removes all freehand Pen, Highlighter and Eraser objects only

Any Pen, Highlighter or Eraser objects that have been placed on the Middle or Bottom Layer will not be removed. See the section about **Layers** for more information.

Having used any of the Clear functions, you can then use the [Undo](#)  tool to immediately to re-instate what was removed if you removed something by mistake.

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.

### The Special Tools button

#### The Special Tools button











Click on the Special Tools button to display a range of useful tools in the Tool Tray.



The **Spotlight** tool allows you to focus attention on an aspect of the screen or allows you to hide an aspect of the screen, depending upon which mode you choose.

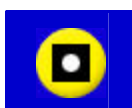
The **Reveal** tool allows you to hide the displayed page and use a windowshade to reveal the underlying Flipchart from either the top, bottom, left or right of the screen.

The **Dice** tool allows you to roll up to five dice using an animated sequence. The sum of the dice can be pasted on the page.

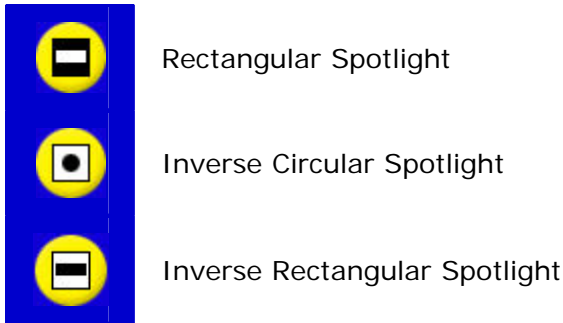
	The <b>Protractor</b> tool displays a virtual protractor on screen.
	The <b>Ruler</b> tool displays a virtual ruler on screen.
	With the <b>Compass</b> tool you can draw circles or arcs of any size, color and line width.
	The <b>Fraction Creator</b> toolbox allows you to convert handwritten fractions into editable text objects.
	The <b>Handwriting Recognition</b> tool allows you to recognize and convert your handwritten words into editable text objects.
	The <b>Calculator</b> tool allows you to perform mathematical calculations on a standard Calculator or a simplified child's Calculator, which is displayed in a floating window.
	The <b>Camera</b> tool allows you to capture an image of your desktop, ACTIVprimary interface or the contents of your Flipchart page. You can take a photograph of the complete screen, or you can define a specific area on the screen to capture only part of it.
	With the Screen Recorder tool you can create a video of your changes to a Flipchart. If your computer has a microphone, you can also record commentary.
	The <b>XY Origin</b> tool adds a new origin point on the page, around which you can rotate, mirror or flip objects.
	The <b>Clock</b> tool allows you to display a clock or counter on screen.

### The Spotlight tool

When you click on the Spotlight tool on the Tool Tray, you are presented with four choices.



Circular Spotlight



You would use either circular or rectangular shape for masking the screen to focus attention on a particular part of the screen:

Use the inverse spotlight to hide aspects of the screen while showing some instructions or clues as to the hidden part:



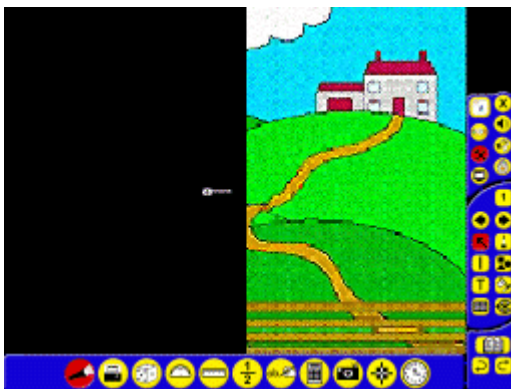
The spotlight continues to be displayed as you move forwards and backwards through the pages of your Flipchart.

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

To hide the spotlight, click on the Spotlight button once more.

### The Reveal tool

This tool allows you to completely cover up and hide the contents of your page. You can reveal in one of four directions from the top, bottom, left or from the right.



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

You can navigate through the pages in your Flipchart and the revealer will reset itself to completely cover the next Flipchart page. This feature allows you to navigate through your Flipchart pages and ensure they are hidden behind the revealer, even if your previous pages were partially revealed.

It is possible to use other tools while using the Reveal tool, for instance if you wanted to draw or add an image it is possible to do this while part of the screen is revealed. You would need to switch the lower Tool Tray back to Special Tools in order to carry on working with the reveal tool or to cancel it.

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

### The Dice tool

Use the Dice tool to roll up to five dice for generating random numbers and incorporating games in numeric activities. Click on the Dice tool to display the Dice toolbar:



Click on the drop-down arrow to select the number of dice you want to use for the activity. You can choose 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 **Teacher Tools Menu button > Menu > Settings...** and select Tools from the left-hand pane.


Click on the equals button to paste the total sum of the die or dice as a text object in the center of the page of the active Flipchart.

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 toolbar, click on the **Close**  button or click on the Dice tool to deselect it and switch it off.

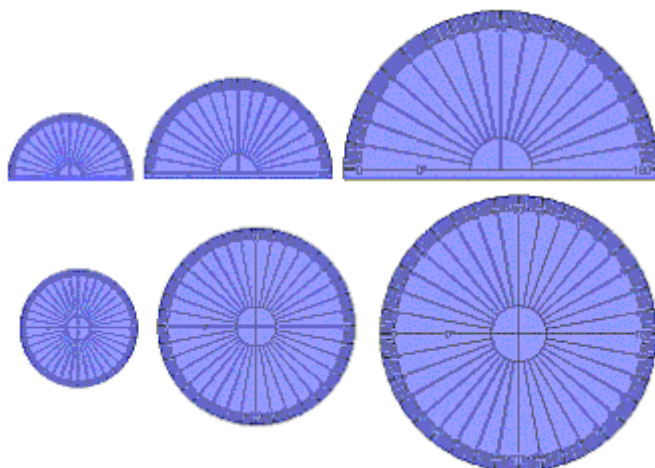
### The Protractor tool

Click on the Protractor tool and you can then choose either a **180°**  or **360°**

 protractor, by clicking on the appropriate icon. A virtual protractor will be displayed, which you can resize, reposition, rotate and interact with using the pen and highlighter.

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

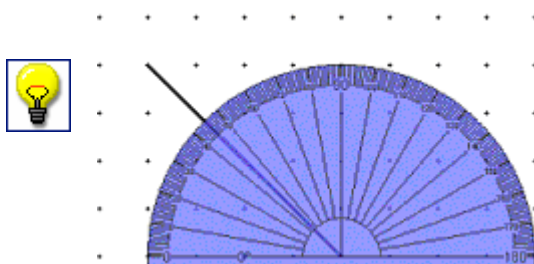


You can change the color and translucency values of the protractor by clicking on **Teacher Tools Menu button > Menu > Settings... > Tools**.

### Reposition the protractor

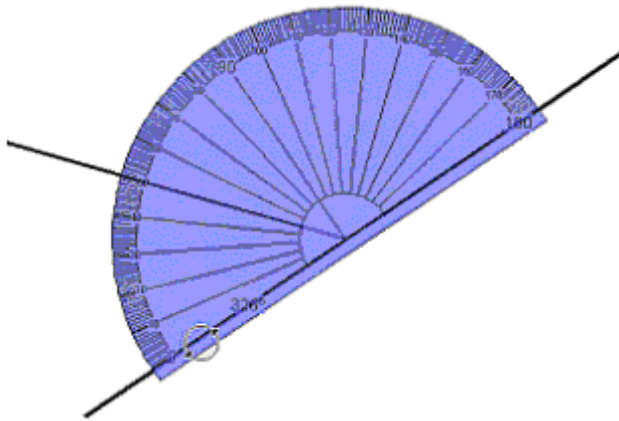
Position the ACTIVpen around the center sections of the protractor. When the cursor changes to display the mover arrows, you can click and drag the protractor to a different position on the page. Release the click when the protractor is in the correct position.

Measure angles very accurately by using the Grid tool to snap the protractor and the object, which you are measuring, to a fixed point:



### Rotate the protractor

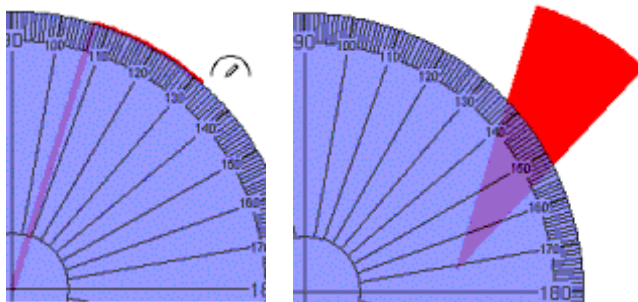
Position the ACTIVpen anywhere around the measurement scale towards the edge of the protractor. When the cursor changes to display the rotator arrows, you can click and rotate the protractor to a particular angle. This is required for when the angle you want to measure or mark out is from a line that is not horizontal. The center of rotation is at the center zero mark. Release the click when the protractor is at the desired angle.




In Design Mode, you can choose to display the angle of rotation at the center point of the protractor. By default this is displayed. Right-click on the protractor, and click on 'Show degrees' to clear this option if you don't want the angle of rotation to be displayed.

#### Draw a segment

When the pen or highlighter is selected, move the cursor so that it is near the outside edge of the protractor. The cursor will display an arc and pen. 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 ACTIVprimary will automatically draw a line from the starting point to the center point. Drag the cursor along the outside edge of the protractor and release the click when the segment is at the desired angle. ACTIVprimary will automatically draw a line from the finish point and will fill in the segment with the currently selected pen or highlighter color.



To draw an unfilled segment, in Design Mode right-click on the protractor and click on 'Fill Segments' to deselect this option. For any existing segments, in Design


Mode double-click on the filled segment and select the [Properties](#)  button from the Object Edit toolbox. Select Appearance and click on the 'Fill Pattern' checkbox to clear the fill pattern.

#### Hide the protractor

To remove the protractor from the screen:

Click the Protractor button once more.

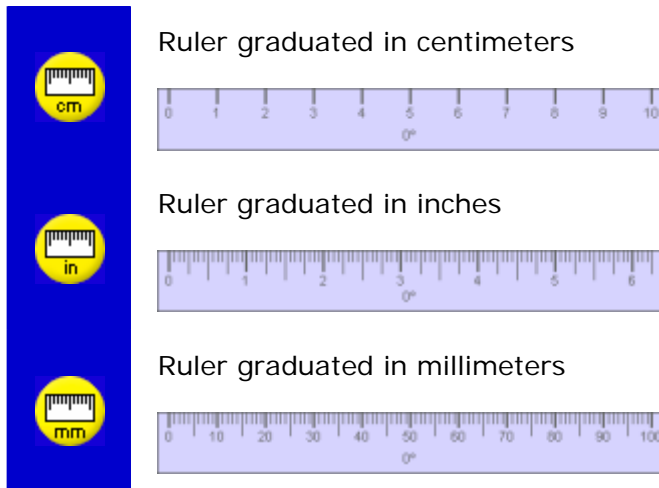
Or,

Double-click on the protractor to display the Maths toolbox and click on the [Delete](#)  button.

### The Ruler tool



The ruler is a useful tool that can be used for various activities, such as arranging objects, drawing lines of a particular size and angle and measuring objects as you resize them.

Click on the Ruler button and choose one of the options from the popup menu:




A virtual ruler will be displayed, which you can resize, reposition, rotate and interact with using the pen and highlighter.

### 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](#)  or [Decrease Object Size](#)  button in the Object Edit toolbox.




 When increasing or decreasing the size of the ruler you are simply altering the length of the ruler not its scale.

Double-click on the ruler to display the Maths toolbox regardless of what tool is currently active in the Main toolbox.

You can change the color and translucency values of the ruler by clicking on **Teacher Tools Menu button > Menu > Settings... > Tools.**

### Reposition the ruler

Position the ACTIVpen anywhere along the bottom edge of the ruler. When the cursor changes to display the mover arrows, you can click and drag the ruler to a different position on the page. Release the click when the ruler is in the correct position.

 Position the ruler accurately by snapping the zero point to a grid point in a grid, which may or may not be visible on the page.


### Rotate the ruler


Position the ACTIVpen anywhere along the top edge of the ruler. When the cursor changes to display the rotator arrows, you can click and rotate the ruler to a particular angle. The center of rotation is at the top of the zero mark on the measurement scale. The current angle of rotation is displayed in the center of the ruler. Release the click when the ruler is at the correct angle.

In Design Mode, you can choose to display the angle of rotation at the center point of the ruler. By default this is displayed. Right-click on the ruler, and click on 'Show degrees' to clear this option if you don't want the angle of rotation to be displayed.

### Draw a straight line

You can use the ruler for measuring existing objects on screen or you can use the ruler to draw out lines of a set size and at a set angle if required.

To draw using the ruler select a [pen](#)  then position the ruler at the spot you wish to draw a straight line. As with the protractor, you may rotate the ruler around the 0 (zero) axis of the measurement scale.

To draw along the ruler having previously selected a [pen](#)  position your cursor just above the top edge of the ruler until you notice the cursor change so that a line appears above the pen symbol. Now draw along the pen from your start point to the desired length.

Using the Grid tool along with the Pen tool can help you to make more precise drawings.




### Hide the ruler

To remove the ruler from the screen:

Click the Ruler button once more.

Or,

Double-click on the ruler to display the Object Edit toolbox and click on the [Delete](#)  button.

### The Compass tool

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

#### Location

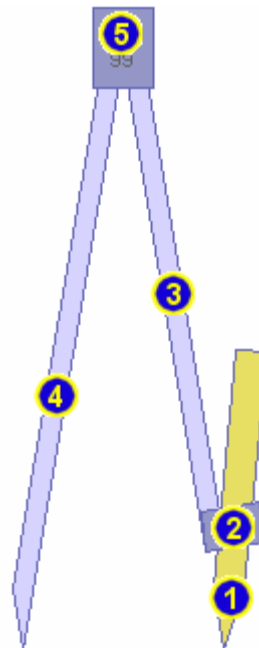
1. Click on the Main toolbox's [Special Tools button](#) .

2. The [Compass icon](#)  will appear in the Tool Tray.

#### 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. Displays the angle between the compasses and the distance between the pen and the point.



#### Compass features

The Compass tool works with pens, highlighters and erasers. Click on the [Pens, Highlighters and Erasers button](#)  and you can change the pen width and color as you wish.

#### Compass size

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

#### Right-click settings

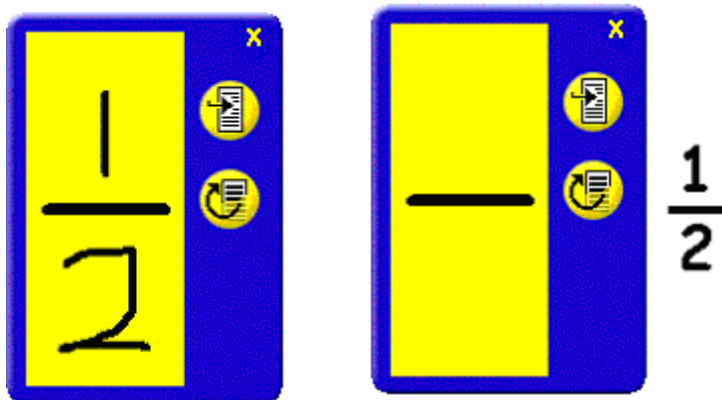
In Design Mode, right-click on the compass to open a menu with three options: Reflected; Show Degrees; Show Radius.



### Exit the Compass tool

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

### The Fraction Creator toolbox

Click on the Fraction Creator toolbox button then draw the two numbers that make up your required fraction. ACTIVprimary will use its handwriting recognition function to convert your handwritten input into a fraction.




After writing in your numbers click on the [Add to Flipchart page](#)  button to copy the fraction onto your page. The fraction will appear as an editable text object. You can click and drag this object to a new location if you are intending to add further fractions. If you want to clear the writing without adding it to the page to start over, click the [Clear](#)  button.

To close the Fraction Creator toolbox:

Click on the Fraction Creator toolbox icon once more.

Or,

Click the [Close](#)  button, located on the top right-hand corner of the Fraction Maker window.

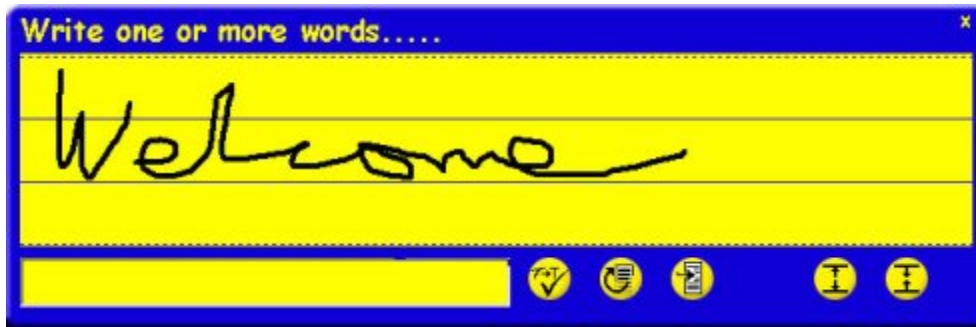
The recognition function takes the order of annotations into account when converting your writing.




A fraction is actually made up of two separate text objects and a horizontal line, which are grouped together. It is possible to edit this group of objects in Design Mode. However, editing a grouped object is quite labour intensive and it may be quicker to delete an incorrect fraction and create a new one.

### Recognition tool


The Recognition tool enables you to convert your handwritten annotations into editable text objects. Clicking on this button will display the Recognition window:



Note that you have full access to the Tool Tray to set the font, size, color , etc. which will be applied to the recognized text.

Use your ACTIVpen to write your words in the input area. Click the [Preview](#)  button and ACTIVprimary will convert your handwriting. The output will be displayed in the text box below the input area.




If you are happy with the result of the recognition click on the [Apply](#)  button. ACTIVprimary will paste the resultant text object onto the current Flipchart page. The window will remain open for further input.

#### Closing the Recognition window



When you are finished, click on the close button in the top right-hand corner of the window. You will see your text object/s on the Flipchart page.

#### Editing Result

If you are not happy with the recognized text, click on the [Redo](#)  button to clear the result and then try again. Remember that the recognizer creates editable text objects, so it may be quicker to edit the resultant text object rather than attempting recognition numerous times if the recognizer fails on certain words or characters.

An alternative to using the Redo button is to edit the recognized text before applying it to the page:




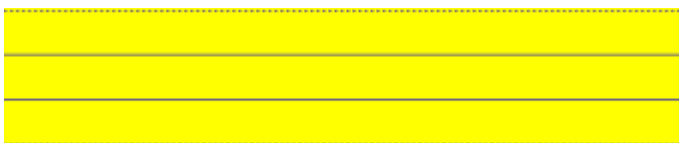
When you have clicked the [Preview](#)  button in addition to the recognized text being displayed you may have noticed a new tool appear. This is the [Floating Keyboard](#)  tool, which can be used to edit the recognized text.


Click on the [Apply](#)  button directly without previewing the result.

#### Adjustable Guide Lines

To aid handwriting we provide adjustable guide lines.

Use the [Increase Guide Line Distance](#)  button to widen the lines. Repeated clicks will increment the distance gradually.



Use the [Decrease Guide Line Distance](#)  button to narrow the lines. Use repeated clicks to adjust the distance incrementally.



Use cursive writing, not separate letters to improve the result. If you find that certain letters are not recognized then attempt to modify your stroke slightly to see if this helps.



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

If you are confident that your handwriting will be correctly recognized, you can bypass the [Recognize](#)  button and click on the [Apply](#)  button to add a text object to the page.

### Language support

The Recognition engine now has support for the following languages:

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

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

Upon changing the language setting, the software will load in a language specific dictionary to aid in recognition. You may switch between languages at any time.

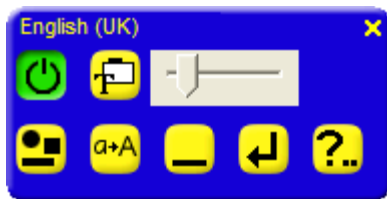


You can also use the Recognition tool to convert your freehand writing to text in other Windows applications, if it is more convenient to recognize your annotations than typing with the keyboard. See the information about the Desktop Mode for more information.

#### Using the Adult Handwriting Recognition tool

You can also use the Adult Handwriting Recognition tool that is available in ACTIVstudio. Right-click on the Recognition tool to display the Recognition toolbox:

The Recognition toolbox looks like this:



#### 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.

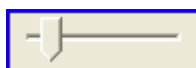


When using the recognition tool in external applications, you will need to switch off the Recognition function in order to select existing text or to move from one field to another. ACTIVstudio will continue annotating if the recognition function is switched on and the program editing cursor is displayed.



#### Font Selection

Click the Font Selection button to choose which font the recognized text will use.



#### 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

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another annotation.



Recognition Mode:

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



Alphabet



Numeric



Alphanumeric



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

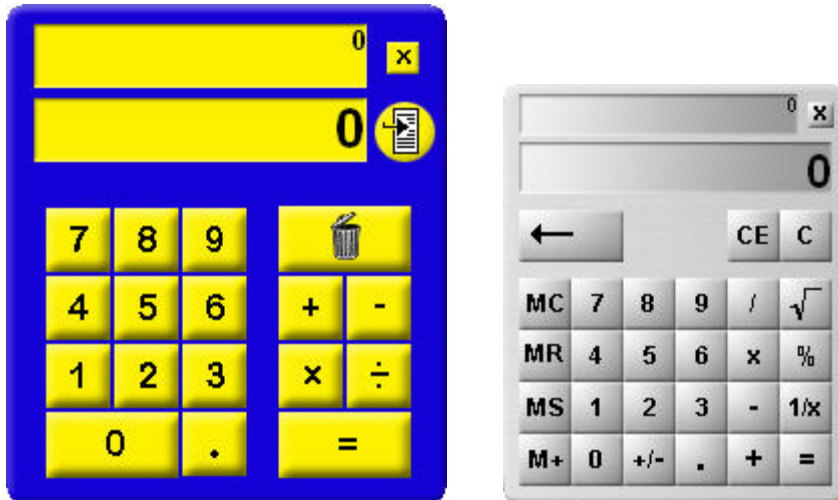
Displays a list of alternative words taken from the dictionary, which you can select if your writing or numbers are not recognized correctly.

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

### The Floating Calculator tool

Selecting the Floating Calculator tool will display a calculator in a floating window. This version works just like a handheld device.

When you select the calculator, the child version will automatically appear as default. However, you can change the calculator to an adult version. Right-click anywhere on the calculator apart from the display screen and select 'Adult Calculator' from the popup menu.




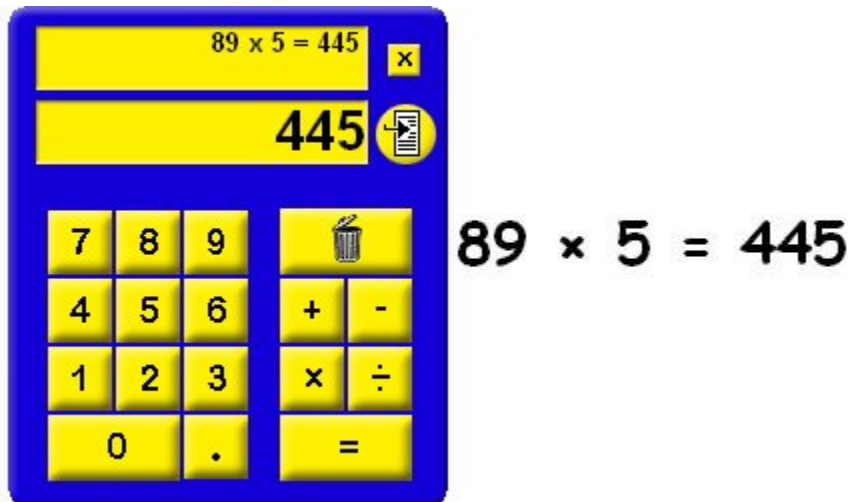
#### Reposition the calculator

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.

#### Paste calculation to page

To 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.



Close the calculator

To close the calculator:

Click on the Floating Calculator button in the Tool Tray.

Or,

Click on the [Close](#)  or  button on the calculator.

### The Camera tool

The Camera tool allows you to take a photograph of the content of your Flipchart pages. 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 or copied to the 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, then click on the Camera tool button. Choose from one of the following camera types from the

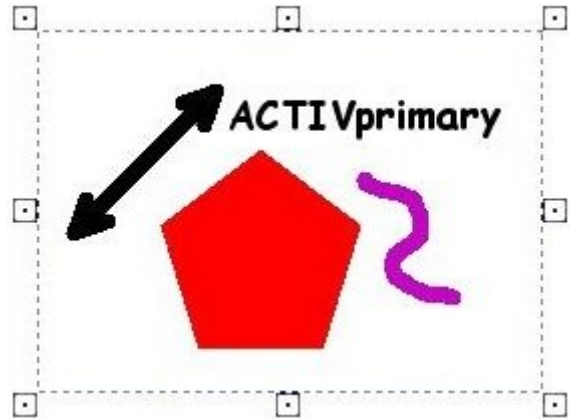
[Camera toolbox](#)  :



If using the camera from the Desktop toolbox, first click on the Camera Selector button to select the camera type.

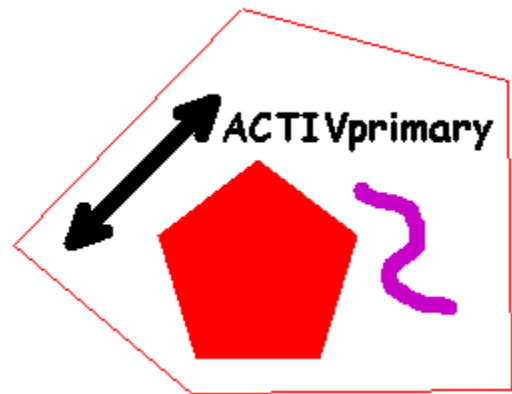
### Rectangular Area Capture

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.



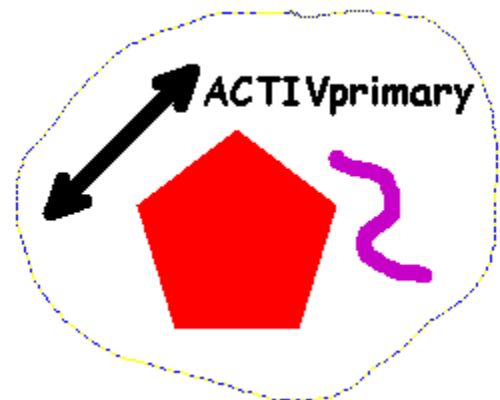
### Point to Point Area Capture

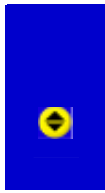
Allows you to capture an irregular shape made up from straight lines. The first click starts the shape. Every time you click, you add another node to the shape so you can move the line in another direction. To end the shape, click close to the first point and ACTIVprimary will automatically close the 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 Capture

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 ACTIVprimary 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.

Camera Selector button

Use this button to toggle between the different camera types.

### Paste Options

When you have selected a camera type the Photograph toolbox is displayed. This toolbox allows you to choose where to locate a copy of your photograph:



Pastes the image on the Flipchart page you currently have open.

Pastes the image on a new page in the Flipchart you currently have open.

Allows you to save the image in the section of the Resource Library called My Resource Library. You will be prompted for a filename. The Images folder in the Resource Library will be selected by default, but you can choose to save the image in another folder.

Allows you to save the image in the section of the Resource Library called Shared Resource Library. You will be prompted for a filename. The Images folder in the Shared Resource Library will be selected by default, but you can choose to save the image in another folder.

Pastes the image in the Windows clipboard. From here, if you switch to **Design Mode**, you can paste it onto a Flipchart page by performing a right-click and selecting 'Paste Image from Clipboard' from the popup menu. Or, you can paste the captured image into one of your PC applications by navigating to paste while the application is active.

Click on the [Close](#)  button to abandon the operation.

### The Screen Recorder Tool

Recordings settings

Adjust the following [Recordings settings](#) to improve the performance of your screen recorder

- Capture Frame Rate

A video with a lower frame rate will take up less of your computer's memory. Your video will be more jerky, however, as a result. A video with a higher frame rates will run more smoothly but the file size will be much larger. Your computer may have problems playing the video if the file size is too big.

- Record Audio

To improve your computer's performance, clear the checkbox if you are not recording sound with your video.

- Quick Capture

Activating the Quick Capture setting makes your video more efficient by only recording changes to the Flipchart. It is not suitable for recordings where there is lots of movement on the display.

- Disable Hardware Acceleration during recording.

Some Windows applications may not behave correctly when hardware acceleration is disabled.



Other ways to improve screen recorder performance

- Close down all other applications while using the screen recorder.
- The Screen Recorder produces Audio Video Interleave (AVI) files. AVI files tend to be very large. For best performance, we recommend that you allocate approximately 20MB of hard disk space for each minute of video that you wish to record.
- Adjust the screen resolution and color depth for your computer. The recommended settings are a color depth of 16 bit and a minimum resolution of 800 x 600 with ACTIVprimary.
- Advanced users may also want to adjust the Video Compression and Audio Format settings. Click on the [Screen Recorder toolbox's](#) Menu button. Use the Video Compression settings to adjust the key frame setting for your recording. You can also configure the speed and quality of video compression. The Audio Format settings let you change the type of your sound file, and to specify the quality of the sound recorded.


## The 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 to a preferred angle. However, you may not want to rotate an object around its center point. Instead, use the XY Origin tool to add a rotate point anywhere on a page. The object will spin around the page origin point when you click and move the 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 center 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. 

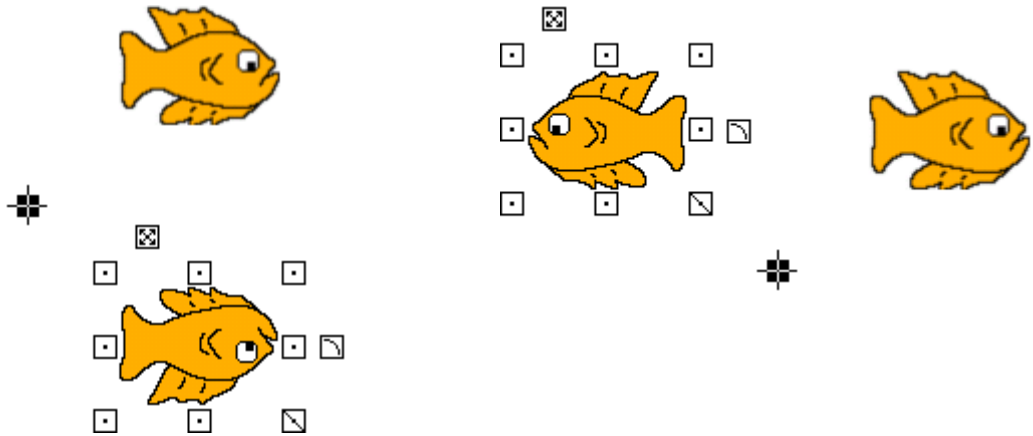
The rotate point will remember its last position on a page. When you switch it on again, it will automatically appear in the same position when it was last displayed.

Groups of objects will rotate about the center point of the selected group, unless the XY Origin tool is switched on. In this case the group will rotate around the XY origin point. 

### Mirror or flip objects

Behaves like the XY origin of a graph or a grid (ie the zero-zero point).

Use the XY Origin tool to offset the object from a specified origin point. Example:








Mirrored in X axis about the origin point

Mirrored in Y axis about the origin point

### The Clock tool

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

	Displays a traditional analog clock with a circular face and hands.
	Displays a digital clock.
	Displays a traditional analog clock with the digital clock underneath.
	Displays a digital counter. The counter will count down from the time entered in the clock counter window.
	Displays a digital counter. The counter will count up to the time entered in the clock counter window.

#### Analog and digital clocks

The clock opens in a separate window, which will always be on top of other applications. To change the size of the window, hover the cursor over one of the window edges until a resize arrow appears. Use the resize arrow to click and drag the window to the size you prefer. To change the position of the window, click on any blue part of the window and drag it to the position you prefer. ACTIVprimary 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 **Teacher Tools Menu button > Menu > Settings... > Clock**.

To close the Clock window, click on the Close button.

### Counters

When you select one of the counters from the menu a window which allows you to define your counter and change the way it behaves appears on screen.

#### Counter window

Count down from / Count up to Use the up and down arrows to increase or decrease the amount of counting time. This is measured in hours, minutes and seconds. The image below shows the counter set as 1 minute 30 seconds.



The Count Down clock will first display 1 minute 30 seconds and will count down to zero. The Count Up clock will first display zero and will count up to 1 minute 30 seconds.

Reset Click on the reset button to set the counter to zero.



Repeat Select the checkbox to repeat the count when the counter has reached its target. This will be zero for the Count Down clock, or the time you specified for the Count Up clock.

After timeout play following sound Click on the down arrow to show any sound files located in the sounds folder in your ACTIVprimary 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.

When you are happy with your definition click OK to display the counter, or click Cancel to remove your changes and close the window. 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.

## Desktop Mode

### Annotate over the Desktop

Use the ACTIVpen to draw or highlight over any open Windows application using the Pen tool and Highlighter tool.


Select the Pen tool or Highlighter tool from the Desktop toolbox to activate the annotation mode specified in your **General Settings**.

Click on a color and line thickness from the selectors. They will be highlighted in red to indicate which selectors you have chosen. [Example](#)




This example shows the blue color and the 3rd thickest line selected for the Pen Tool.



You are now ready to start drawing or writing with your ACTIVpen.

You can move your Pen and Highlighter annotations around the screen using the [Marquee Select tool](#) . Click on the Marquee Select tool and move your cursor over to the annotation. When the cursor displays the mover arrows, click and drag the annotation to a different position.



If you are annotating in Overlay Mode and you choose the Marquee Select tool, you will be able to interact with the underlying application with your annotations still visible.


To delete all annotations on the screen, click on the [Clear Screen tool](#) . If you are annotating in Photo Mode when you click on the Clear Screen tool, the Marquee Select tool will automatically be activated and you will be able to use the underlying application.

If you make a mistake and need to undo your last action, click on the [Undo tool](#) . You can redo the action by clicking on the [Redo tool](#)  button. These tools function in the same way as though you are working on a Flipchart.



Capture your annotations by using the Camera tool to take a photo of them.

### Capture photographs of your desktop

Make sure that the screen is displaying the image you wish to capture, then click on the [Camera Selector button](#)  and select a camera type. Choose from one of the

following Camera types from the [Camera toolbox](#) :

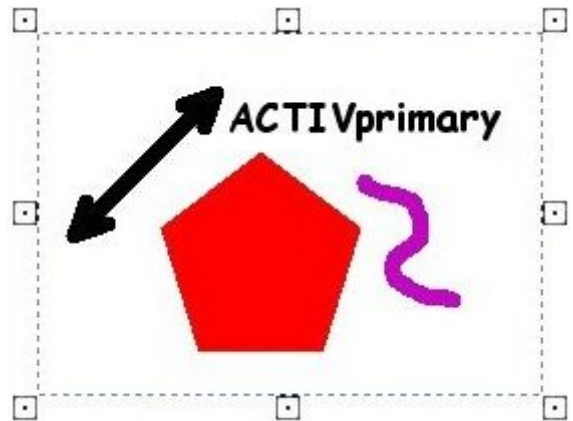


For more information about how to use each camera type, refer to the section about the Camera tool.



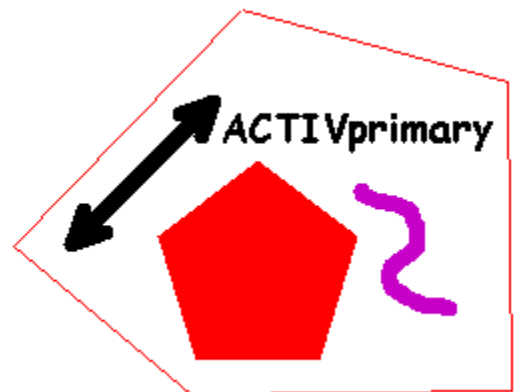
**Rectangular Area Capture**

Resizable rectangle shape that can be re-positioned on the desktop.



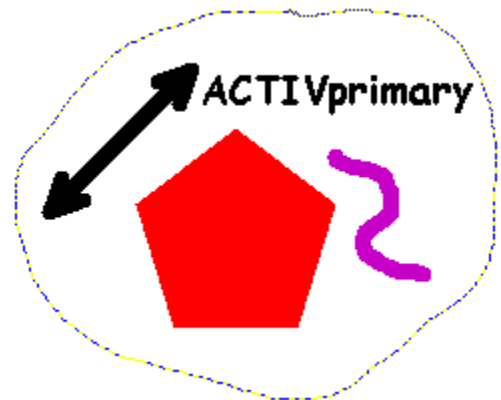
**Point to Point Area Capture**

Click and drag straight lines in order to capture an irregular area of the screen.



**Freehand Capture**

Draw freehand in order to capture an irregular area of the screen.



**Paste Options**

Once you have decided on the position and size of the photograph, you need to decide where to locate the image. Choose one of the following options from the Photograph toolbox:



Pastes the image on the Flipchart page you currently have open.



Pastes the image on a new page in the Flipchart you currently have open.



Save the image to the 'My Resource Library' folder.



Save the image to the 'Shared Resource Library' folder.

Copies the image to the Windows clipboard.

For more information about each of these options, refer to **The Camera tool**.

### Use the Reveal tool or spotlight over your desktop



If you are annotating in Overlay Mode, your annotations will be temporarily hidden when the Spotlight tool or Reveal tool are active.

#### Spotlight tool

Use the spotlight to focus attention on a particular part of the screen.

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

To hide the spotlight, click on the Spotlight tool button once more.

#### Reveal tool

Use the Reveal tool to hide the contents of your screen. You can reveal in one of four directions from the top, bottom, left or from the right.



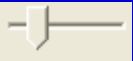





Use the ACTIVpen to move the cursor to one of the quadrants, then click on and drag the black area to the opposite quadrant, gradually revealing the screen.




To exit the Reveal tool, click on the Reveal button once more.

### Use the Recognition tool in other applications

Use the handwriting recognition function to convert your freehand writing to text in other Windows applications, if it is more convenient to recognize your annotations than typing with the keyboard.

Click on the Recognition button to view the Recognition toolbox:

	<p>On/Off button</p>	<p>Switches the Recognition tool on and off. If recognition is switched on and the pen is selected, your annotations are converted to text.</p>
<p>When using the recognition function in external applications, you will need to switch off the Recognition function in order to select existing text or to move from one field to another. ACTIVprimary will continue annotating if the recognition function is switched on and the program editing cursor is displayed.</p>		
		
<p>You can save a file by annotating and using the recognition tool to enter the filename. However, ensure the recognition function is switched off if you need to use the cursor to select part of a filename to delete it, add to or make any corrections to the name entered..</p>		
	<p>Timer</p>	<p>Allows you to adjust the time between annotating and recognizing.</p>
	<p>Undo</p>	<p>Reverses the last action.</p>
<p>Recognition Mode:</p>		
	<p>Alpha</p>	
	<p>Numeric</p>	
	<p>Alphanumeric</p>	
	<p>Upper Case</p>	<p>Convert your writing to upper case text.</p>

	Add space	Adds a space after the recognized text.
	Add carriage return	Adds a carriage return after the recognized text.
	Alternatives	<p>Displays a list of alternative words taken from the dictionary, which you can select if your writing is not recognized correctly.</p> <p>You can customize the user dictionary with specific terms that you use regularly. See the separate help about the <b>Custom Dictionary</b> for more information.</p>

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

Click on the title bar of your application to make it the active application.




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

When you have finished annotating, wait for ACTIVprimary to perform the recognition.



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

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

For information about using the Recognition function with other languages, refer to the **Recognition** section.

## Design Mode

### The Properties and Actions Window

#### Identification properties

The Identification tab allows you to define a single object with a name, or a group of objects with a group number.

##### Name

The Name textbox will only be displayed when you have selected a single object. 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. ACTIVprimary 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

The Keywords box is only displayed when you select a single object. Enter keywords in this box to describe your resource. Allocating keywords allows you to search for your resource if it has been added to the Resource Library. Keywords must be separated by a space or a carriage return.

##### Grouped

The Grouped checkbox will only be displayed when you have selected multiple objects. If you select the Grouped checkbox, ACTIVprimary 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.

When the objects are grouped, they will remain on the default layer for that object type. To change the layer which the group resides on, in Design Mode right-click on the group with the Marquee Select tool and select Bottom Layer, Middle Layer or Top Layer from the popup menu. Or, go to the **Appearance properties**, click on the drop-down arrow and select a layer from the list.

Groups that contain a mixture of different object types can only be added to the Collections folder in the **Resource Library**.

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 Select box 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 center point of the object selection.

### Position properties

The Position tab allows you to define the arrangement of objects on the Flipchart page accurately, or change the size of a page in your Flipchart.

#### **Left, Top, Width, Height**

Enter a number (measured in pixels) in the relevant textbox and click <Enter> to move the object to that position:

##### Left

Repositions the left edge of an object from the left edge of the Flipchart page.

##### Top

Repositions the top edge of an object from the top edge of the Flipchart page.

##### Width

Stretches the object horizontally from its 'Left' position.

##### Height

Stretches the object vertically from its 'Top' position.



The position and size properties cannot be applied to change the position or size of a group of objects. If you alter the position and size properties for a group of objects, each object within the group will move or resize itself individually. As such, the properties will not display the position and size of the group.


#### **Angle**

Rotates an object from its center point. Enter a number (measured in degrees) in the textbox and click <Enter> to rotate the object to that position.



If you set an angle for a group of objects, each object will rotate around its own center point, instead of the center point of the group.

#### Appearance properties

- Page Color** Click on the color selector and select a new 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.
- 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 the section about **Layers** for more information.
- Transparent** Select the checkbox to make the selected object transparent. The default transparency color is gray. To change the transparency color, click on the color button and use the Object Transparency Selection tool to choose a color from the image.
- Select the 'Pick through' checkbox and click on the Color 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.
-  Invisible objects on your page will be displayed when in Design Mode, but not when you change to Presentation Mode.
- Reflected** Select the checkbox to mirror the selected object horizontally.
- Inverted** Select the checkbox to mirror the selected object vertically.
- Pen Type** Click on the down arrow and select a different pen type from the drop-down list: pen, highlight or Eraser.
- Pen width and Color** Enter a number to change the pen width (in pixels). The maximum value you can set is 999.



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

To change the color of the pen, click on the color 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 pattern styles.

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

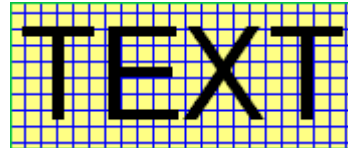


This text object consists of:

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.

### Container properties

The Container tab allows you to create activities where objects can be enclosed within other objects.

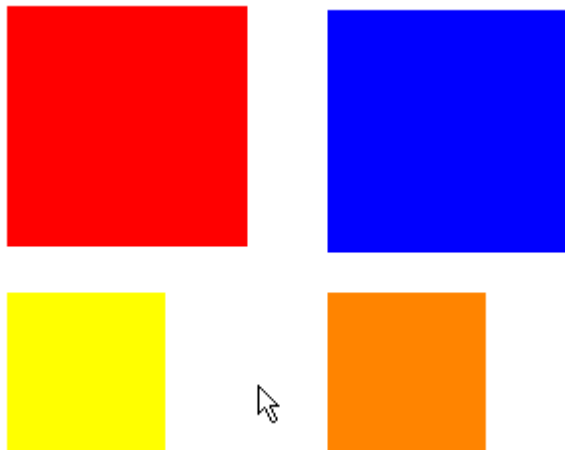
### Can contain

Click on the drop-down arrow and select one of the following options from the menu:

**Nothing** The selected object will not 'hold' any other objects placed inside it. When the selected object is moved, any objects placed within it will remain in the location in which you placed them.

**Anything** The selected object will 'hold' any objects that are placed inside it. When the selected object is moved, any objects placed inside it will move with it.

### Example



In this example, the red square is not set to contain other objects. When the yellow square is placed inside the red square, the yellow square stays in the same position when the red square is moved.

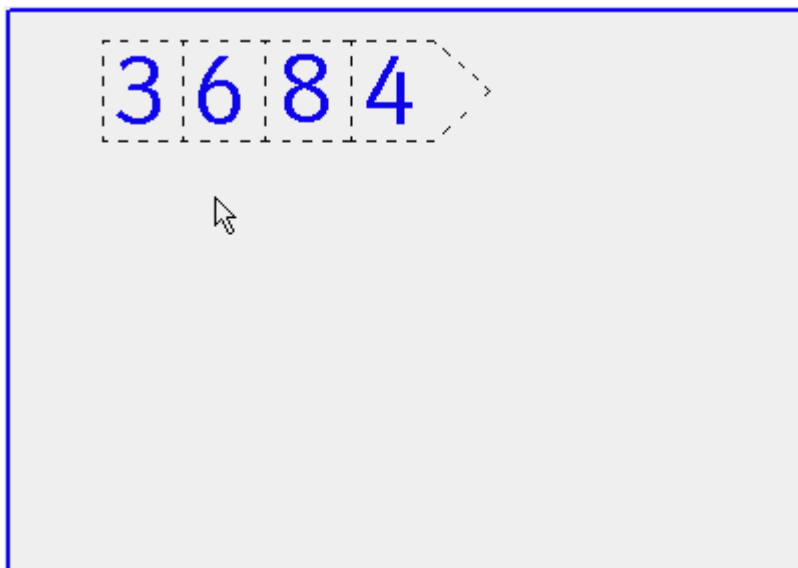
The blue square is set to contain other objects. So, when the orange square is placed inside the blue square, and the blue square is moved, the orange square moves with it.

### **Contain Rules:**

- Any type of object, except annotations, can be a container.
- The object being contained must have a higher stacking order than the container. That is, it must be in front of the container.
- The object being contained must fit within the container pick-up area.
- An object can be contained even when it is containing another object.

These rules are demonstrated by this more [complex example](#)

Here is a more advanced way of using the Container feature:



There are four individual images here:

Number 3000 image

Number 600 image

Number 80 image

Number 4 image

All of the images except the Number 4 image have had the container property applied to them, so that they will contain any object placed on top of them. In addition the stacking order of the images is such that they sit on top of one another correctly. There is also a hidden snap to grid, which forces the objects to line up correctly. You may notice a sudden snap action after each of the moves in the animation as the object is snapped to the underlying grid.

In the example, all four objects appear as one. You can see that when the number 3000 is moved, the other numbers move with it. When the number 600 is moved from the number 3000, the lower numbers move with it because they are contained by it. The number 80 is then moved away from the number 600, notice the lower number goes with it. Finally the number 4 is moved away from the number 80.

The animation continues, showing various combinations of placing the number objects onto various other number objects, showing how these are contained by moving the container object. The sequence finishes by all objects being dragged away from each other.

The number example above shows a valuable way of using this property in the classroom. Careful consideration and preparation is required so that the objects you are going to use are placed on the page in a logical order or that you later define the stacking order by using the **To Front** or **To Back** actions, which are available from the right click menu in Design Mode.

---

## Actions

The Actions tab allows you to perform an action when you click on a selected object/s, enabling you to create some very special effects in your presentation. Actions can be applied to image, line, shape or text objects.



Actions are set up in Design Mode and only work in Presentation Mode.

Click on the drop-down arrow and select an action from the list:

### Do nothing

This is the default option. Clicking on an object will not trigger an action to occur because an action has not been selected.

### First Page, Last Page, Next Page, Previous Page

These are primarily for navigation purposes. Clicking on the object will make the Flipchart jump to the relevant page.

### Another Page

Choosing this option will allow you to jump to any page in your Flipchart when you click on the object.

A Set button will automatically appear when you choose the Another Page option. Click on the Set button and a popup window will appear which lists all the pages in your Flipchart.

Hover the cursor over a page number in the list. A thumbnail preview of the page will be displayed in the blue area above the list.

Click on a page number to select it as the page your Flipchart will jump to. The window will close automatically. Click on the close button to close the window without choosing a page.

### Play sound

A sound will play when you click on the object. Choosing this option will allow you to select a sound file from the Shared Sounds folder in the Resource Library. However, you can change this location and browse other folders on your computer. When you have selected a sound file, click Open and the filename will be displayed.



Any links to sound files will be embedded with the Flipchart.

### Open embedded document or file

Allows you to open a file when you click on the object.

When you choose this option, a Set button will automatically appear. Click on the Set button and a popup window will appear which allows you to **create a link** to a file.

### Show page notes

Selecting this option will display the **Page Notes** for the current Flipchart page when you click on the object.

### 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.

### Remove an action

To remove an action, double-click on the object, select the Properties button from the **Object Edit toolbox**, select the Actions tab, click on the down arrow and click on Do nothing.

### Show Action Objects

The Show Action Objects setting allows you to identify which objects on the Flipchart page cause an action to occur when you click on them. This is especially useful if:

- You are unfamiliar with the contents of a Flipchart, for example if someone else has authored the Flipchart.
- If the action objects are invisible.
- If you are opening a Flipchart that was authored in a previous version of ACTIVstudio or ACTIVprimary, which contains actions that are supported in ACTIVprimary version 2.

By default the setting is switched off. To switch this setting on, go into **Design Mode** and right-click on a Flipchart page, select Show Action Objects from the popup menu.

All action objects in your Flipchart will be surrounded by a red rectangle, helping you to identify them.

### About ACTIVstudio version 1 hyperlinks

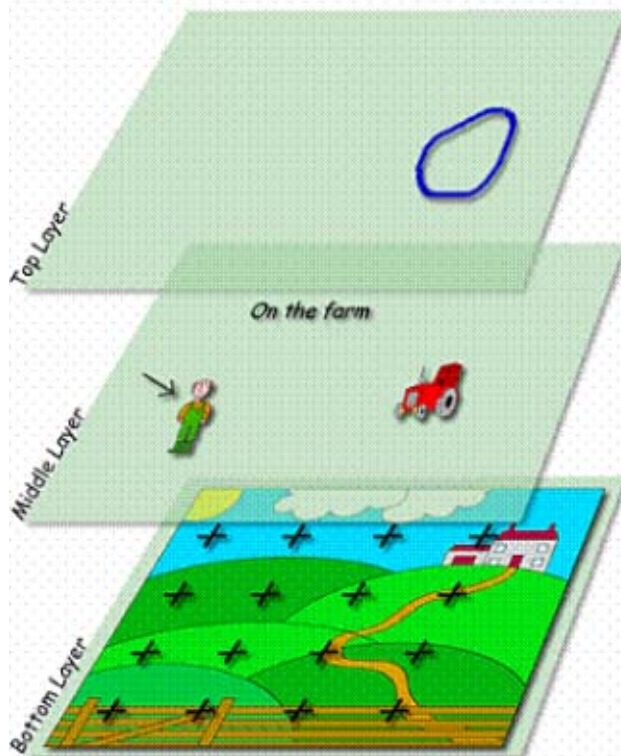
Hyperlinks will function according to their original setting in the ACTIVstudio version 1 Flipchart. Types supported are page hyperlink, file hyperlink, embedded file hyperlink. Hyperlinks to the ACTIVstudio version 1 link library are not supported and will be ignored.

### Layers

ACTIVprimary uses layers to hold the various objects that make up the Flipchart page. 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.

*ACTIVPrimary Layers*



Take the image to the left, This shows each of the three layers separated in a pictorial view to demonstrate how layers work. The bottom layer holds the farm background image and is also displaying a grid. The middle layer contains some images, arrows and text. The top layer has a simple annotation which is circling the tractor. Here is the view you would see normally:



Top layer

Contains all annotations (anything written or drawn with a pen, highlighter or eraser). These objects will display on top of any other object placed on the two layers below.

Middle layer

Contains images, lines, shapes and texts.

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

The Bottom layer contains any

object that is physically placed on it. A background image, grid or any object that has been locked to the background will reside on this layer.

Selecting Clear Objects from the Clear tool menu will remove any objects placed on the back layer, see Changing the layer below.

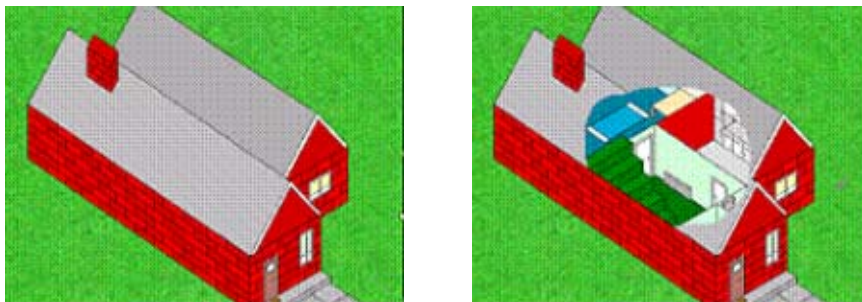
The layers are completely separate from each other. In other words, you can replace the background without affecting your images or annotations. Or you can annotate over your photographs and background without affecting other layers.

### Changing the layer

To change the layer an object is located on, in Design Mode, right-click on the object and select Bottom Layer, Middle Layer or Top Layer. This allows you to cover, for example, an annotation object with an image object.

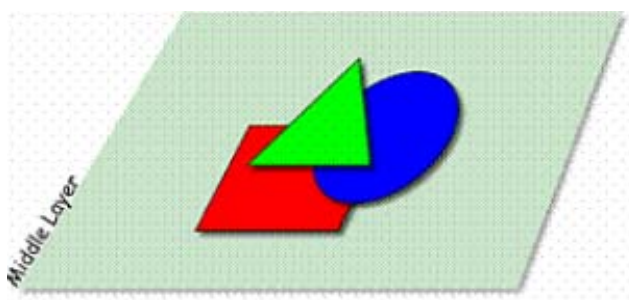
**The Eraser tool will act on any object placed on the front layer, as well as annotation objects. [Example](#)**

An example of how this may be used is provided in the resource library, where you have two images of a house, one a cutaway view inside the house the other a full external view, These objects have already been placed into the Resource Library with the property set so that the external view is placed on the Top layer. Drag and position both images so that they sit one on top of the other on the page then when ready use the Eraser Tool to selectively erase the front house image away to reveal the inner layout.



### 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. In Design Mode, right-click on the object and select 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.

A setting within ACTIVprimary allows you to alter the stacking order of objects within their respective layers just by clicking on an object. Click on **Teacher Tools Menu button > Menu > Settings... > Flipchart Objects** and select the Objects to Front checkbox.

Now whenever you click on any object it will automatically be brought to the front of all other objects within its layer. You can also use this function with multiple objects; once again the objects will retain their relative stacking order to each other. If you have selected a range of objects that span across different layers then the objects will each have their stacking order altered in relation to the layer they reside in.

### Can I prevent an object from being selected and moved?

It is possible to lock an object to prevent it being repositioned, resized or rotated when you are in Presentation Mode. You can, however, still apply other properties or actions to the object. When the object is locked the Pick-up Boxes will not be displayed when you click on the object. This is really useful if you have a lot of objects on your page and some of which you may want your pupils to move and others you may want to stay put even if they are clicked on.

In Design Mode, right-click on any object and select Lock from the popup menu. Once an object has been locked, you may remove this property by right-clicking on the object that has been locked and choosing Unlock from the popup menu.

## Page organization

In Design Mode, you can manipulate pages within the Page Organizer and you can drag objects from the current page to other pages.

### Page Organizer

Use the Page Organizer to manipulate the pages for your Flipcharts. You can move, duplicate, add or delete pages using the Page Organizer and its toolbox.

To access the Page Organizer you need to be in Design Mode. Click on the page number button to view the Page Selector Tray, then on the [Page Organizer](#)



button located in the Tool Tray.

The Flipchart window will update to show a thumbnail of all your Flipchart pages and the Page Organizer toolbox.



### Organize your pages

Use your ACTIVpen to click and drag thumbnails to reorder the pages in the Flipchart.

#### Selecting a single page

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.

#### Selecting 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.

#### [Example](#)



Drag the pages to another location.

Non-adjacent pages

Select the Ctrl key on the keyboard while you click the ACTIVpen on a selection of pages.

**Example**



Drag the pages to another location.

**Page Organizer toolbox**

Use the Page Organizer toolbox, to manipulate your pages with the cut, copy, paste, delete and duplicate functions.

When you have finished manipulating your pages, click on the [Return to Page View](#) button located in the page number position. Your Flipchart will be updated with the changes you made in the Page Organizer.



**Copy**

Copies the selected page(s) to the ACTIVprimary 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.

**Cut**

Removes the selected page(s) from the Flipchart and places the page(s) on the ACTIVprimary 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.

**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(s) after the last page in the current Flipchart.

First select the thumbnail/s before you select Duplicate.



### 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:

- immediately before any currently selected (highlighted in red) page(s)
- 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 clipboard will be cleared and you will not be able to paste the page(s) anywhere.



### Select all

Selects all pages in the Flipchart.



### Undo

Allows you to reverse the last action. Each click on the Undo tool reverses one more action.



### Close

Click on the Close button to exit the Page Organizer. You will be returned to the page number you were on before you opened the Page Organizer. Your Flipchart will be updated with the changes you made in the Page Organizer. The changes you make are not committed to the Flipchart until you save the Flipchart.



If you cut or delete all pages in your Flipchart, ACTIVprimary will automatically add a blank page to the Flipchart because it will not allow you to have a Flipchart that contains no pages.

### Drag and drop objects between pages

In Design Mode only, you can copy or move object/s from the currently displayed page to another page in the Flipchart.



Click on the [Page Number button](#) to display the Page Selector options in the Tool Tray.

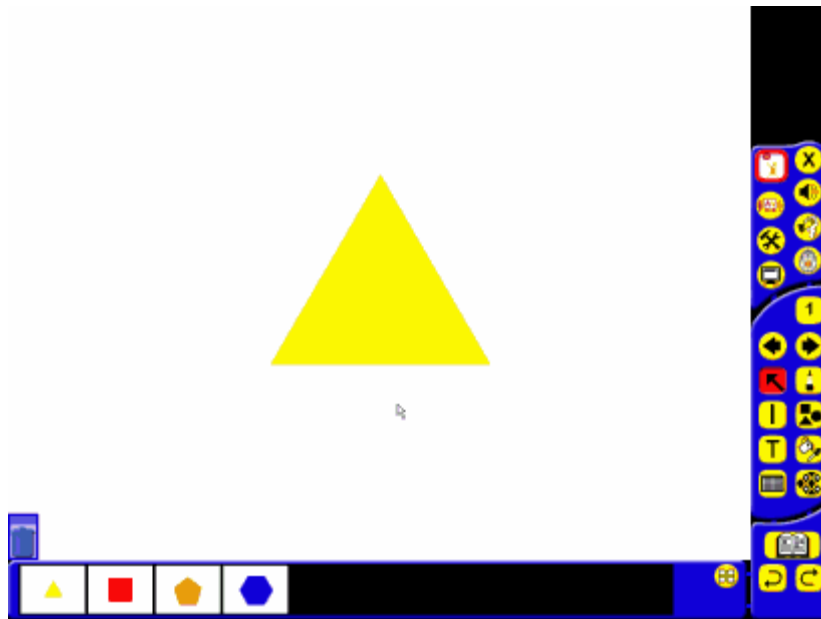
Click on the thumbnail of the page which contains the object you want to add to another page.

Click and drag an object from the page so that it is over a thumbnail of another page in the Tool Tray. Notice the [cursor](#)  will change.

Choose one of the following options from the popup menu:

- |           |  |
|-----------|--|
| Copy Here | Pastes a copy of the object onto the page whose thumbnail you dragged the object to. The object will also still reside on the original page. |
| Move Here | Removes the object from the original page and pastes it onto the page whose thumbnail you dragged the object to.                             |

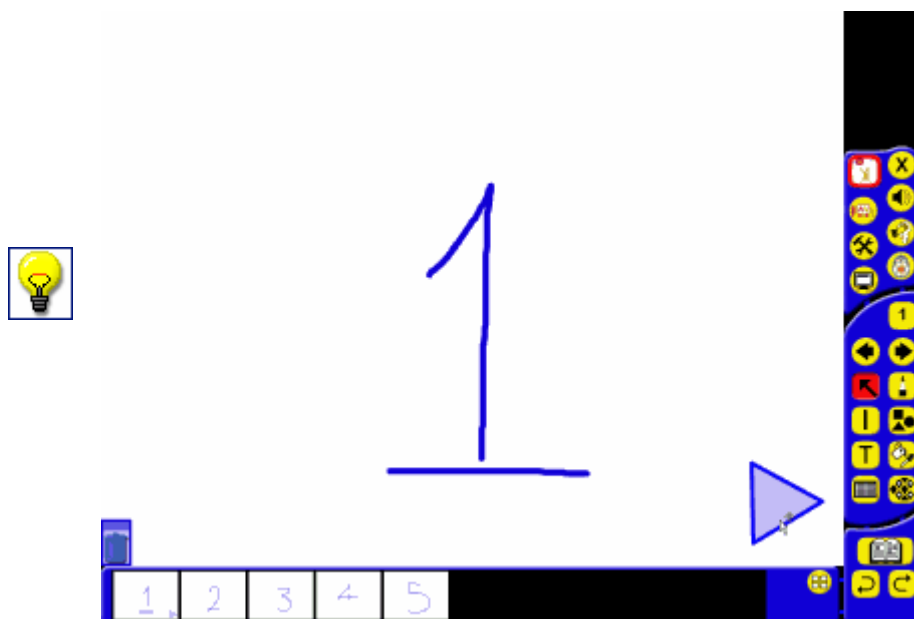
Example



When you drop object/s onto a page the following actions occur:

- ACTIVprimary automatically displays the page you dragged and dropped the object/s to
- The object/s is automatically selected, ready to maneuver to a new position on that page if required.
- The page thumbnail images will also update to reflect the additional object on the page.

You can drag and drop objects onto other pages and it will retain any properties that have been applied to it. [Example](#)



In this example we created a navigation aid by adding a shape to

page 1 and applying the Next Page action to it. In the Page Selector, we dragged and dropped the shape onto pages 2, 3 and 4. Notice that the shape is copied to the pages in the same position as it is on page 1.

In Present Mode, when we click on the shape it opens the next page.

In Design Mode, you can drag this navigation button into your collections folder of the Resource Library, where its appearance and actions will be saved along with other properties. It will then be ready for you to drag it from the Resource Library and use.

## Additional Functionality

### Where can I right-click?

#### In Presentation Mode:

- You can right-click at the outer edge of the toolbox or Flipchart page to switch the toolbox to the other side.
- You can right-click on the calculator to toggle between a child's calculator or a standard calculator.
- You can right-click on the on-screen keyboard to toggle between a child's keyboard or a full function keyboard. You can also choose between having small or large keyboards.

#### In Design Mode:

- Switch toolbox as in Presentation Mode.
- You can right-click on the page background to reveal a popup menu offering you the following actions:
  - Add background to library
  - Add grid to library
  - Unlock background objects
  - Insert new page
  - Insert link object
  - Paste Object
  - Paste Text from Clipboard
  - Paste Image from Clipboard
  - ACTIVote Question Settings
  - ACTIVote Results
  - Show Action Objects
- You can right-click on a single object or a selection of objects to reveal a popup menu offering the following actions:

- Copy
  - Lock
  - Unlock
  - To front
  - To back
  - Bottom layer
  - Middle layer
  - Top layer
  - Deconstruct word
  - Lock on background
  - Mirror in X axis
  - Mirror in Y axis
  - Flip in X axis
  - Flip in Y axis
- You can right-click on an object in any library to display a popup dialog offering the action to delete the object.
  - You can right-click on the calculator to toggle between a child's calculator or a standard calculator.
  - You can right-click on the on-screen keyboard to toggle between a child's keyboard or a full function keyboard. You can also choose between having small or large keyboards.
  - You can right-click when editing text on a Flipchart page, or in Page Notes, to reveal a popup menu offering the following actions - Undo - Cut - Copy - Paste - Delete - Select All.
  - You can right-click on a Flipchart page, or in Page Notes, to **Paste Text from Clipboard**. You can use this to copy text from a Flipchart page, Page Notes, or even a word processing application and paste it onto your Flipchart page or in your Page Notes.
  - You can right-click on the protractor and ruler to display the degrees of rotation, or fill segments drawn with the protractor.

### Create a link object


A link object is a Flipchart object that links to a file, program or website directly from an icon or text on your page.

To open the Create Link Object window:

Right-click on the Flipchart page and select 'Insert link object...'.

---

Or,

Double-click on an object (except annotations), select the **Properties**  button, click on the down arrow and select 'Open Embedded Document or File'

Enter a path/filename or URL to link to



Click on the **Browse** button and browse for a program exe file or filename. The program path is displayed in the textbox.


Command line parameters

This textbox is relevant only when you have selected an exe or bat file in your program/file definition. Command Line Parameters allow you to specify words, sequence of characters or a control that initiates an action when the exe or bat file specified in the Program/File textbox is opened.

Placeholder

If you have created a link to an animation or video file, you will be able to insert the link as a Placeholder object by selecting this radio button. See the section about the **Placeholder** for more information.

Click OK when you are happy with your definition, or Cancel to close the window and remove your link object definition.

When you hover the cursor over the link object, the **cursor**  will change to indicate that it is a link object. Click on the link and the program, file or website will open in a new window in the associated program.

Moving and rotating a link object


To move the link object, first ensure that you are in **Design Mode** and that the Marquee Select tool is active. Click on the link object and drag it to another position on the page, holding the click as you drag. Release the click when the link object is in the correct position.

To rotate the link object, use the **Rotate Object Pick-up Box** to rotate it.

Editing a link object

You cannot edit a link object to change the file it points to. Instead, you must delete the link object and create a new one that links to the correct file.

### Deleting a link object

To delete a link object you must be in Design Mode. Use the Marquee Select tool to double-click on the link object and select the **Delete**  button from the **Object Edit toolbox**. Or drag the link object over to the Flipchart Trashcan, located in the bottom left corner of your Flipchart.

### Placeholder



To create a placeholder for a multimedia file, insert the file as a link object and select the Placeholder radio button. Click OK to view the Placeholder Definer window.

### About placeholders

Placeholders reside as image objects on your page and display an image from a multimedia file, which you specify in the **Link Object Definer**. The position and size of the image indicates the playback area in which the multimedia file is displayed.

### Using the placeholder definer

When you have finished defining your link object, click OK to view the Placeholder Definer window.

Use the Play and Pause buttons, or use the seek bar, to find a frame you want to use as the placeholder image. Adjust the size of the window to alter the size of the playback area. Click OK when you have finished and the frame you chose will be added to the page. Or, click Cancel to specify a different file in the **Link Object Definer**.

### Playing the multimedia file

When you hover the cursor over the placeholder image, the cursor will change to indicate that it is a link object. Click on the video frame image to start the multimedia file.

## Playback controls



### Play

Plays the multimedia file.



### Pause

Suspends the current playback and holds the position of the progress indicator on the timebar. Click Play to continue playback from the position where the playback was paused.



### Stop

Discontinues the current playback and moves the progress indicator to the beginning of the timebar. Click Play to restart the playback.



### Seek

The progress indicator moves along the timebar to indicate the current position in the video file.

You can click on the progress indicator and drag it to a different position on the timebar to quickly move forwards or backwards to a specific point in the playback.

If you move the indicator while Play is active, the multimedia file will play from the new position.

If you move the indicator while the Pause or Stop is active, the multimedia file will remain paused or stopped until Play is selected, where it will playback from the new position.



### Close

Stops the video playback and displays the placeholder image once more.

## Moving a placeholder object

To move the placeholder object, first ensure that you are in **Design Mode** and that the Marquee Select tool is active. Click on the placeholder object and drag it to another position on the page, holding the click as you drag. Release the click when it is in the correct position.




When the video is playing in Presentation Mode, you can just click and drag the playback area to another position.

## Editing a placeholder object

You cannot edit a placeholder object to change the multimedia file that it's linked to. Instead, you must delete the placeholder object and create a new one that links to the correct file, using the **Link Object Definer**.

### Deleting a placeholder object

To delete a placeholder object you must be in Design Mode. Use the Marquee Select tool to double-click on the placeholder object and select the **Delete**  button from the **Object Edit toolbox**. Alternatively, drag the placeholder object over to the Flipchart Trashcan, located in the bottom left corner of your Flipchart.

### 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.



**Right-click on your Desktop and choose Properties.... The Display Properties box appears.**

**Select the Settings tab.**

**On the Settings tab, click the Advanced button.**





**The settings box for your monitor appears. Select the Troubleshooting tab.**

**Use the slider to reduce the Hardware Acceleration setting until your annotations stop flickering.**

**The process for adjusting these settings may vary depending on your graphics hardware. Check your graphics hardware documentation for more detailed instructions.**


## Object Edit toolbox

When you double-click on an annotation, image, line or shape object, a toolbox will appear that allows you to perform the following functions:


-  Increases the size of the selected object.
-  Decreases the size of the selected object.
-  Allows you to delete the selected object.
-  Duplicates the selected object.

If you double-click on a text object you will notice that an extended toolbox appears:



-  The additional button is the Text Edit button, which allows you to edit the selected text object.

When you are working in Design Mode, the following button will appear:

-  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. See the section about Object Properties for more information.

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ACTIVprimary version and build number (click on **Teacher Tools Menu > Menu > Help > About ACTIVprimary...**)

Help File version number (click on the link at the bottom of the Welcome page)

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Document title and TP number

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