Importing PDF files to ActivInspire
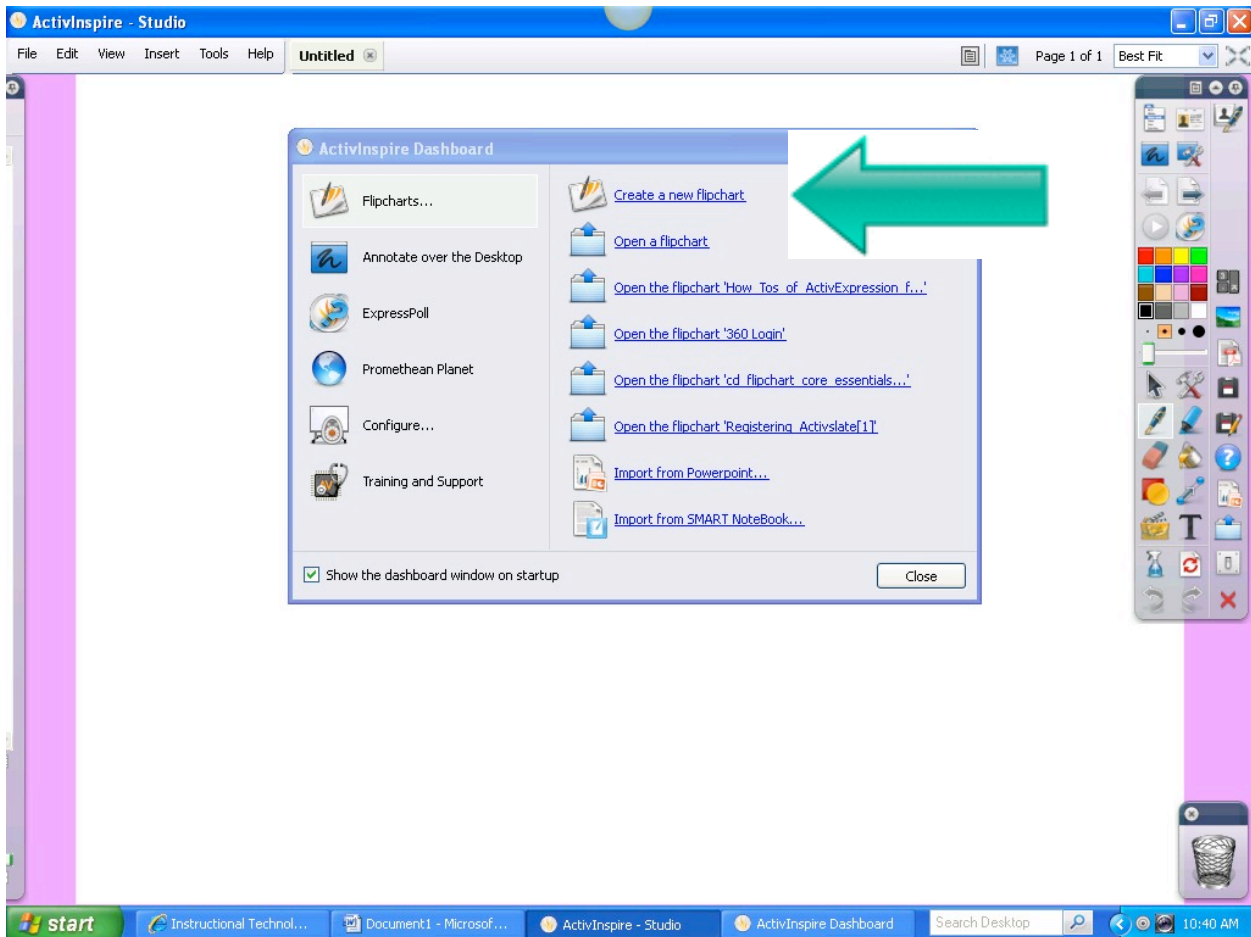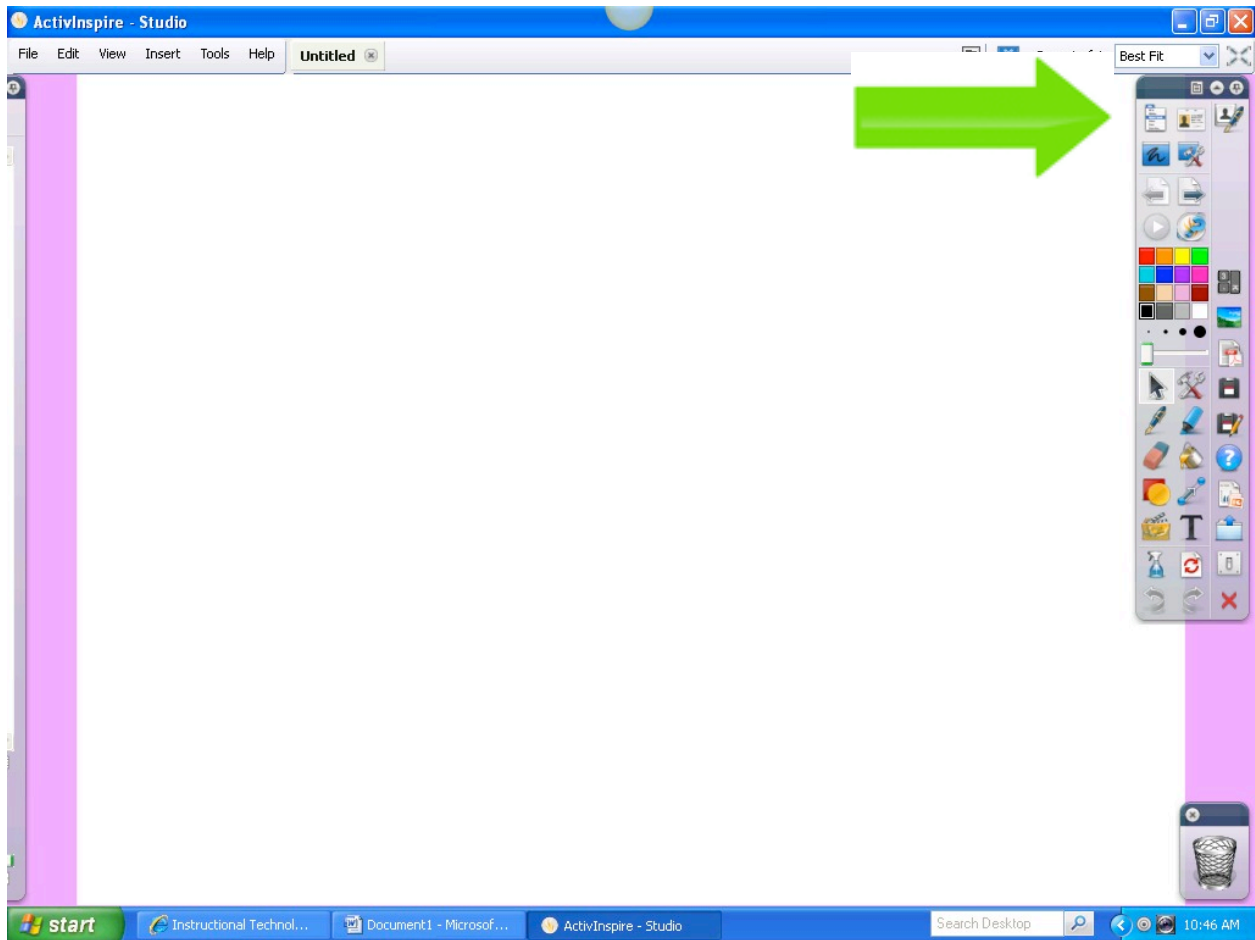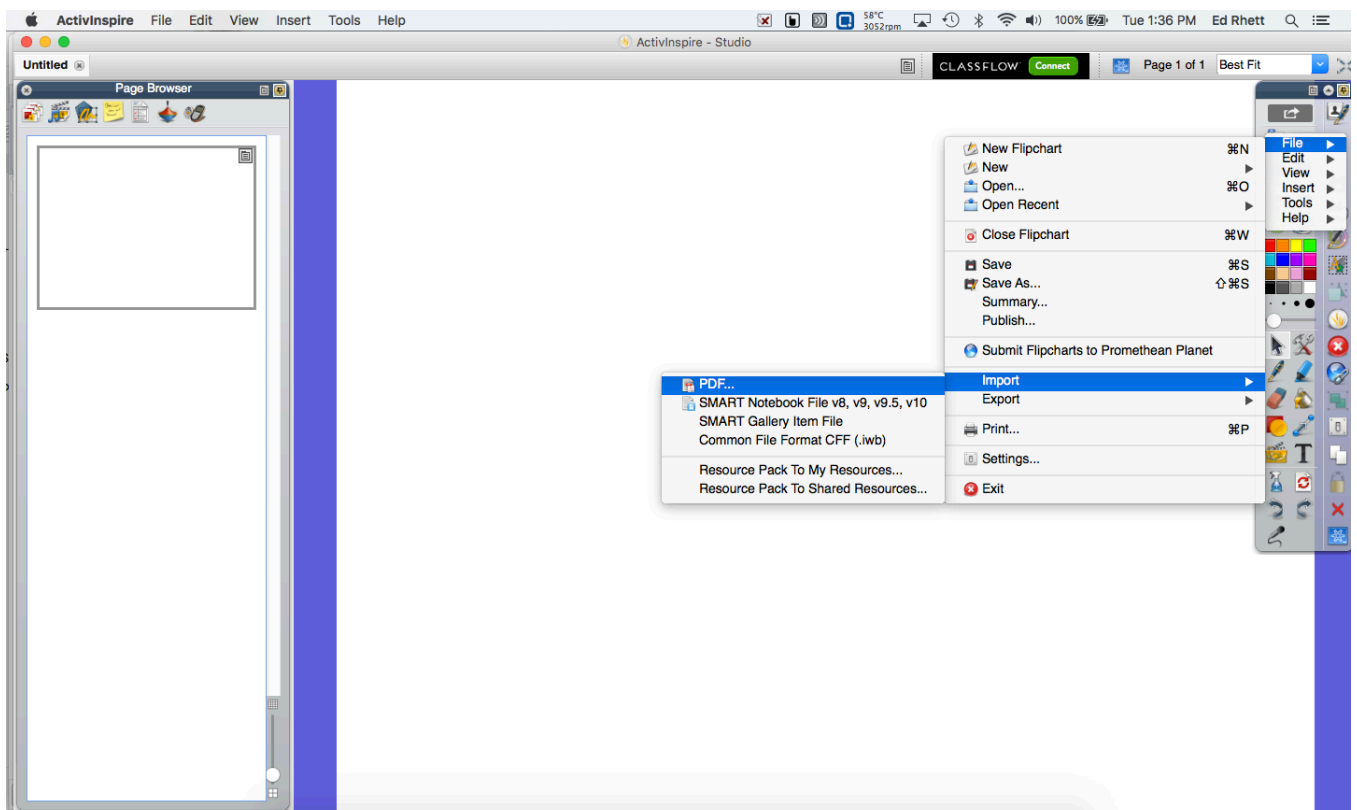
1. Save the PDF file to your computer.

2. Open the ActivInspire program.

3. Click on the Create a new Flipchart link.

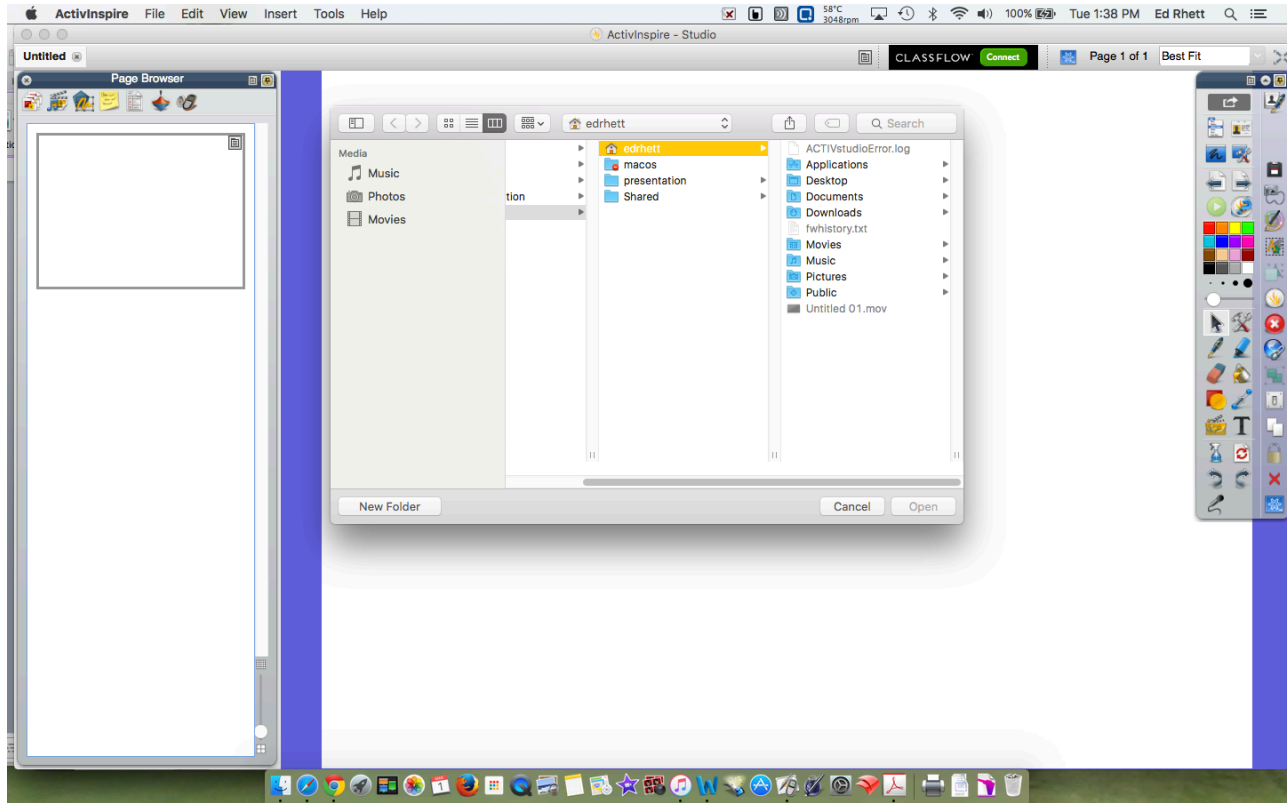
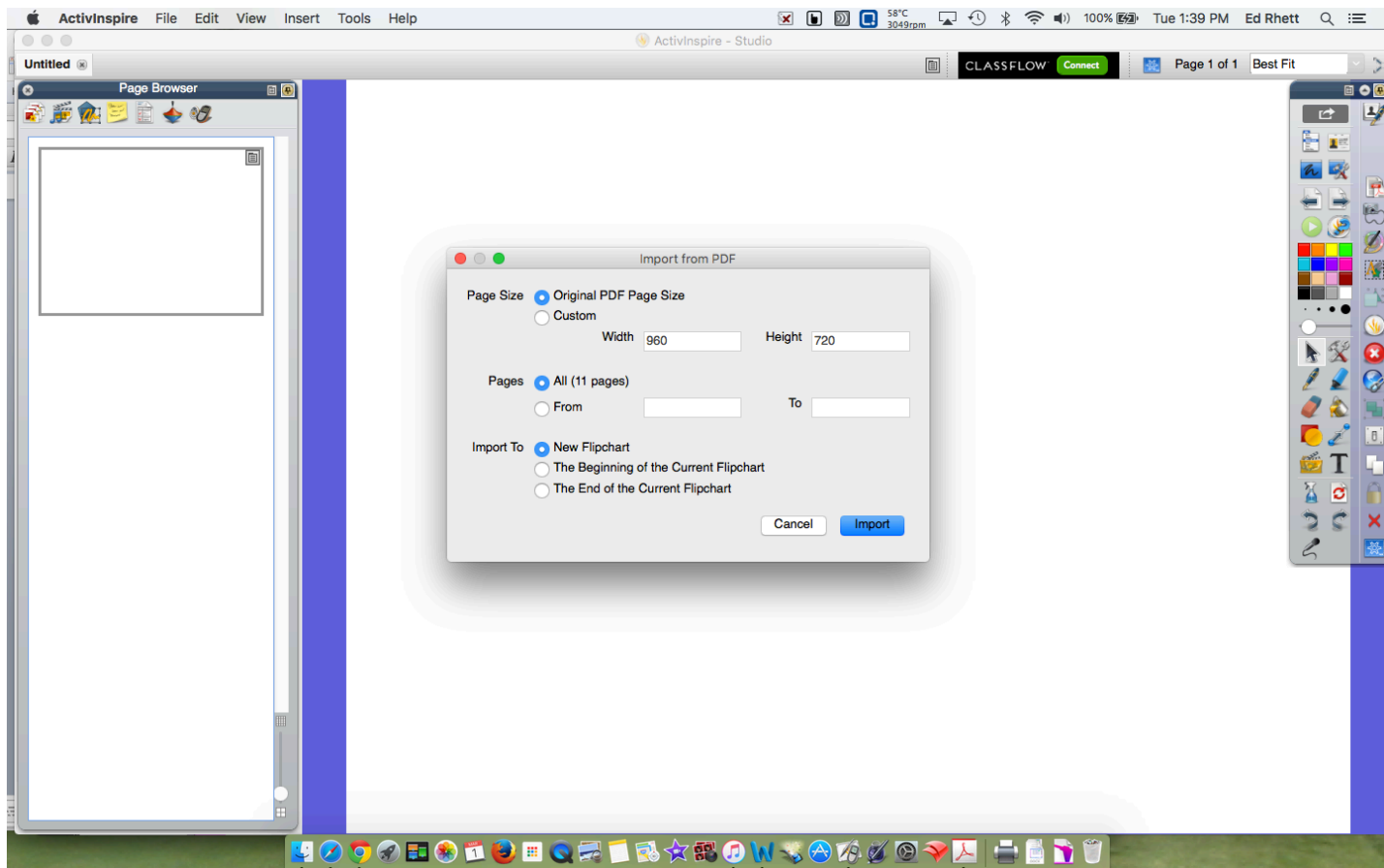4. Click on the Main Menu tool.

5. Choose File, Import and then PDF…

6. A new window will open. Select the PDF…

7. A new window will appear.

- Choose the Page size (I recommend Original PDF Page Size). For Pages, select the pages that you want to import (you may not want to import the title page or answer key).
- Import to: Select whether you would like it to create a new flipchart, insert into the beginning of the current flipchart or insert at the end of the current flipchart.
- Choose Import

- Save your flipchart before closing