

Building Your Resource Library

Creating a folder in your personal library.

Before you add an object to one of the Category folders in Activstudio's Resource Library you must first be aware of the type of object you are saving.

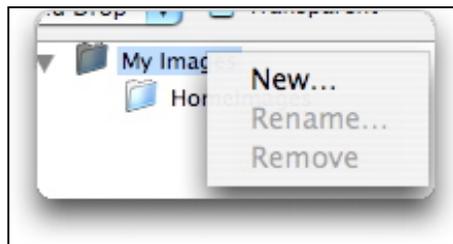
With a few exceptions, a folder can only contain objects of its own type. For example, if you are saving an object to the Annotations Category folder, it must be an Annotation.

To Create a Folder:

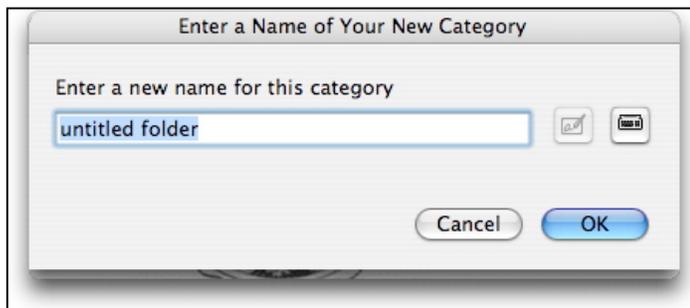
Control Click or "Right Click" on the folder you need to add a "Subfolder To"

Example: Right Click on "My Images"

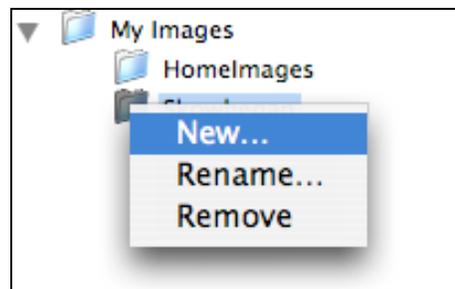
You will have one choice and that is to create a New Folder



A window will appear for you to enter the name.



You can rename and delete folders you have created. You cannot rename the default folders that came with the program, ex. My Images



Adding the Object to your Library

Open the Resource Library by clicking on the Resource Library tool button and select where to save your resource. Be sure to have the folder ready and waiting for your object. You can throw them right into My Images, My Background, etc without subfolders, but if you plan to build a big library subfolders are helpful.

Insert the image, background, annotation, etc onto your Flipchart page.

Click on the image.

Handles will appear along with a Hand

Click on the Hand and Drag to the area beneath the folders.

When you are in the correct space a Dialogue Box to name the Object will appear.

Name the Object and Click OK

The Object will appear in the Library.



Deleting resources from the Resource Library

Go to Documents → Promethean → ActivStudio3

Go to the Folder where the object you want to delete is saved.

Drag the image or folder to the trash. (Apple Delete)