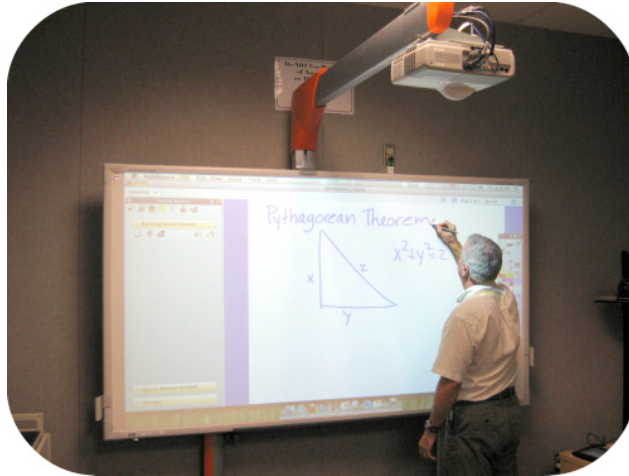





Using the Promethean Activboard as a Whiteboard


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 

- 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**.

