

How to Create Your Own Flipchart

I. **Open ActivInspire.** This will open up a blank flipchart with one page for you to begin with.

II. **Create the Title Page.**

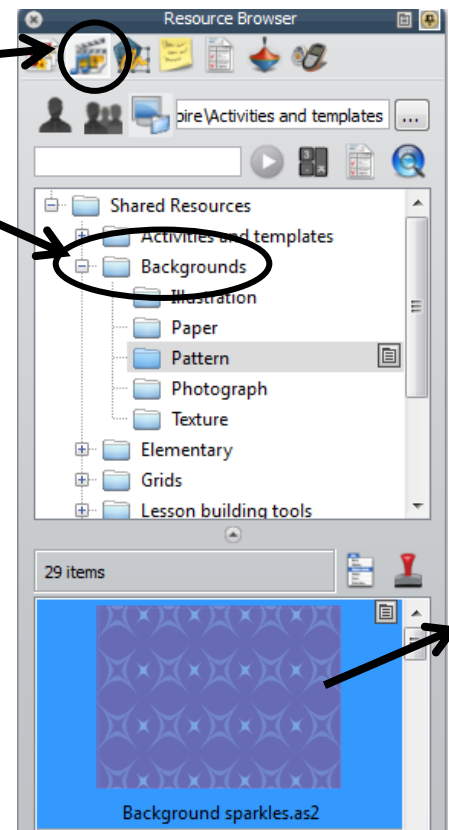
a. Insert a background: You can do this one of three ways: by filling the background with a color, choosing a background from the resource browser, or creating your own background.

i. Filling the background: Click on the fill tool, choose a color from the color palette, click anywhere on the background of the page to fill.



ii. Choosing a background from the resource browser:

1. Click on "view" at the top of the screen and click on "Browsers" (Unless the browsers are already open.)
2. Click on "Resource Browser" and your "Shared Resources" should come up.
3. Click the little plus sign next to "Backgrounds." Browse those folders by clicking on them to choose a background.
4. Once you have chosen your background click and drag it onto the flipchart page. If you would like to change it, simply choose another background and drag it onto the page.




iii. Creating your own background: Refer to the training flipchart that was attached to this email.

b. Insert Text:



1. Click on the text tool in the toolbar.
2. Text options will appear at the top of the screen. Choose the size, color and font you would like.



3. Click on the area of the page you would like to start typing on and begin typing the title of your lesson. If you want to change font or size you must select the text, then change the font, color or size.
4. Once you have written your text you can reposition the box by clicking and dragging this symbol. 
5. If you would like to create another text box elsewhere on the page then click on another place and repeat the same steps. **Once you are finished creating your textboxes, make sure you select another tool (like the arrow tool) to get out of text creation mode.**

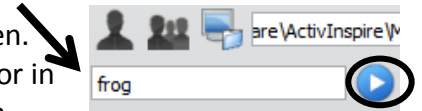
c. Insert Images: (4 ways)


i. Browsing images in shared resources:

1. Follow the same instructions for choosing a background from the resource browser, but click the plus sign next to “subjects”
2. Click on the plus sign next to the folder you would like to browse and click on the folder you would like to look in.
3. Click and drag the image you would like on to your flipchart. To resize the image choose the select tool from the toolbox  and click on the image. Click and drag the circle on the bottom left of the image to resize. 

ii. Searching for images in shared resources:

1. Make sure your Resource Browser is open.
2. Type the item you would like to search for in the search box and press the play button.
3. Scroll through the search results and drag any you like on to your flipchart.



- iii. You can also copy and paste images into your flipchart from webpages. In most cases you can right click on an image on the internet and select copy image. Then go to your flipchart page, right click on the background and select paste.
- iv. Using the Camera Tool (more advanced): I will teach you how to use the camera tool at the next training, but if you'd like to try it, it's a great way to capture certain parts of a website or image. Start by finding the website you'd like to take a picture from. The best way to use it is to go into desktop annotate mode and select the camera tool (which is in the  desktop tools). Select “Area Snapshot”. Then adjust and move the box to where you want to take a picture and click “clipboard”. Exit desktop annotate mode, right click on the background and click paste.

III. **Continue making additional pages in your flipchart**



Click on the next button and you will now have a blank page two. Repeat the same process as above to make additional pages in your flipchart. Once you are finished, make sure you save your flipchart (file and save as) in a folder that you can locate.