Using Activprimary

This brief guide to Activprimary offers a few tips on using the application. It is based on the training manual *An introduction to Activprimary (Version 2 for Windows)*. The PDF of the manual is distributed as part of the Activprimary software package, but it is also available online and on the CD-ROM that accompanies this book (under the Help section). To learn more about how to use Activprimary, try the online tutorials at **www.prometheanworld.com/uk/html/training/tutorials.shtml** (the hyperlink is provided on the CD-ROM in the Web links section).

Flipchart mode and Desktop mode

Desktop mode

Return to main screen

When Activprimary is launched, it automatically takes you away from your desktop screen to Flipchart mode. A flipchart will be open and ready for use. Click on the **Desktop mode** button to access your desktop and any other applications, without closing Activprimary. The Desktop toolbox means that you can still use a selection of Activprimary tools with other applications. To get back to Flipchart mode, click on the **Return to main screen** button in the Desktop toolbox.

Design mode and Presentation mode

Design mode
Toggle between
red Design mode and
yellow Presentation mode

Teacher tools menu

Switch between Design mode and Presentation mode by clicking on **Teacher tools menu** and then **Design mode**. When you are in Design mode, the Teacher tools icon border is red; it is yellow in Presentation mode.
Use Presentation mode when giving classes. Design mode allows access to all the design features of Activprimary to create or change a flipchart. Some features are only available in Design mode, including:

- The Properties button is available in the Object edit toolbox. The options available will depend on the object selected.
- Right-clicking (or barrel-clicking) shows a menu for any selected object or background.
- New folders can be created in the Resource library.
- Page organiser button is available via the Page number button.

Navigating your flipchart

Next and Previous page buttons

Page organiser

Use the **Next page** and **Previous page** buttons to move through the pages in the flipchart file. If you are on the last page of the flipchart, clicking the Next page button will add a new page. You can view the pages in the flipchart by clicking the Page number button. The Tool tray will display thumbnails of the pages; access a desired page by clicking on its thumbnail. In Design mode, you can move or copy objects from one page to another by dragging it to the thumbnail in the Tool tray. The **Page organiser** button will appear in the Tool tray; this allows you to move, copy and delete pages.

Selecting and manipulating objects

Marquee select tool

Use the **Marquee select tool** to move objects on the screen and to drag resources from the Tool tray (such as shapes, lines, backgrounds, grids or images). Click on an object to select it. Select multiple objects by clicking on