**ActivInspire**

**Page Browser**

- Use the page browser to jump quickly from one page to another. Click on a page to view it full screen.

- To change the order of the pages, click and drag the page from one spot to another.

- Use the slide to change the size of the thumbnail pictures. This will allow you to view more pages at one time.

**Resource Browser**

- The resource browser is where you will find all the pictures, charts, and other manipulatives available to you through ActivInspire.

- There are 2 libraries in the browser...“My Resources” and “Shared Resources.” They are accessed through the icons circled in red. Shared Resources are available to anyone who uses the computer.

- Use the search engine when you have a specific resource in mind browse through the folders to find what you are looking for.

- When you find a resource click and drag it onto your page.

- You can also add resources you create to the library by dragging them into the library. Remember where you put them.

**Object Browser**

- The object browser helps you distinguish the layer and order of the objects on your page. Annotations are automatically added to the top layer, objects to the middle layer, and the bottom layer is empty.

- Clicking on the name of the object in the browser will highlight it on your page. This will help match name to object.

- An object’s order or layer can be altered by clicking and dragging the name in the browser to its determined location.

- Objects on the background layer are automatically locked. You will not be able to move them on the page.

**Notes Browser**

- The notes browser is very useful when viewing flipcharts downloaded from Promethean Planet received from others. It is a place to store teacher notes. This can help explain what a page was created for; recognize any hidden objects located on the page, or just to have facts to help with the teaching process. Your own notes can also be written here at any time by selecting the notes browser.

- If notes are available for a flipchart page a yellow sticky will appear in the toolbar located across the top of the page next to the page number. See it circled in red above.