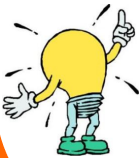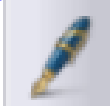# Inspire Ten Minute Task #1

Pen Power

Take advantage of virtual pens with their variety of colours, pen thicknesses and transparency levels, there is so much more they enable you to do.

1. Look on the toolbar and find the pen tool.
2. Choose a thick red colour and draw an arc.
3. Choose an orange colour and draw an arc under it.
4. Keep going with all the colours of the rainbow.
5. To make the last colour more of a violet colour.
6. Click on one of the blank colour spaces and choose a new colour.
7. Choose a really fat pen width and choose the grey highlighter.
8. Draw a cloud shape and some raindrops on top. The cloud is semi-transparent..

Other ideas

Write over other sources, annotate images and maps, highlight text on web pages, calling out important sentences or using arrows to explain the flow of an idea. Underline the verbs in a sentence, circle the important numbers in a table of data, or draw an army's invasion route on a map.
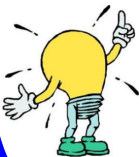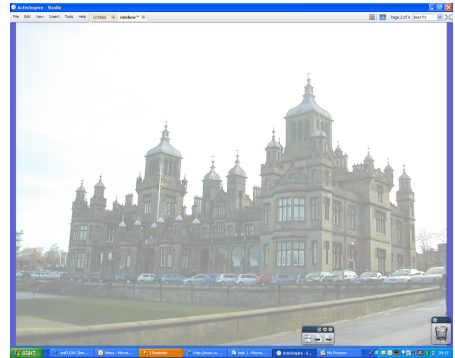
☀ Inspire Ten Minute Task #2

Images as a background

You can use images from lots of places, here we look at images from your 'my pictures'

1.   Find a photograph you like in your 'my pictures'.

2.   Right click on it and choose copy.

3.   Go to your whiteboard page.

4.   Right click and choose paste.

5.   The image will appear on your page.

6.   Right click on the picture., choose transform.

7.   Click on 'best fit to page' and the picture will shrink or grow to page size.

8.   Click on the ☀

9.   use the slider to make the picture more translucent.

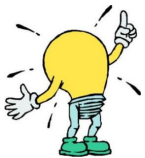10. Right click on the picture and choose locked.

𝕋 Inspire Ten Minute Task #3

Adding text on top of a background

1. Open the flipchart page with the image on it.
2. Click on the 𝕋 Icon.
3. Click somewhere on your page.
4. A 'type here' box pops up.
5. A toolbar appears at the top of your page.
6. Type some text.
7. Use the ✖ tool to move text.
8. To edit text Make sure the dotted line is around the text. (if it isn't click on the arrow tool, and then double click on the text.)
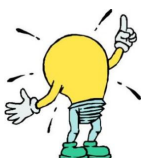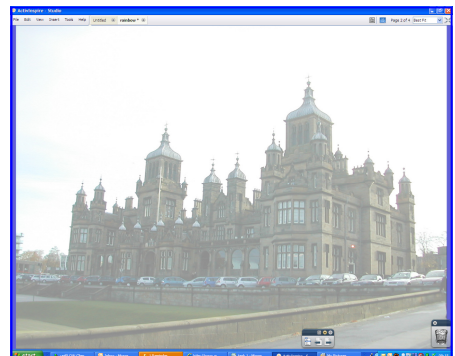
Try changing fonts, underlining, colour of the text etc.

You can add as many text boxes as you like to a page.

Inspire Ten Minute Task #4

Text tricks 1

1. Click on the **T** Icon.
2. Click somewhere on your page and type some text.
3. Use the   fill tool and choose a colour.
4. Click on a word with the fill tool. It will turn that colour.
5. If you choose the same colour as the page, the word will appear invisible. You can fill it in again by using a different colour.
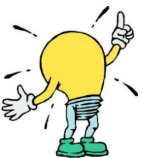
Try using different colours for different types of words

Inspire Ten Minute Task #5

Text tricks 2

1. Click on the **T** Icon.
2. Click somewhere on your page and type some text.
3. Use the tool and choose a colour.
4. Colour over the top of some of the words.
5. Choose the magic ink tool
6. You can now reveal the answers with the magic ink!

Inspire Ten Minute Task #6

Adding a website link

1. Open a flipchart page .
2. At the top of the page, choose Insert,
3. Go to Link, website.
4. Add the website address to the box.
5. Choose from 'text' or 'image'.
6. Click on OK
7. I chose image so my link

looks like this.
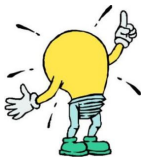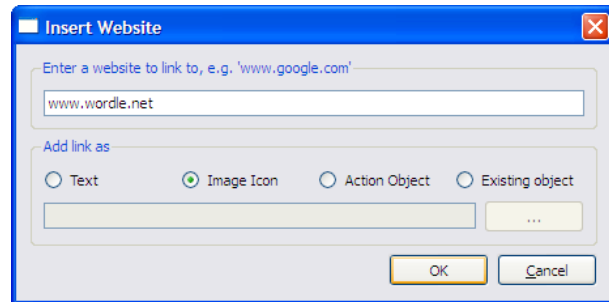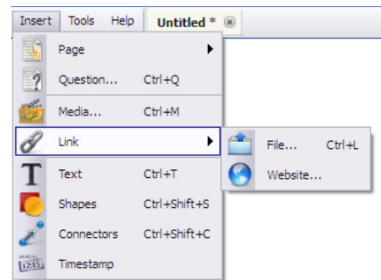
Try doing the same thing, but choose a link to a file instead of the web!

Inspire Ten Minute Task #7

Revealer -This is similar to using a piece of paper on an OHP. Have a play!

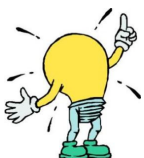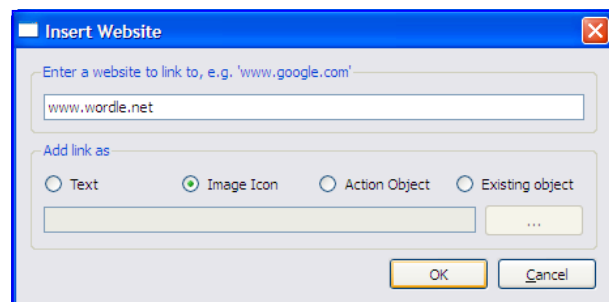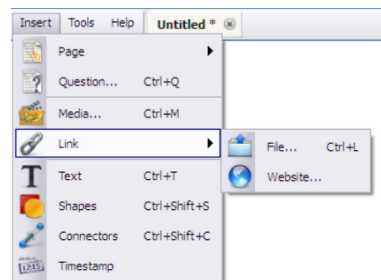1. Click on the icon to blank the screen.
2. Next point the pen to one side of the board, click and drag the black to reveal part of the screen.
3. You can drag from either side, or top or bottom.
4. To stop the tool, click on the icon again

Spotlight

1. When you click on the spotlight tool you get some choices. Decide which type of spotlight you would like. The spotlight will appear on your page.
2. To change the size, click and drag the wide blue border.
3. To move the spotlight, click and drag just outside the border. To get to the menu, click on the small square attached to the corner.
4. To close the spotlight, click on the small square just outside the border and choose close.
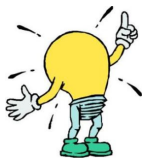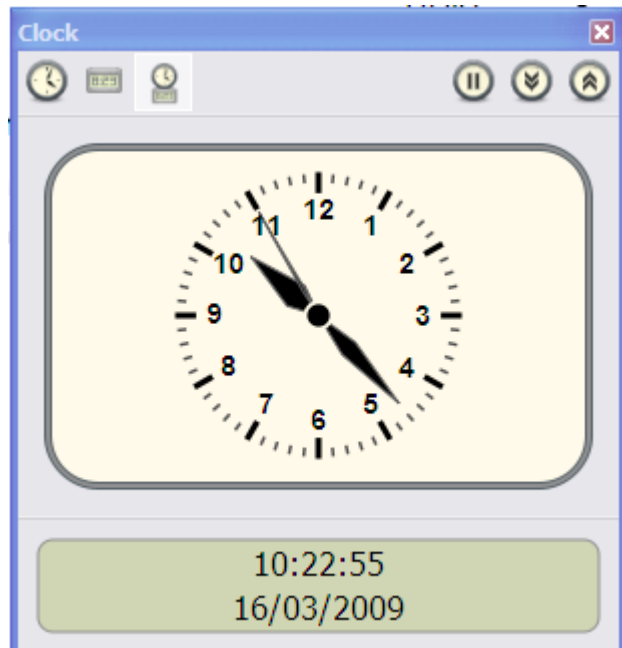
Inspire Ten Minute Task #8

Add a clock to your page

1. Click on the tools icon, go to 'more tools' at the bottom of the list

2. Choose the clock

3. You can change the view to digital or to both.

To Countdown.

1. Click on the down arrows at the top right.

2. Change the time shown to a suitable amount.

Clock

10:22:55
16/03/2009

You can choose if you would like a sound to play once the time has expired. You can also choose for something to happen once the time has run out, such as turn to another page.

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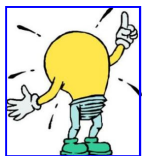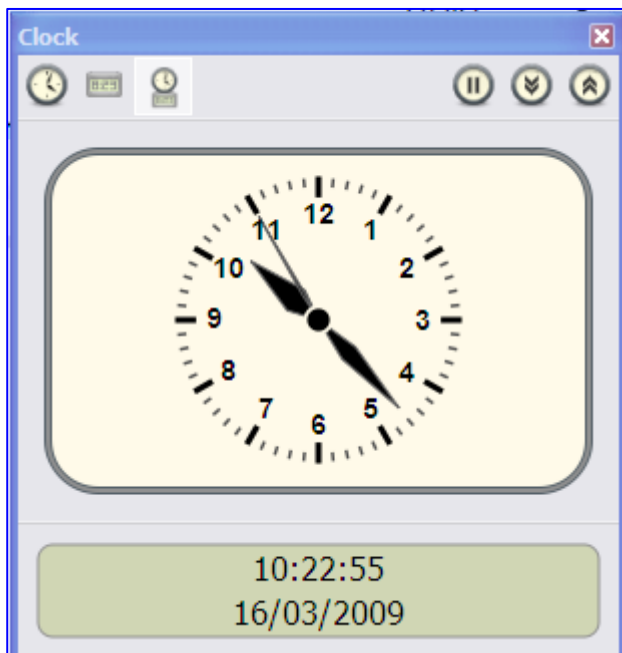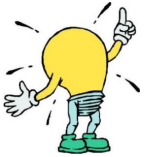
Inspire Ten Minute Task #9

Add a background grid or lines to a page

1. Look at the browser window on the left- If the browser window is not there-try pressing 'CTRL B'.
2. Look for 'grids'
3. Choose the type of grid you want to add. It could be handwriting lines, squares, staves…..
4. As you click on a style, it will preview in the bottom section.   IGNORE the blue background, it does not show on the screen
5. In the panel of thumbnail images, click on the image of the item you would like and drag the item onto the main flipchart page.
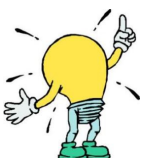6. The item should be added to the page.

If you right click on the page you can use the grid editor or even hide the grid.

Inspire Ten Minute Task #10

To hide things behind a picture

1. Type some words in single text boxes all over the page. Change the colour/font etc.

If you try to drag them now, they will go on top of the picture- so you will need to change the order of the pictures.
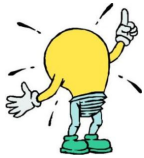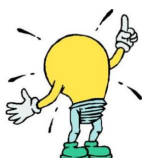
giraffe

neck

long

?????

1. Click on the arrow tool and then click on the word.
2. Choose the 'send back ' button.
3. Do this with each of the words
4. Now you can hide the words behind the picture.

You may want to lock the giraffe, so it doesn't move when you try to reveal the words. (right click on the image, choose locked)
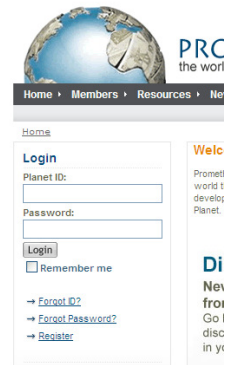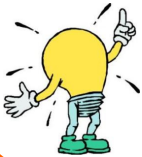
Inspire Ten Minute Task #11

Promethean planet

Promethean Planet lets you freely share ideas and files with others.

1. Log onto the internet
2. Open www.prometheanplanet.com
3. Click on register
4. Fill in the forms.
5. Once you are registered and able to log in, you can access the resources.
6. Look at the top bar– there are lots of options

7. Resources, lessons, pick a topic and have a look through. Use the download button to download one,

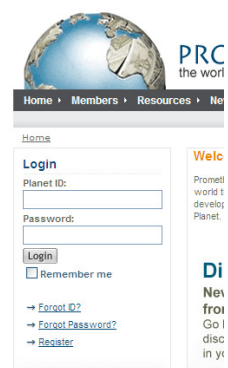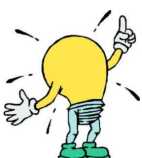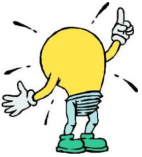Remember, you can change the flipcharts you download to make them completely relevant to your needs.

Inspire Ten Minute Task #12

Insert a link to a file

1. Choose 'Insert'- link - file from the menu at the top
2. Browse to the file and click 'Open'
3. This window appears. Choose how you want the link to appear.
4. Choose how the file will be stored. (only choose store in flipchart if the flipchart will be used by others)
5. The file now appears on your flipchart and when you point to it, it will link to it, and open it.
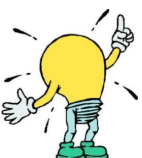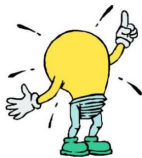6. If you wish to move the link on the page, click and drag it.

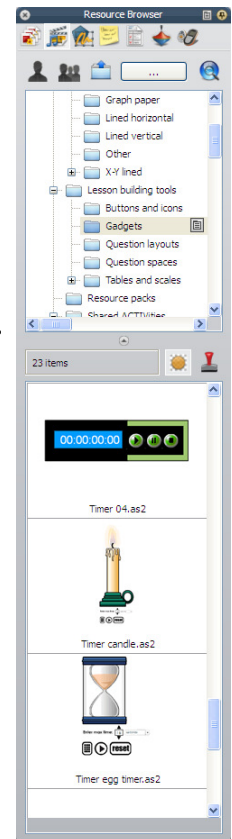Remember you can link all sorts of files!

Inspire Ten Minute Task #13

Add a different timer from the resource library

1. Choose the type of resource you want to add. I am looking for a timer to add to my page from Gadgets section. (in Lesson building tools)

2. A selection of items appears at the bottom of the resource panel.

3. In the panel of thumbnail images, click on the image of the item you would like.

4. Hold the pen down on the thumbnail, drag the item onto the main flipchart page.

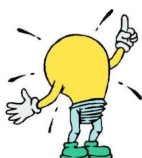5. The item should be added to the page.

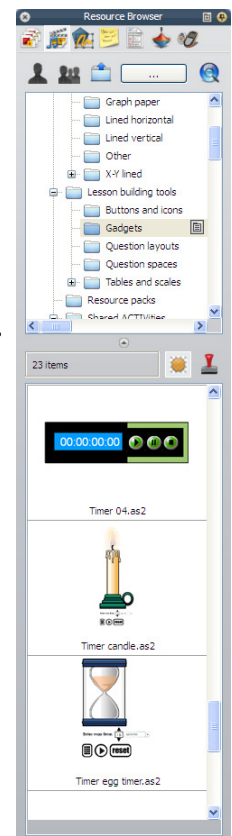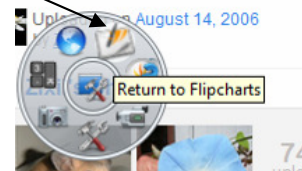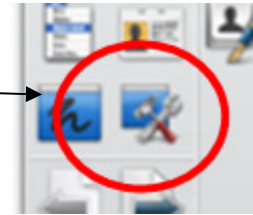**NOTE- If the browser window is not there- try pressing 'CTRL B'.**

Inspire Ten Minute Task #14

Camera tool — Take a snapshot of an internet page.

1) Click on the **Desktop Tools icon**

2) Load an internet page on your PC

3) Click on the icon top right of your screen somewhere.

4) Click on the camera tool .

5) Choose the area selection tool.

6) Click and drag to draw a rectangle around the part of the screen you wish to capture.

7) You can drag the anchor points around this rectangle to fine tune its size if you wish.

8) Add this image to your current flipchart page .

9) When you want to return to your flipchart click the **Return to Flipcharts** button.

10) Your image will appear in your flipchart page.

11) You can move it and resize it as normal

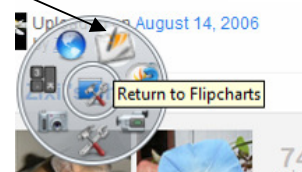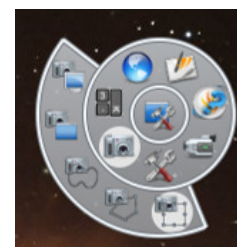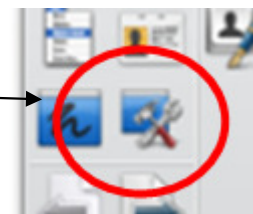You can also save the picture to clipboard to use elsewhere

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