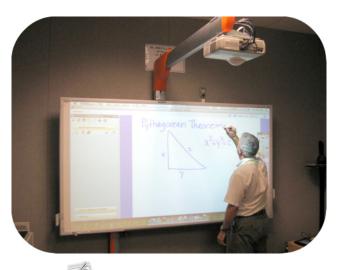
## Using the Promethean Activboard as a Whiteboard

Before starting the laptop ensure all cables are connected properly See the job aid called *Setting Up the Presentation Station* for help with connecting your computer



- 1) Open the ActivInspire software.
- 2) Close the dashboard window (shown to the right) by clicking the 'X' in the upper right hand corner.
- 3) By default a new, untitled flipchart will be created when you open the software.
- 4) Using the **ActivPen**, click on the **pen tool** in the toolbox and then select a color

1
1
(and the second

- 5) If necessary, change the width of the pen using either the Pen Size Selector or the Pen Slider
- 6) Begin to take notes on the flipchart page
- 7) For additional pages use the **"Next Page"** button
- 8) Save the document by selecting the **Main Menu** in the toolbox and selecting **File** and then **Save** or going to the **File Menu** at the top of the screen and choosing **Save**.

ActivInspire Dashboard	23
Flipcharts	Create a new flipchart
Annotate over the Desktop	Open a flipchart
ExpressPoll	Open the flipchart 'TabletPCStations' Open the flipchart 'TabletPCStations'
Promethean Planet	Open the flipchart 'TabletPCStations'
Configure	Open the flipchart 'principal promethean trainin'
Training and Support	Import from Powerpoint
	Import from SMART NoteBook
$\overline{\ensuremath{\mathbb Z}}$ Show the dashboard window on star	Close