

Saving a flipchart

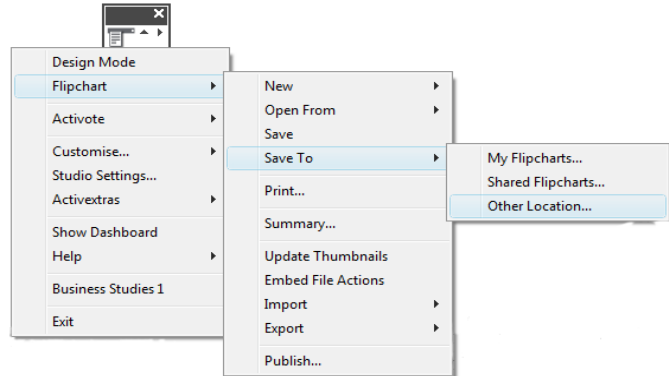
Saving from the main toolbar:

- Left click over main menu tool

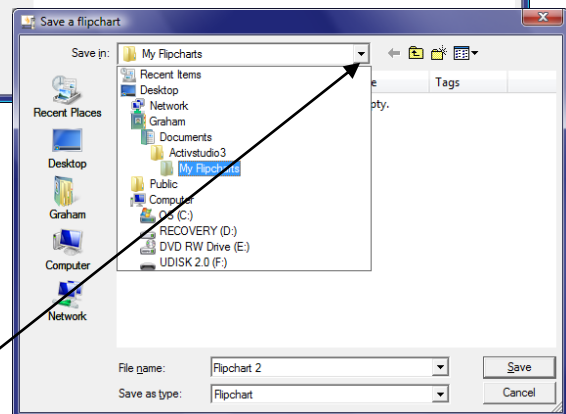
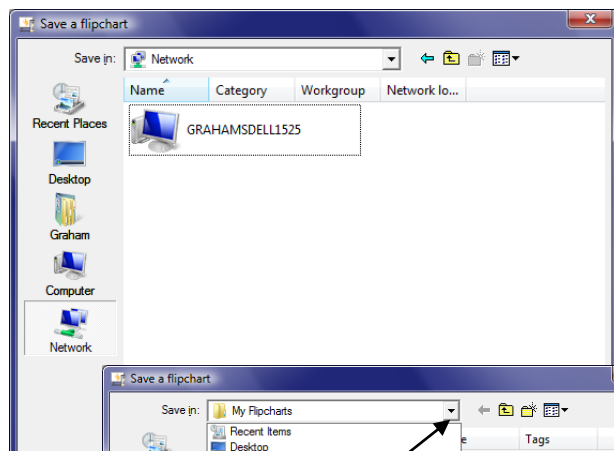


- Follow:

- Flipchart
- Save To
- Other Location



- Navigate to the area on your network to which you wish to save the file and name it in the normal way that applies to any file.
- If more work is done on the flipchart, it can subsequently be saved by simply selecting the “Save” option from the menu.



If “Save” is selected as an option the first time a flipchart is saved, then the default location will be a folder called “My Flipcharts” within an “Activstudio 3” folder in “My Documents.”

The flipchart can still be saved to a different location by left clicking on this dropdown menu.

If you attempt to close a flipchart after changes have been made, then you will be prompted to save it.

Saving a flipchart

Exporting a flipchart as a different file type

- Left click over main menu tool →
- Follow:

Flipchart

- Export
- Choose from the available options. PDF could be the most useful for distributing the lesson to students – Acrobat reader software is free and PDF files are usually quite small.

