Graphic Organizer

Graphic organizer templates available in ActivInspire provide visual tools for arranging thoughts, concepts, or ideas. Instructional uses of graphic organizers include pre-writing, brainstorming, organization, and grouping.
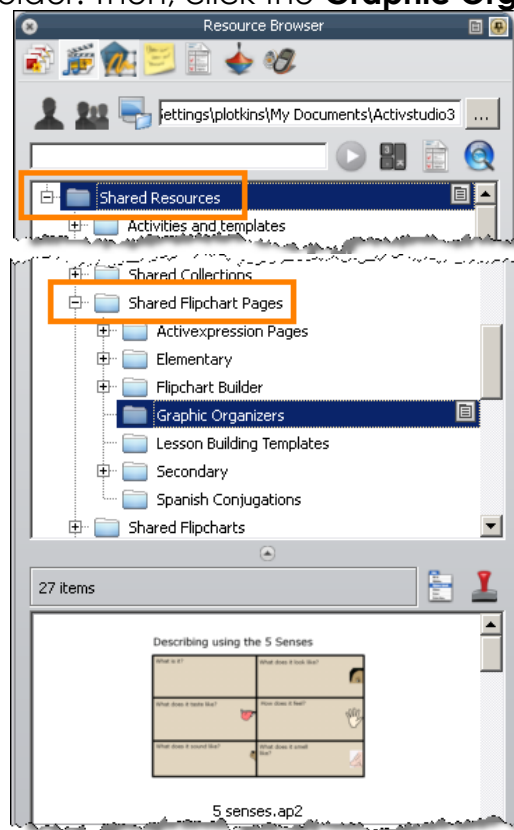
Finding a Graphic Organizer Template in the Resource Browser

The first step in creating a graphic organizer is to find an example that matches your instruction. Sample graphic organizers can be found in the Resource Browser.
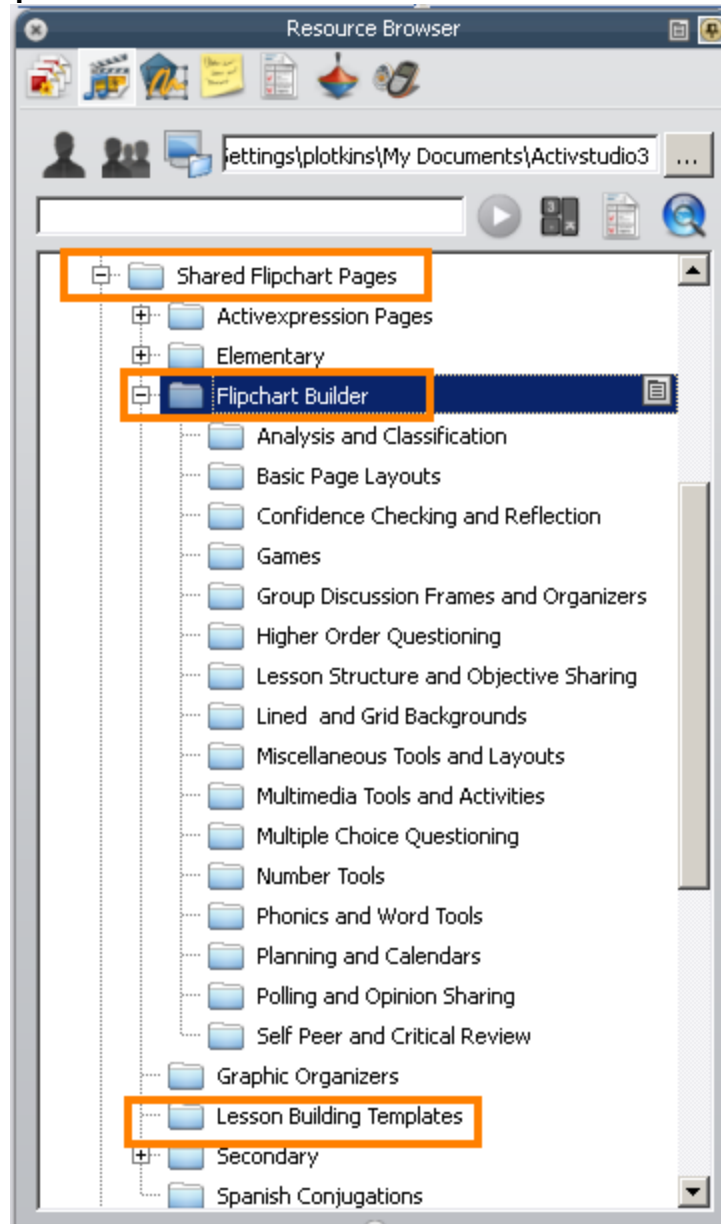
1. If the Browsers window is not already open, go to the Menu Bar and click **View** and then select **Browsers**. The Browsers window opens on the left side of the page.

2. On the Browsers window, select the **Resource Browser** .

3. To find something in the Resource Browser, you can either navigate to the appropriate folders by clicking on the plus (+) sign, or type in a keyword in the search box and click the arrow button. To locate graphic organizers, scroll down and click the plus sign to expand the **Shared Flipchart Pages** folder. Then, click the **Graphic Organizers** folder.

4. Thumbnail images of graphic organizer templates will appear. Double click the organizer you wish to use and it appears on your flipchart page. You can also drag the organizer and drop it on the flipchart page.
5. Additional templates are available in the **Flipchart Builder** and **Lesson Building Templates** folders.
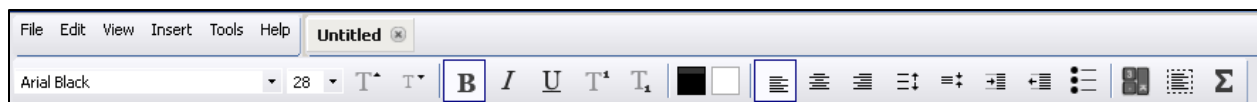

6. To close the Resource Browser, click the ⊗ button in the upper left corner of the browser window.

Customizing the Graphic Organizer Template

You may wish to customize this graphic organizer by adding a title or directions for students.

1. To add a title to this graphic organizer, navigate to the Main Toolbox and select the **Text** tool ⊤. The background color of the Text tool changes to let you know that it is the active tool.

2. Before typing, click anywhere on the page to create a text box.

3. A text box is displayed on the page. Make the necessary formatting changes from the format menu bar at the top of the screen before typing.

Type here

File Edit View Insert Tools Help   Untitled ⊗
Arial Black ▾ 28 ▾ T⁺ Tᵥ **B** *I* U T¹ Tᵥ ■ □ ≡ ≡ ≡ ≡↕ ≡↕ ▸≡ ◂≡ ≔ ▦ ▦ Σ

4. When ready, begin typing.

📝 ***Note:*** *You can continue to add additional text to your page by typing in the same text box or creating additional text boxes. When the Text tool is selected, anytime you click on the page with your mouse, a new text box is created.*

Helpful Hints When Adding Text to Your Page

- Remember, as long as the Text tool is selected, click anywhere on the screen to create a new text box.

- To modify the text formatting after typing, click the Select All button ▦ to highlight all of the text in the selected textbox.
- Press the Enter key to move to a new line within the same text box.
- All toolboxes can be moved anywhere on the screen by clicking, holding, and dragging the four way arrow. ✕

- The width of text boxes can be resized by grabbing the small circle ◯ on the right side of the text box and dragging it to the right to make it wider or the left to make it narrower.
- When clicking and dragging, hold the mouse click until you are finished resizing the text box.

- When finished adding text to your page, click the Select tool ▸ to turn off the Text tool.