

Toolboxes and Toolbars

This section gives an overview of the tools and functions available in ActivInspire's toolboxes and toolbars:

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For full details of the tools and functions provided in ActivInspire, see [Reference > Tools](#).












For a summary of the tools and functions available in each menu and popup menu in ActivInspire, see [Reference > Menus and Popup Menus](#).
















You can customise the Main Toolbox and Object Edit Toolbar to contain any combination of tools to suit your needs. For details, see [Choosing your tools](#).









Main Toolbox


The Main Toolbox contains the following tools and menu items by default.

Tool/Menu item	Studio	Primary	Description	 More info...
Main Menu			Opens the Main Menu. This gives you access to the same menus as the Menubar.	Reference > Menus > File, Edit, View, Insert, Tools, Help
Switch Profile			Opens a popup box showing the available profiles, to quickly switch from one profile to another.	More about ActivInspire > Making profiles work for you
Desktop Annotate			Makes your computer's live desktop the background of your flipchart page. Lets you annotate the desktop and interact with other applications.	Reference > Tools > Desktop Annotate
Desktop Tools			Minimises ActivInspire and launches the Desktop Tools.	Desktop Tools
Previous Page			Displays the previous flipchart page.	
Next Page			Displays the next flipchart page. Adds a new flipchart page, if you click it on the last page of a flipchart.	
Start/Stop Flipchart Vote			Opens the 'Voting Summary' Box. Only enabled (green) if the current page contains a prepared voting question.	Using Learner Response Systems > Prepared questions -Using the Question Wizard

Express Poll			<p>Lets you ask your students a quick question and display voting results instantly.</p>	<p>Using Learner Response Systems > Quick question and ExpressPoll</p> <p>Reference > Tools > ExpressPoll</p>
Colour Palette		<p>see Pen Tray</p>	<p>In ActivInspire Studio, lets you select the colour of text, highlighter, lines and shapes, filling objects, etc.</p> <p>To select a colour not included in the Colour Palette, right-click on the colour you want to change and select a colour, or create your own custom colour.</p>	<p>First steps with ActivInspire > Writing on a flipchart</p>
Width Selectors		<p>see Pen Tray</p>	<p>In ActivInspire Studio, lets you select a different size for your Eraser, Highlight or Pen. To change the size, ensure the tool is selected, then do one of the following:</p> <ul style="list-style-type: none"> • Click on one of the circular settings in the Width Selector. For the Eraser and Highlighter you can choose from 20 or 50 pixels. For the Pen you can choose from 2, 4, 6 or 8 pixels. • Click and drag the slider to change the width from 0 to 100 pixels in increments of 1. Setting the width to 0 will result in a fixed width of 1 pixel. That means the width will always be 1 pixel, even if you use Page Zoom to change the magnification. <p>You can change the outline width of annotations, lines and shapes just by selecting the object and clicking on a pen width.</p>	<p>First steps with ActivInspire > Writing on a flipchart</p>
Select			<p>Lets you select and interact with objects on the flipchart page.</p>	<p>Reference > Tools > Select</p>
Tools			<p>Opens the Tools Menu.</p>	<p>Reference > Menus and Popup Menus > Tools</p>
Pen			<p>Writes or draws on your flipchart.</p> <p>In ActivInspire Primary, it also opens the Pen Tray at the bottom of the ActivInspire window.</p>	<p>Reference > Tools > Pen</p> <p>First steps with ActivInspire > Writing on a flipchart</p>
Highlighter		<p>see Pen Tray</p>	<p>Emphasises areas of your flipchart with translucent colour.</p>	<p>Reference > Tools > Highlight</p> <p>First steps with ActivInspire > Writing on a</p>

				flipchart	
Eraser		see Pen Tray	Permanently erases Pen, Highlight and Magic Ink annotations from your flipchart.	Reference > Tools > Eraser First steps with ActivInspire > Deleting stuff	
Fill			Fills a selected object or page with colour. In ActivInspire Primary, it also opens the Fill Tray at the bottom of the ActivInspire window.	Reference > Tools > Fill First steps with ActivInspire > Adding and manipulating shapes	
Shape			Opens the Shapes Menu, to let you select a shape, then draw it.	Reference > Tools > Shape	
Connector			Connects objects or shapes with a Connector line.	Reference > Tools > Connector	
Insert Media From File			Opens a Dialog Box from which you can browse to, select and insert graphics, videos or other files into the flipchart page.		
Text			Adds text you type at your computer keyboard.	Reference > Tools > Text First steps with ActivInspire > Adding and formatting text	
Resource Browser	not applicable		Opens the Resource Browser.	A tour of ActivInspire > Exploring ActivInspire Primary > Resource Browser	
Page Browser	not applicable		Opens the Page Browser.	A tour of ActivInspire > Exploring ActivInspire Primary > Page Browser	
Clear			Deletes items from the current page:	First steps with ActivInspire > Deleting stuff	
			Annotations		Deletes anything drawn with the Pen, Highlight or Magic Ink.
			Objects		Deletes all images, shapes and text.
			Grid		Deletes any grid.
			Background		Deletes any background.
			Page		Deletes all objects from the current page.






Reset Page			Resets the current page to the state it was in when it was last saved. For new, unsaved flipcharts, clears the current page.	First steps with ActivInspire > Deleting stuff
Undo			Undoes or redoes your last action, for example, Fill. Click repeatedly to undo or redo as many actions as required.	Reference > Tools > Undo and Redo
Redo				
Edit-user defined buttons			Visible when the Main Toolbox is not rolled in or rolled up. Opens the 'User defined buttons' Tab in the 'Edit Profiles' Dialog Box. You can assign properties to a button, for example to open a file or run a program. You can also add a tooltip to identify the button.	More about ActivInspire > Making profiles work for you > Creating and switching profiles > Defining your own buttons


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Pen Tray (ActivInspire Primary)

In ActivInspire Primary, some tools that are available in the Main Toolbox in ActivInspire Studio, are instead provided in the Pen Tray, for easy access by smaller learners.

The Pen Tray opens, when you on click the Pen . The Pen Tray contains the following tools:

Tool	Description	 More info...
Highlighters		A tour of ActivInspire > Exploring ActivInspire Primary > Pen Tray
Pens		
Erasers		
Colour	 <p>Along the bottom edge of the tray:</p> <ul style="list-style-type: none"> • A range of colours from which you can select the colour for the Pen and Highlighter Tools. • Some blank colour slots on which you can right-click to pick or mix your own colour. 	

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Fill Tray (ActivInspire Primary)

The Fill Tray opens, when you on click the Fill Tool. It contains

- A range of colours from which you can select the colour for the Fill Tool.
- Some blank colour slots on which you can right-click to pick or mix your own colour.

Dual Fill Tray (ActivInspire Primary)


The Dual Fill Tray is identical to the Fill Tray, except for the tray colour.



Dual Pen Tray (ActivInspire Primary)

The Dual Pen Tray contains the same tools as the Pen Tray, except for the Erasers.


























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Desktop Tools

Desktop Tools are available in the form of a 'Wonderwheel' when you minimise ActivInspire. It contains tools that can be used over the desktop. Desktop Tools close automatically when you restore the ActivInspire window.

To move Desktop Tools, click in the centre of the Wonderwheel and drag the tools to their new location.

Tool	Studio	Primary	Description	 More info...
Restore ActivInspire			Maximises ActivInspire and closes the Desktop Tools.	
ExpressPoll			Lets you ask your students a quick question and display voting results instantly.	Reference > Tools > ExpressPoll
Promethean Planet			Opens the Promethean Planet website in your web browser.	
On-Screen Keyboard			Lets you add typed text to your flipchart while at the board.	Reference > Tools > On-screen Keyboard More about ActivInspire > Working at the board > Using the On-screen Keyboard
Camera			Lets you take a snapshot from the screen, for example, a picture on a website or flipchart.	Reference > Tools > Camera More about ActivInspire > Working at the board > Using the Camera
Tickertape			Lets you create messages that scroll continuously across the screen.	Reference > Tools > Tickertape More about ActivInspire > Working at the board > Using Tickertapes
Clock			Lets you choose an analogue or digital clock. You can set the display, choose count down or count up as desired.	Reference > Tools > Clock More about ActivInspire > Working at the board > Using the Clock

Screen Recorder			Lets you record the actions on a flipchart, desktop flipchart, the desktop, or another application, saving them to a file and play them back as an animation.	Reference > Tools > Screen Recorder
Sound Recorder			Lets you record sounds if you have the required hardware.	Reference > Tools > Sound Recorder
Calculator			Lets you do maths calculations at the board.	Reference > Tools > Calculator More about ActivInspire > Number tools for all occasions > Using the Calculator
Dice Roller			Lets you roll up to five dice.	Reference > Tools > Dice Roller More about ActivInspire > Number tools for all occasions > Using the Dice Roller

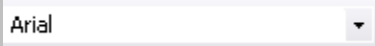



























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Format Toolbar


The Format Toolbar opens by default, whenever you work with the Text Tool. You can also open the Format Toolbar from the Notes Browser.

For details, see [First steps with ActivInspire > Adding and formatting text](#).

















You can access the following functions from the Format Toolbar:


Function	Studio	Primary	Description
Fonts			Lets you select a font from the drop-down menu.
Font Size			Lets you select a font size from the drop-down menu.
Increase Font Size			Increases or decreases the font size by two points at a time.
Decrease Font Size			
Bold			Lets you add bold or italic text, or changes the selected text to bold or italic.
Italic			
Underline			
Superscript			Lets you add text in superscript or subscript, or changes the selected text to subscript or superscript.
Subscript			
Text Colour			Lets you select a text colour or background colour from the ColourC Palette, or mix and match your own colour.
Background Colour			
Align Left			Aligns text left, centred, or right.
Centre			
Align Right			
Increase Line Spacing			

Decrease Line Spacing			Increases or decreases the space between selected lines of text.
Increase Indent			Increases or decreases the indentation of the selected text.
Decrease Indent			
Bullets			Lets you turn text into a bulleted list.
On-Screen Keyboard			Displays the On-Screen Keyboard that lets you create typed text at he board.
Select All			Selects all the text in the currently selected text object.
Text Symbols			Lets you select symbols from a drop-down list.

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Voting Wonderwheel


















Tool	Studio	Primary	Description
Click To List Likert Scale			Displays 'Likert Scale' answering options in the 'Voting Summary' Box and sends them to ActivExpression devices.
Number Question	123	123	Displays 'Number entry' answering options in the 'Voting Summary' Box and sends them to ActivExpression devices.
Text Question	ABC	ABC	Displays 'Text entry' answering options in the 'Voting Summary' Box and sends them to ActivExpression devices.
Multiple Choice			Displays 'Multiple choice' answering options in the 'Voting Summary' Box and sends them to ActivExpression devices.
Sort in Order			Displays 'Sort in Order' answering options in the 'Voting Summary' Box and sends them to ActivExpression devices.
Yes/No - True/False	T/F	T/F	Displays 'Yes/No or True/False' answering options in the 'Voting Summary' Box and sends them to ActivExpression devices.
Actions			
Device Registration			Opens the 'Device Registration' Dialog Box to let you begin registering ActiVote or ActivExpression devices.
Assign Students To Devices			Opens the 'Assign students to devices' Dialog Box to let you import student names from a database.
Close			Closes the voting Wonderwheel.
Target ActivExpression Devices			Sets the type of device from which votes will be accepted in the current voting session.
Target ActiVote Devices			

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Dual Toolbox

The Dual Toolbox appears in the bottom left of the ActivInspire window by default. You can pin or drag and drop the Dual Toolbox. You cannot add or remove tools from this toolbox.

The Dual Toolbox contains the following tools:

Tool/Menu item	Studio	Primary	Description
Colour Palette		see Pen Tray	Click a colour to select the colourc for the Pen, Highlighter, or Shape Tools. Right click to access the Extended Colour Palette, or create a custom colourc.
Width selectors		see Pen Tray	Use presets or slider to set pen width.
Select			Lets you select and interact with objects on the flipchart page.
Fill			Fills a selected object or page with colourc. In ActivInspire Primary, it also opens the Dual Fill Tray at the bottom of the ActivInspire window.
Pen			Writes or draws on your flipchart. In ActivInspire Primary, it also opens the Dual Pen Tray at the bottom of the ActivInspire window.
Highlighter		see Pen Tray	Emphasises areas of your flipchart with translucent colourc. In ActivInspire Primary, it also opens the Dual Fill Tray at the bottom of the ActivInspire window.
Shape			Opens the Shapes Menu, to let you select a shape, then draw it.
Connector			Connects objects or shapes with a Connector line.
Handwriting Recognition			Turns annotations into text.
Shape Recognition			Turns free-hand drawings into shapes.

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