

# Using Desktop Annotation

## Promethean Board

### Introduction

The Promethean Board's desktop annotation function allows users to take notes or draw images directly on a document or webpage outside of the flipchart. This page can then be saved within the flipchart or to another location, such as in Microsoft Word, Publisher, or PowerPoint.


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### Annotating on the Desktop

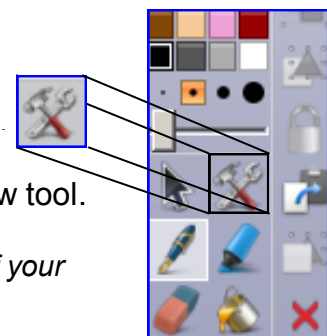
1. Open **Activ Software > ActivInspire**.
2. Open the website or document (i.e. Microsoft Word or PowerPoint) you wish to annotate.
3. In ActivInspire, click on the **Annotations Icon** which can be found near the top of the Main Toolbox (see image to right).
4. You may now use the ActivInspire **Toolbox** (pen, highlighter, text, shapes, etc.) to annotate outside of your flipchart.



5. To return to your flipchart, click the **Annotations Icon**  again.

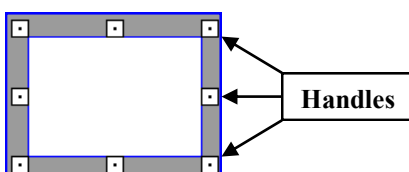
### Saving Annotated Pages

1. Click on the **Tools** icon, which is on the right side of the arrow tool.



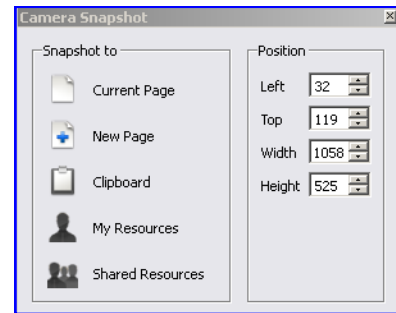
  **Note:** Do not use the **Desktop Tools** icon to take a snapshot of your desktop annotations.

2. Select **Camera > Area Snapshot**.
3. Your screen will now turn grey and a box will appear like the one shown below.



Resize the box to frame the area you wish to capture by dragging the handles on the sides of the box. You can move the entire box by clicking, dragging, and dropping the box to a new location.

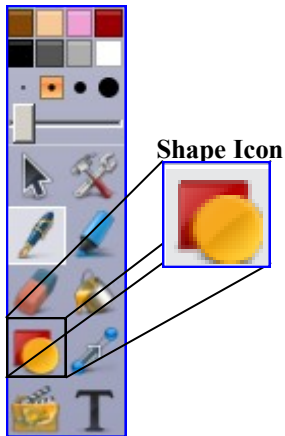
4. Options in the **Camera Snapshot** box include:
- **Current Page:** Copies image to current flipchart page.
  - **New Page:** Copies image to a new page in flipchart.
  - **Clipboard:** Copies image to clipboard for pasting. (ex. paste into Word).
  - **My Resources:** Sends image to your files to be saved.
  - **Shared Resources:** Sends image to a shared resource file.



5. Choose **New Page** to save the image of your annotations in your current flipchart.

★ **Use the Shape Icon to annotate.** Select the **Shape Icon** on the **Main Toolbox** and the **Shapes Toolbox** will appear. At the very top of the **Shapes Toolbox**, select the white square with the "X" (see below) and your shape will appear hollow. This will allow you to frame key words or objects. (Notice the rectangle around "Google" and the star shape).

Main Toolbox



Shapes Toolbox

