How to Annotate on Long Web Pages

1. Download the Google Chrome web browser here:
   https://www.google.com/intl/en/chrome/browser/
2. Open up Google Chrome and paste in this link:
   https://chrome.google.com/webstore/detail/awesome-screenshot-captur/alelhddbbhepgpmgidjdcjakblofbmce. If you just click on this link, it may open up Internet Explorer unless you change your default browser.
3. Click on "add to Chrome"
4. This icon will appear in the top right of the screen:
5. Go to a web page that involves scrolling and click the icon.
6. Choose "capture entire page" *Note, this does not work well on pages that have a lot of changing images and animations*
7. Click "done" and click "copy to clipboard"
8. Open a new page in Activinspire, right click on the middle of the page and click "paste"
9. You may need to move the image of the webpage to the left to center it. *Make sure you are in the "best fit" view or "100%" view.
10. Right click on the image and select "locked"
11. Go to the "view" menu and click "page Extender"
12. An arrow appears at the bottom of the screen. Click on that several times until you reach the bottom of the page. Now you can use the scrollbar on the right to scroll up and down. All of your annotations will now move with page and you can save the flipchart for later use.