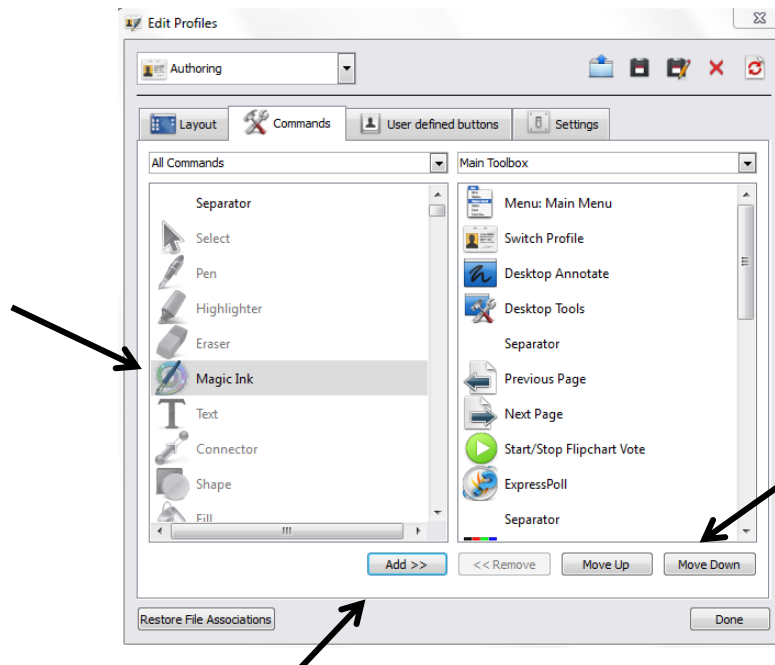**San Gabriel Unified School District**
Basic Promethean Interactive Board Training
March 5th & 8th, 2012

1. Board Calibration: Remember to just hover over the flame in the upper left corner of your board, wait and then follow the on screen instructions.

2. The Main Toolbar: Annotate over desktop to use Promethean tools with any other program on your computer! Click on this icon once to have a blank transparency over your desktop. Click on it again to return to your flipchart.

3. How to use your Document Camera with your Activboard:
   a. Open Activinpsire and click on the Annotate over Desktop icon (above).
   b. Open up the A+ software located on your desktop. (this takes a few seconds)
   c. Once your document is showing, maximize the window by clicking the box in the upper right corner of the window.
   d. Use the tools from the toolbar to draw, make shapes, highlight, etc.
   e. To close A+, hover on the top of the screen until the menu bar appears and click the X on the right of the gray bar.

4. How to add tools to your toolbar: Select "View" in the upper left corner then "Customize." Make sure you are on the commands tab. Click on the tool on the left you'd like to add, then click add.

Hint: You can move tools around in the toolbar by selecting the tool you'd like to move and clicking "move up" or "move down"

5. Object Edit Toolbar (You get this when you click on an object)

move   rotate   duplicate

6. Removing items: drag to trash, click on item and press delete, or click on item and click the trash can.

7. Browsers: Click on "View" in the upper left corner then "Browsers."
   a. Page Browser – Navigates Pages

   b. Media Browser – Accesses images, backgrounds and more.

Click the "x" to stop the tickertape
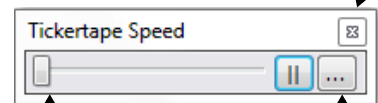
8. Tickertape:
   a. Click on the tickertape Tool
   b. Type the message you would like to scroll in the box.
   c. Change the speed by moving the bar back and forth.
   d.

Tickertape Speed

To change Speed

To access tickertape menu (to the left)

Create a new Tickertape

Open a saved tickertape

Save a tickertape. Either one will work.

9. Promethean Planet: www.prometheanplanet.com. Please remember your user name and password once you create it!
   a. Downloading Lessons

   b. Downloading Resource Packs