

Arrange Flipcharts Using the Arrange Window Feature

Arrange button allows you to easily move between your open flipcharts.




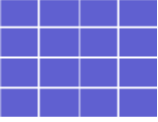
To display the Arrange Windows, select an open flipchart to activate it and click on the button located in the top right hand corner of the flipchart. The Arrange windows dialog allows you to organize your currently open windows.



ACTIVstudio will organize the following windows:

- Flipcharts.
- Resource Library, when it is docked.
- Link Windows, when the Include Link Windows checkbox is selected.

Click on one of the following buttons to arrange your open windows

| | |
|---|---|
|  | Arranges your open windows so they are tiled on screen. ACTIVstudio will tile your open windows according to how many windows are open at the time and the location of the windows on the screen |
|  | Arranges your windows so they are tiled horizontally across your screen. |
|  | Arranges your windows so they are tiled vertically down your screen. |
| <input type="checkbox"/> Include Link Windows | Select the checkbox to include the Link Viewer and Link List, if they are currently open. |
|  | Resizes and positions the currently active flipchart window. Click and drag the cursor over the boxes to highlight an area to represent the size and position of your flipchart. Release the click and the currently active flipchart will automatically resize and position itself according to the boxes you highlighted. If you have multiple flipcharts open, clicking on the |

Copying Flipchart Pages to a New or Existing Flipchart



1. Open an existing flipchart and a new flipchart.
2. Select the Arrange Windows Horizontally Button.
3. The two flipcharts will now be tiled to show both flipcharts side by side. The existing one will be on the left with the new one on the right.
4. Select the Page Organizer button for both flipcharts
5. Drag the flipchart pages of the existing flipchart on the left to the new flipchart on the right.
6. When dropped, select Copy Here from the pop up menu.
7. Close the existing flipchart on the left by selecting the x in the top right corner.
8. Maximize the new flipchart on the right.
9. Arrange the pages by dragging and dropping.
10. Select the Close Page Review at the bottom.
11. Save the flipchart.



Notes: