



# ACTIVDirections

## Enabling Actions in ACTIVstudio 2.5

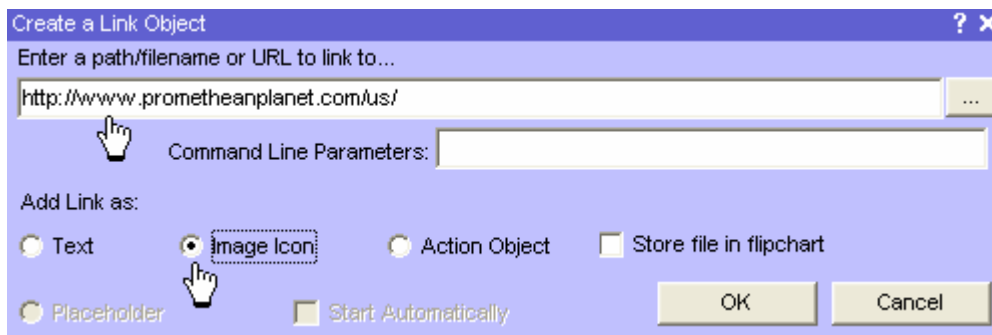
### Enable Actions

1. Shortcut feature is now on the top window bar in ACTIVstudio.
2. White arrow indicates actions are enabled.
3. Click to turn off actions. Red slash will indicate feature is turned off.



### Quick Way to Add URL Link with Image Icon

1. Copy link from browser(Right click URL in address window and select Copy)
2. Right click anywhere on Flipchart page and select Insert>Link Object.
3. Right click in the first field and select paste to insert the URL.



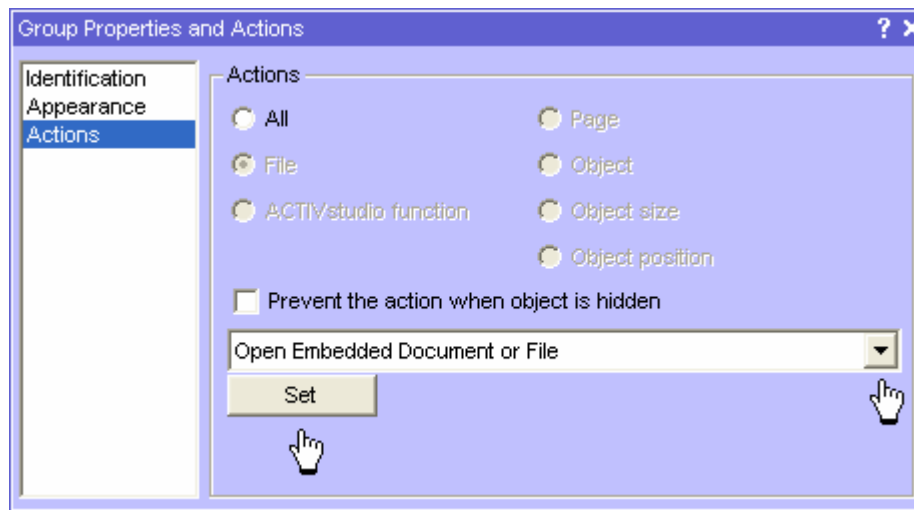
4. Select Image icon to place a small globe to mark the link.
5. Select the enable actions arrow to turn off the action to the link to move the globe (text or image) to a different place on the flipchart.

### Add Object to Enable Action to a URL Link (Can be text, shape or image)

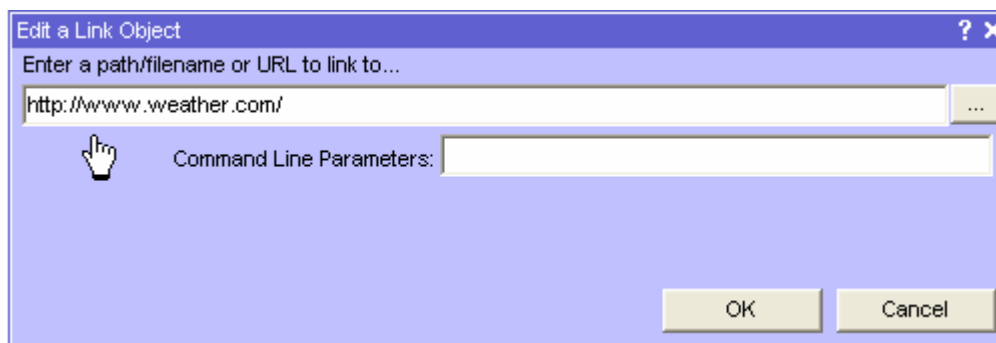
1. Type in text or insert image. Image shown is a sun. Sun and text are grouped.\*
2. Double click on the sun so it is bounded and select the properties on the object edit toolbar. ( Red Check)



3. The Edit Properties and Actions window will appear. Select Actions and scroll and select Open Embedded Document or File.



4. Select **Set**. Type or paste the URL in the field.



5. Click OK and close window. The image is now a link. Toggle on and off the enable action feature to move the image to a different space on flipchart.

**\*TIP:** To group objects, select (lasso) the objects. Double click to open the object edit toolbar. Select properties (Red Check). Select Appearance on the left and place a check in the grouped box.

#### **A List of Actions That Can Be Enabled in a Flipchart**

- First Page
- Last Page
- Next Page
- Previous Page
- Another Page
- Play Sound
- Open Document or File (URL – Web Page)
- Open Embedded Document or File
- Show Page Notes