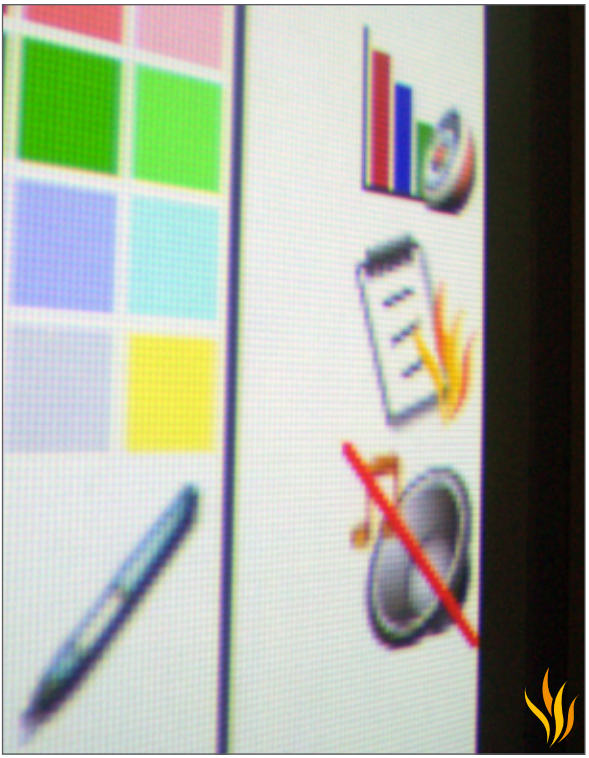
INTRODUCING ACTIVSTUDIO



Version 3.6

TP1608EN
Issue 2

PROMETHEAN
LIGHTING THE FLAME OF LEARNING

COPYRIGHT INFORMATION

Introducing Activstudio Version 3.6
Copyright © 2008 Promethean Limited. All rights reserved.

If this guide is distributed with Activstudio software, it may only be reproduced for use within the institution to which the software is licensed. For use outside of your institution, no part of this guide may be reproduced, transmitted, stored in a retrieval system or translated into any other language without the prior permission of Promethean Limited. Please note that the content in this guide is protected under copyright law, even if it is not distributed with software that includes an end user license agreement.

Please remember that existing artwork or images that you may want to include in your Activstudio projects may be protected under copyright law. The unauthorized incorporation of such material into your flipcharts could be a violation of the rights of the copyright owner; please be sure to obtain any permissions required.

Although every care has been taken in the compilation of this training manual, Promethean Limited accepts no responsibility for errors or omissions, or for damages resulting from the use of information contained within the following pages.

CONTENTS

Introduction	**1**
Part one: Getting started	**5**
Part two: Manipulating objects	**13**
Part three: Create colorful pages	**17**
Part four: Using text	**23**

 © 2008 Promethean Ltd

INTRODUCTION

What is Activstudio?

Activstudio is a user-friendly tool to help teachers create excellent Activboard lessons. You can install Activstudio on the computer you use for preparing lessons as well as the computer you use in class.

What is this booklet?

This booklet will show you how to get started with Activstudio. Throughout this booklet we will assume you are using an Activpen at your Activboard. You can also, however, use this booklet to learn how to use Activstudio at your PC, working with a standard mouse.

This booklet is written for Activstudio versions 3 and above.

 © 2008 Promethean Ltd

THE ACTIVBOARD

If you are learning how to use Activstudio away from your Activboard, you can get started with the tutorials now. Please move to the next page.

If you are learning Activstudio on an Activboard, we assume that all your hardware is set up. Here are some day-to-day tips for using your Activboard:

1. Using your Activboard

Switch on your Activboard before starting your computer. The power indicator light, in the top-left corner of your board, should be illuminated when the Activboard is switched on.

When both your Activboard and your computer are running, hold the Activpen lightly on the board, without pushing in the nib. The cursor on the Activboard should line up with the Activpen's tip. If it doesn't, you need to calibrate the board.

2. Calibrating your Activboard

Hover the tip of your Activpen over the power indicator light in the top-left corner of your board. After a few seconds you will hear a tone and instructions will appear on the Activboard. Follow these instructions to calibrate your board.

Tips for using the Activpen

If this is the first time you have used an Activpen, try experimenting with the techniques below:

The Activpen is just like a mouse.

Moving the cursor
Hold the pen nib lightly on the board; don't push in the pen nib. Move the pen around. The cursor will follow your pen.

Left-click
Tap the pen nib firmly but quickly on the Activboard.

Right-click
Hover the pen nib over the Activboard, less than a quarter of an inch away from the board. Press the orange button on the side of the pen.

Click and drag
Click on the object you want to move, hold the pen nib down on the board and then move the pen. The object you have clicked will move with the pen.

Double-click
Two firm but quick taps with the Activpen's nib performs the same action as a double-click with a mouse.

 © 2008 Promethean Ltd

PART ONE
GETTING STARTED

1 Launching Activstudio

When your computer is turned on, you will see the Activstudio icon on your display.

Double-click on the Activstudio icon with the Activpen.

NOTE: How to double-click.
Two firm but quick taps with the Activpen's nib performs the same action as a double-click with a mouse.

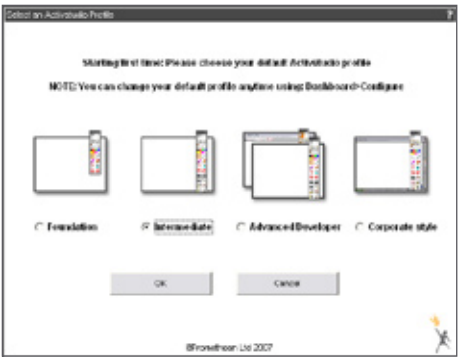
In this manual we assume you are using Activstudio's intermediate profile. Profiles are specific toolbox layouts you can select when using Activstudio.

Is this the first time Activstudio has been opened on your computer?

If it is the first time move to the next section. If not, move to the next page.

Yes - First time

When you launch Activstudio you will automatically be asked to select a profile. Select Intermediate and click OK.



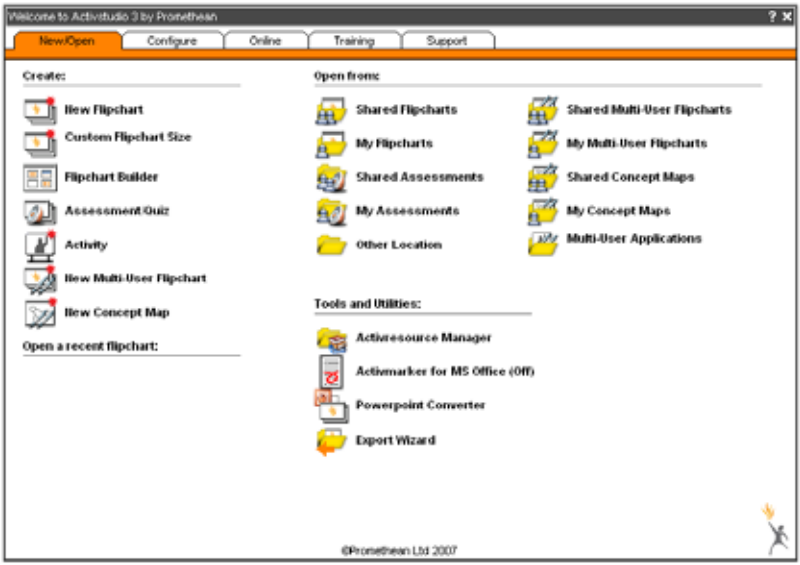
Move to section 2: Flipcharts.

No - Not the first time

You can change the profile on the dashboard. Note however, that your current software setup will change. If you are using Activstudio on someone else's computer, check with them before changing the profile.

To change the profile using the dashboard:
Double-click on the Activstudio icon on your desktop to open the software.

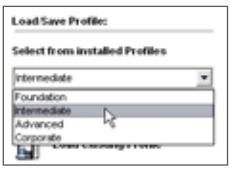
Click OK on any messages until you see Activstudio's dashboard.



Click on the Configure tab.

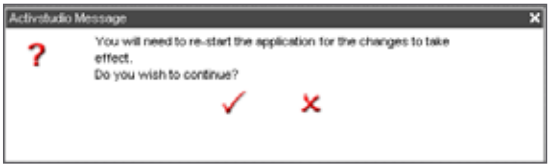
Click on the drop-down arrow next to 'Select from installed Profiles'.

Select the Intermediate profile.



 © 2008 Promethean Ltd

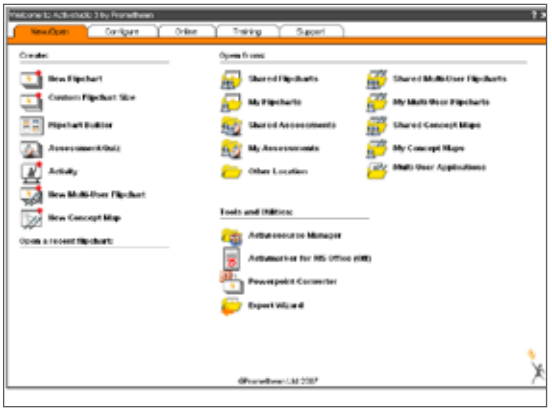
You will be asked to restart the software and to confirm that you want the change.



Re-launch Activstudio.

2 Flipcharts

Click OK on any messages until you see Activstudio's dashboard.

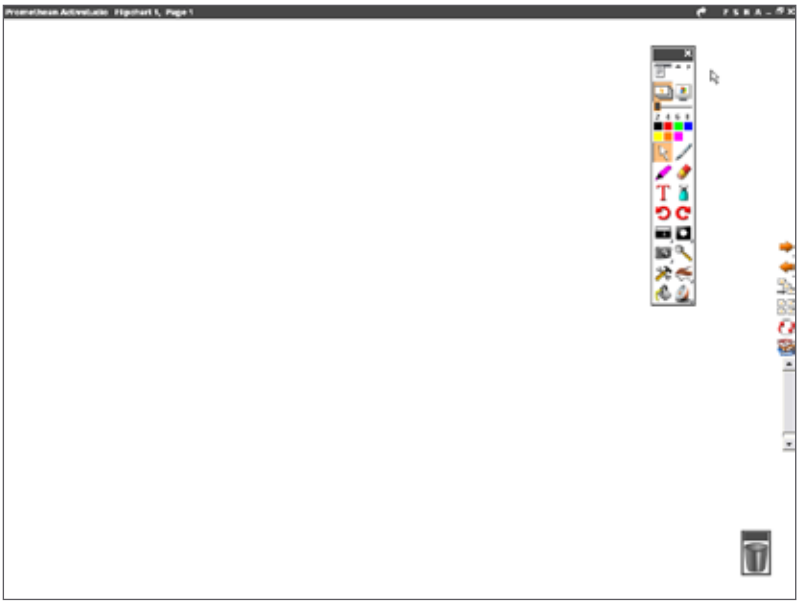


The dashboard is your launch pad to open your files and organize Activstudio just how you want it. When you have finished this booklet, explore the dashboard for further training ideas and software updates.

Click on 'New Flipchart'.

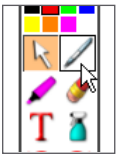
3 Tool tips

The Main toolbox appears on your display, along with a blank flipchart page.



Move the Activpen lightly on the Activboard without pressing in the pen nib. The computer's cursor will follow your movement.

If you hover the pen over one of the tools or buttons on the Main toolbox a tool tip will appear. Tool tips remind you of a button's function. Hover over the tool shown here. You'll see it is called the Pen tool.



 © 2008 Promethean Ltd

4 Pen tool

To activate the Pen tool, click on it. You'll see it changes to include an orange background, showing it is active.

Click on any color you would like to select it. We have chosen blue.

Write the word '*Welcome*' at the top of the page. Don't worry if you don't get it right the first time, just move on to the next section.

5 Undo tool

The Undo tool is useful if you make a mistake. You can click on the Undo tool many times.

Click on the Undo button now and see that your writing starts to disappear.

© 2008 Promethean Ltd

6 Redo tool

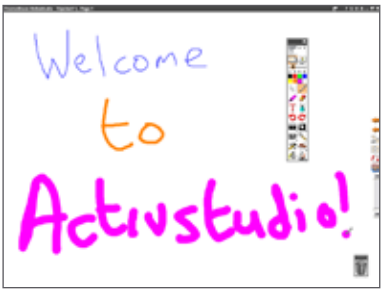
Now click on the Redo tool until all of your text returns.

7 Changing the pen color and pen width

Change the color of the Pen tool by clicking on a different color. The pen's width can also be changed – just click on a different number in the Main toolbox. Underneath the word Activstudio write the word *'to'.*

8 Pen Width Selector

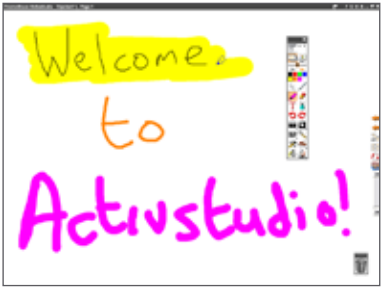
If you want a pen width greater than 8, you can use the Pen Width Selector. Select another bright color and drag the Pen Width Selector to the right slightly, don't move it too far or the pen will become too thick. Add the word *'Activstudio!'* to the page.



 © 2008 Promethean Ltd

9 Highlighter tool

Click on the Highlighter tool. This presentation tool is ideal for highlighting the important parts of a text. Click on 50 and select a bright color. Write over the word '*Welcome'.*



You've already finished your first flipchart page!

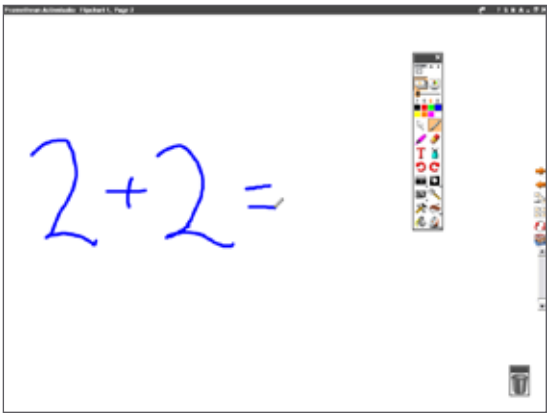
 © 2008 Promethean Ltd

PART TWO
MANIPULATING OBJECTS

1 Selecting objects

Create another page by clicking on the Next Page button, located in the Flipchart toolstrip to the right of the page.

Select the Pen tool. Change the pen width to six. Click on blue or any other available color. Write the math problem '*2 + 2 =*' *(*leaving room for an answer on the page*.)*

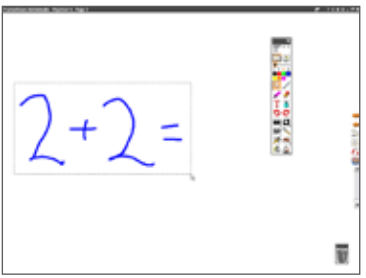


Now we want to select the entire math problem. Click on the Marquee Select tool.

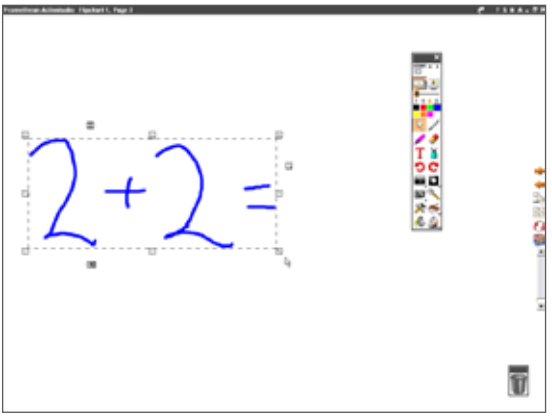
1. Click on a blank area to the top left of the math problem.

2. Press the pen nib on the board and move the pen to the bottom right of the math problem. You should see a box follow the pen as you move.

3. Release the pen from the board when the box surrounds the math problem.



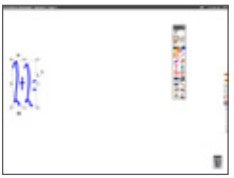
The math problem should be surrounded by a dotted rectangle and some squares called pick-up boxes. This means the math problem is selected. It could take a few tries to select the entire math problem.

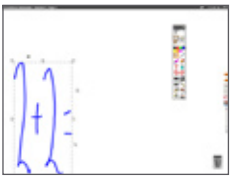


Click on a blank area of the page if you need to start again.

2 Changing an object's properties using pick-up boxes

Pick-up boxes are very useful when you want to change the size or position of an object. Experiment for yourself by clicking and dragging in some of these boxes with the Activpen.





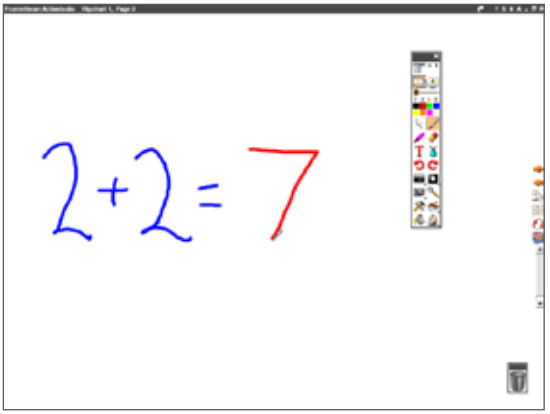
NOTE: How to click and drag.
Click on the object you want to move, press the pen nib down on the board and then move the pen. The object you have clicked will move with the pen.

Remember, you can use the Undo button if you make a mistake.

Before moving on, make sure that your math problem is placed towards the left of your page, leaving space for an answer.

 © 2008 Promethean Ltd

Now select the Pen tool and the color red. Write the number ‘7’ next to the math problem.

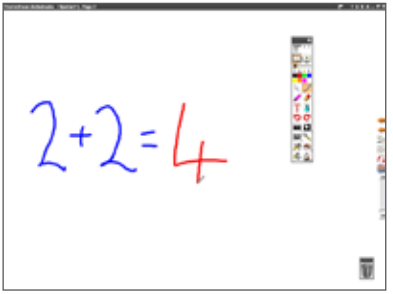


3 The Eraser tool

We will use the Eraser tool to correct the calculation.

Click on the Eraser tool. Select a pen width of 50. Rub over the number seven with the Eraser tool.

With the Pen tool, write the correct answer to the math problem.



 © 2008 Promethean Ltd

PART THREE
CREATE COLORFUL PAGES

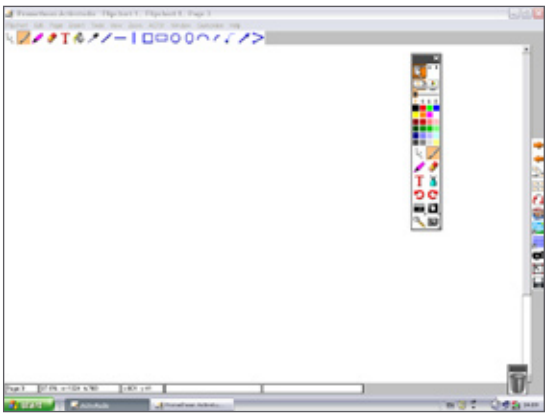
1 Presentation Mode and Design Mode

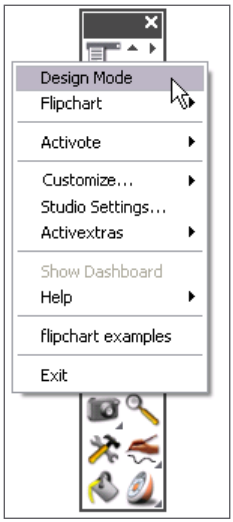
Click on the Next Page button.

We are currently working in Presentation Mode. Presentation Mode is useful when teaching in front of your class, keeping tools within easy reach while at the Activboard.

Now we will enter Design Mode.

Click on the Main Menu button and select Design Mode.





Design Mode is best used when preparing lessons away from the Activboard. A number of menus are available at the top of the screen. The Main toolbox now includes more design options. More options are available in the Flipchart toolstrip to the right of the page.

2 The Resource Library

Click on the Resource Library button, which is in the Flipchart toolstrip to the right of the page. The Resource Library contains a wide range of images, sounds, backgrounds and other items that you can use on your flipcharts. The Resource Library is split into many different sections.

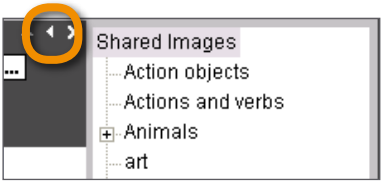
NOTE: Different versions of Activstudio contain different Resource Tree structures.

3 Shared Resource Library

To access the full range of resources which were installed with Activstudio, make sure that you're in the Shared Resource Library.

Click on the Shared Resource Library button towards the top left of the Resource Library window.

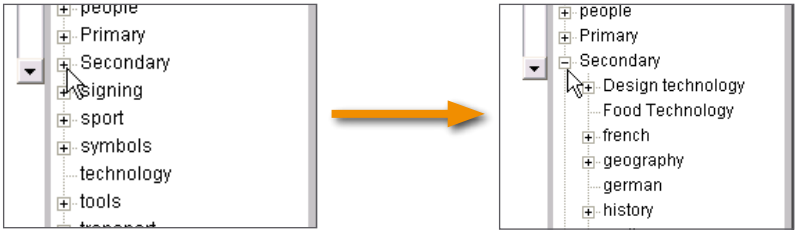
If the Resource Tree, shown here, is not open, click on the Roll In/Out button to open it.



 © 2008 Promethean Ltd

4 Resource Tree

The Resource Tree shows all available folders in the Resource Library. At this point, if the Resource Tree isn't visible, click on the Show Resource Tree button. By clicking on the plus symbols in the Resource Tree, you can open up further sub-folders. Clicking on the minus symbols closes the sub-folders.



5 Grids

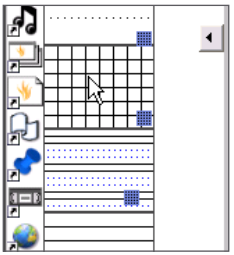
The buttons down the left-hand side of the Resource Library all open folders containing different types of resources – including images, backgrounds, sounds, lines and shapes. In this tutorial we will use a grid.

Find the Shared Grids button among the left-hand icons – use tool tips to find it if necessary. When you have clicked on the Shared Grids button, the Resource Tree will display the names of all the folders that contain grids. Click on one of the folders in the Resource Tree, you will see that its contents are displayed in the left-hand panel.

From the Resource Tree list of folders, click on the top folder: Shared Grids. A set of thumbnail images will appear in the left-hand panel, showing the contents of the Shared Grids folder. These thumbnail images show you a preview of the grid so you can decide whether to add it to the page.

6 Adding items to the page

In the panel of thumbnail images, click on the grid shown here. Holding the pen down on the thumbnail, drag the grid from the Resource Library onto the main flipchart page. In this way, the grid should be added to the page.



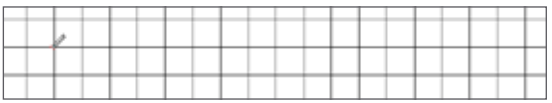
Click on the ‘x’ to close the Resource Library.

7 Horizontal Line tool

In the tool bar across the top of the screen, click on the Horizontal Line tool.

We are going to draw the base line of a graph with this tool:

1. Select a color and pen width of your choice in the Main toolbox. Click on the grid where you want your base line to start and hold down the mouse button or Activpen tip.

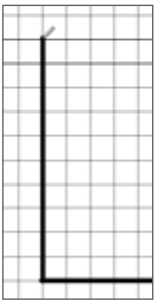


2. Move the cursor to where you want the line to end.

3. Release the mouse button or Activpen tip to finalize the line.

 © 2008 Promethean Ltd

9 Vertical Line tool



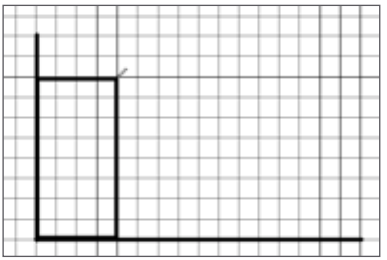
Now click on the Vertical Line tool and draw a vertical axis for your graph.

10 Rectangle tool

Now click on the Rectangle tool. We are going to draw the chart's bars using this tool.

1. Click at the point where the horizontal and vertical axes meet and press the pen tip on the board.

2. Keeping the pen on the board, move the pen upwards and outwards to create a bar for the chart. As you move the pen you will see a preview of the bar. Don't lift the pen off the board until you are happy with the bar.



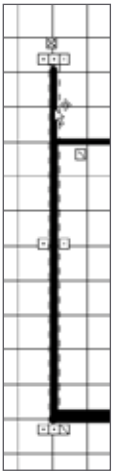
You can use the Undo tool if you are unhappy with your end result. Alternatively, use the Marquee Select tool to select the bar. Change its size and location using pick-up boxes.

Draw three more bars on the chart in the same way, changing the color each time. Close the Pen Modifier toolbox when you have finished.

11 Flipchart Trash Can

Click on the Marquee Select tool.

Click on the vertical axis to select it.



Click on the Flipchart Trash Can.

The line should disappear from the page.

This is a quick way to delete any items you don't want from the page.

Click on the Undo tool – you can even undo your deletions using the Undo tool!

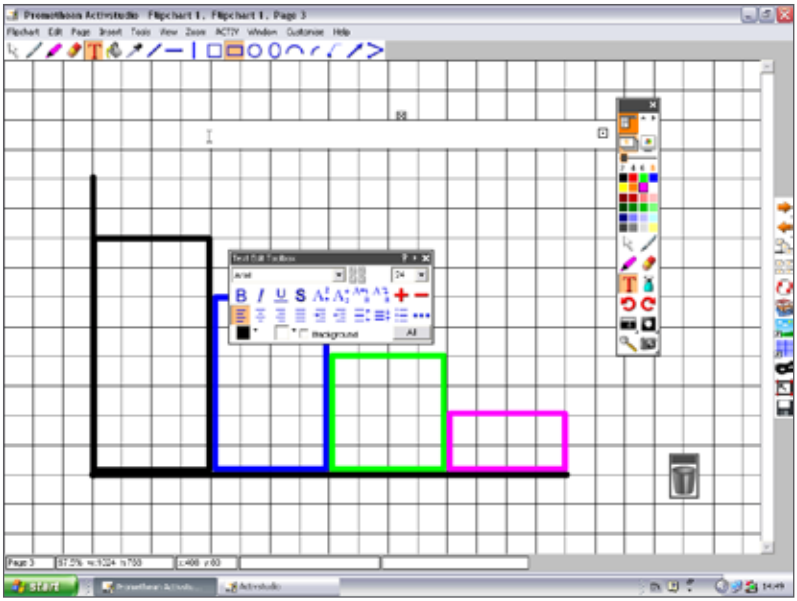
 © 2008 Promethean Ltd

PART FOUR
USING TEXT

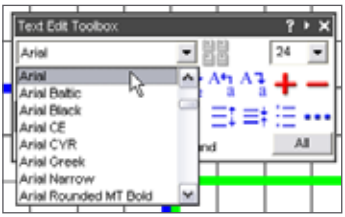
1 Text tool

You can, of course, handwrite words on the page but typing is also possible.

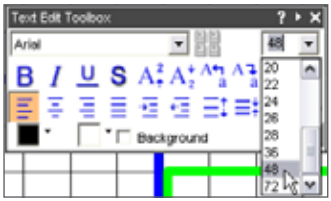
Select the Text tool and click on an empty part of the screen towards the top of your page. Notice that a cursor appears on the page to indicate where the text will be positioned when you type. The Text Edit toolbox should also appear. This enables you to select different text styles. In the Text Edit toolbox, the first white box contains the name of the font you are currently using.



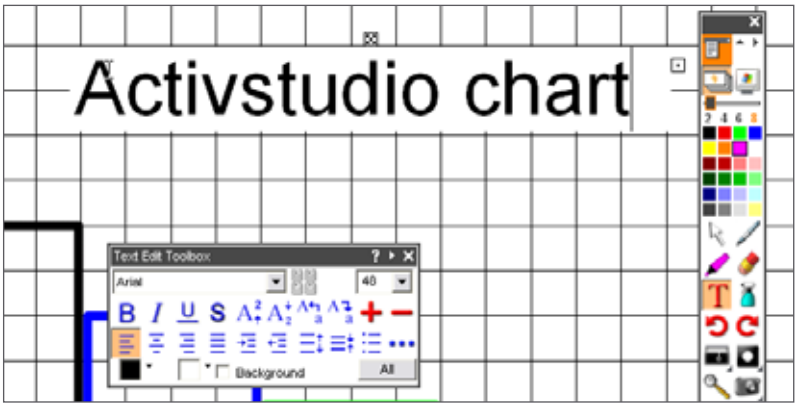
Click on the downwards arrow next to the font's name. A set of options, called a drop-down menu, will appear. Click and drag on the bar to scroll through the list of fonts. Select Arial – or any font of your choice – by clicking on it with the Activpen.



Now, using the same method, change the font size – the number in the second white box – to 72.



Now, if you have a keyboard available, give the chart a title: *'Activstudio chart.'* Don't worry about where you place it for now. If you haven't got a keyboard attached to your computer, use the technique described in the next sections.



Click on the 'x' to close the Text Edit toolbox. Close the Pen Modifier toolbox if it is still open.

2 Menus

We now want to use a tool that isn't in the Main toolbox or the Flipchart toolstrip. The tool can be found in the menus at the top of the screen. The menus work in a way similar to most Windows applications. From the menus click on **Tools>Other>Floating Keyboard.**

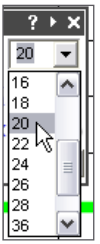
 © 2008 Promethean Ltd

3 Floating keyboard

A floating keyboard will appear on your display.

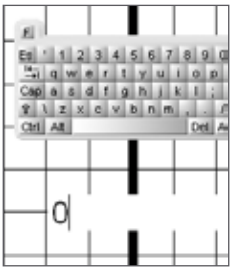
This is useful for typing on the screen when a keyboard isn't instantly available.

Select the Text tool. Click anywhere on the page. The Text Edit toolbox will appear once again. Change the text's font size to 20.



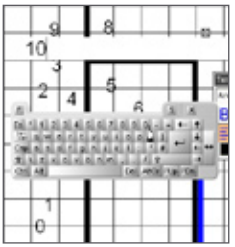
Use the Activpen to click to the left of the vertical axis.

Click on the number '*0' on the floating keyboard.*



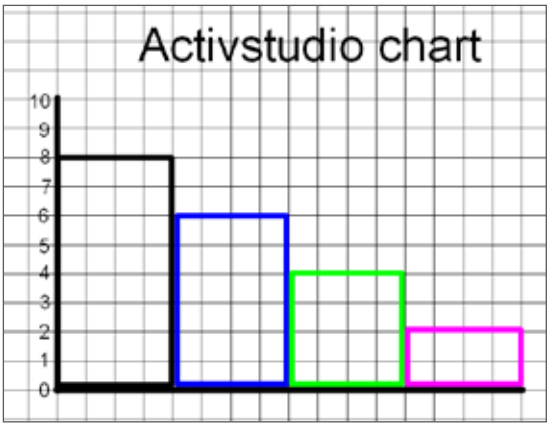
When you have finished, click above 0 on the flipchart and type the number '*1' using the floating keyboard.*

If you wish, click on different parts of the page each time and add extra numbers until you have enough numbers for the vertical axis. Don't worry about where they are placed, we will move them next. Close the floating keyboard and the Text Edit toolbox when you have finished.



4 Arranging the page

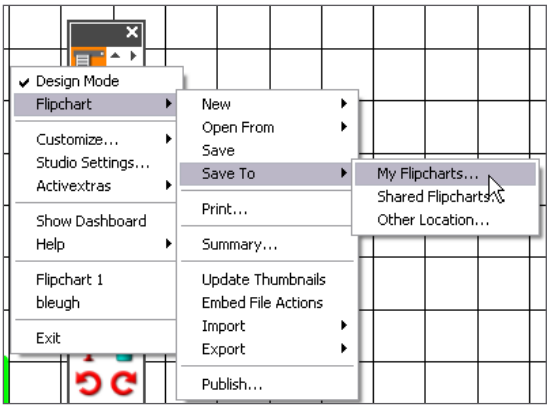
Click on the Marquee Select tool. Move the numbers into place on the graph.



5 Save

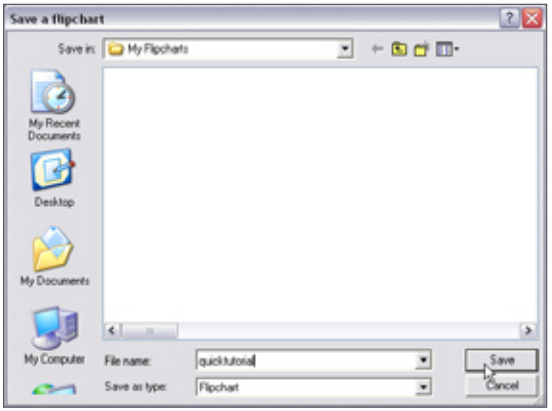
Click on the Main Menu button, the top left button in the Main toolbox. A menu will appear.

Select **Flipchart >Save To>My Flipcharts.**

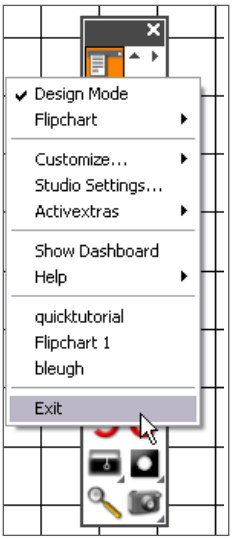


 © 2008 Promethean Ltd

The ‘Save a flipchart’ window should appear. Type ‘*quicktutorial’ as the file name and then click the Save button.*



Click on the Main Menu button and select Exit to close Activstudio.



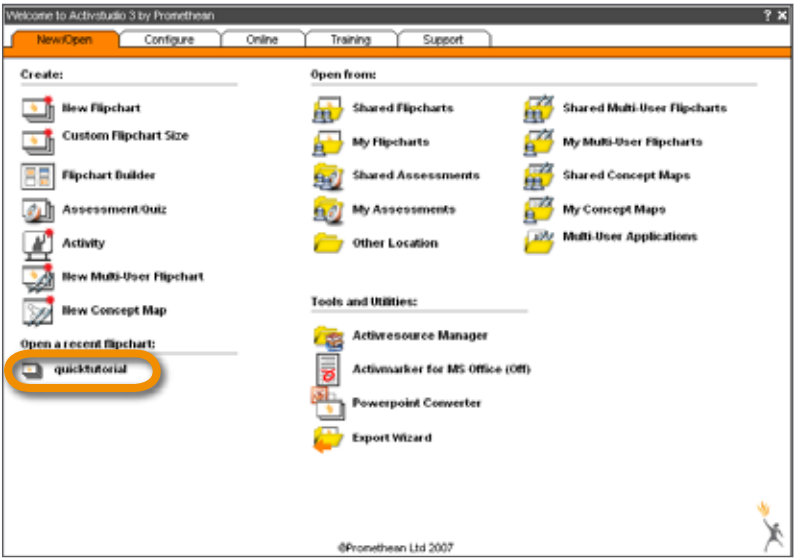
6 Re-opening a saved flipchart

You've already finished your first multi-page flipchart!

Now we'll show you how to re-open and navigate your flipchart.

Double-click on the Activstudio icon to re-launch Activstudio.

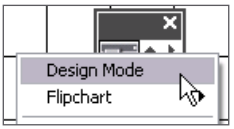
When the dashboard appears, the flipchart you just saved will appear on the dashboard.



Click on '*quicktutorial*'.

You should still be in Design Mode.

Click on the Main Menu button. Click on Design Mode so that it is unchecked.



Click on the Next Page and Previous Page buttons to look through the pages you have produced using this tutorial.

When you have finished, click on the Main Menu button and select Exit.

 © 2008 Promethean Ltd

WELL DONE!

You've finished the Activstudio quick start tutorial. We hope that we've given you all the basic skills you need to get started with the software and to help make teaching more productive for both you and your students.

WHERE TO GO FROM HERE

We've shown you the basics, now try to create your first flipchart for a lesson. Activstudio helps you include images, color and interactivity into your lessons. Here are some ideas on how to make the most of the software:

1. Use color
Activboards give you the opportunity to use many colors in your classes.

2. Explore fonts
It's easy to get in the habit of using just one or two fonts. Explore the full range of fonts available.

3. Raid the Resource Library
In the Resource Library you'll find a wide range of images, backgrounds and other resources.

4. Use many pages
Spread exercises over a number of pages to help you control the pace of lessons.

5. Re-save your flipcharts
When you teach from your flipcharts you will customize them for each class. Re-save the flipchart with a different name when you have finished teaching the lesson and distribute the flipchart to students.

6. Print your flipcharts
Use the pages as handouts.

7. Explore the presentation tools
Take advantage of Activstudio's presentation features to make lessons more creative and engaging. What do the Reveal tool, the Spotlight tool and the Tickertape tool do?

8. Get your students involved
Encourage students to do presentations at the board. Let them create their own pages; let them take control of tools.

9. Incorporate your current resources into the flipchart
If you already use CD-ROMs, use them with your flipcharts. Use scanners to copy handouts you've already created – but remember to take advantage of Activstudio's opportunities for interactivity.

10. Keep the focus on what is being learned
Activstudio offers excellent opportunities for flexible teaching, making it look like you're being spontaneous while sticking strictly to the script laid down in the flipchart.

Further investigation

For more training ideas, visit
http://www.prometheanworld.com/us/html/training.

 © 2008 Promethean Ltd

SUPPORT

Technical support: web/e-mail

http://prometheankb.com
Select the appropriate language.

For e-mail queries, click on Contact Technical Support at the top of the page and complete the online form.

Technical support: telephone

Americas English language: +1-678-762-1800
Spanish language: +1-678-762-8100
UK only: 0844 855 2201

German language: +49 (0) 201 8561355
France only: 0826 621245
French language: +44 (0) 1254 290 997

Europe/Middle East/Africa: +44 (0) 1254 290 994
Asia-Pacific: +86 (0) 755 2983 2826

ACTIV
BOARD
PEN
SOFTWARE
SLATE
VOTE
SUPPORT