
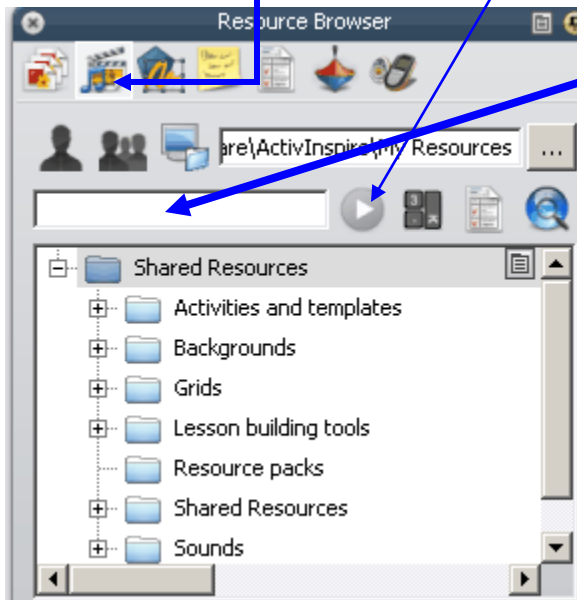
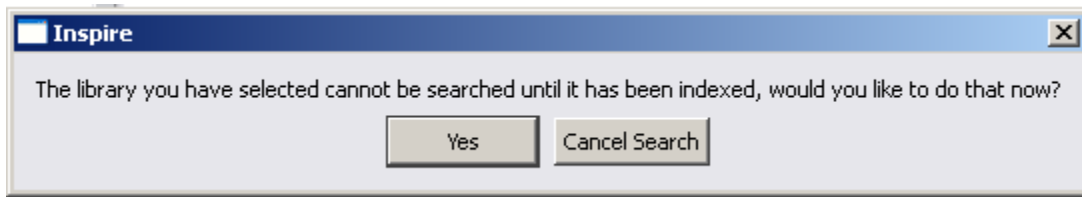


Indexing your Resource Libraries in ActivInspire

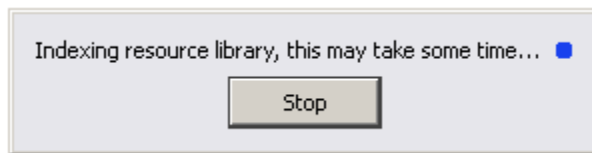
1. Click on the **Resource Browser: My Resources**  and type a search word into the **search bar**, then **click the blue arrow button** 



2. You will see the message below. Click **Yes**.




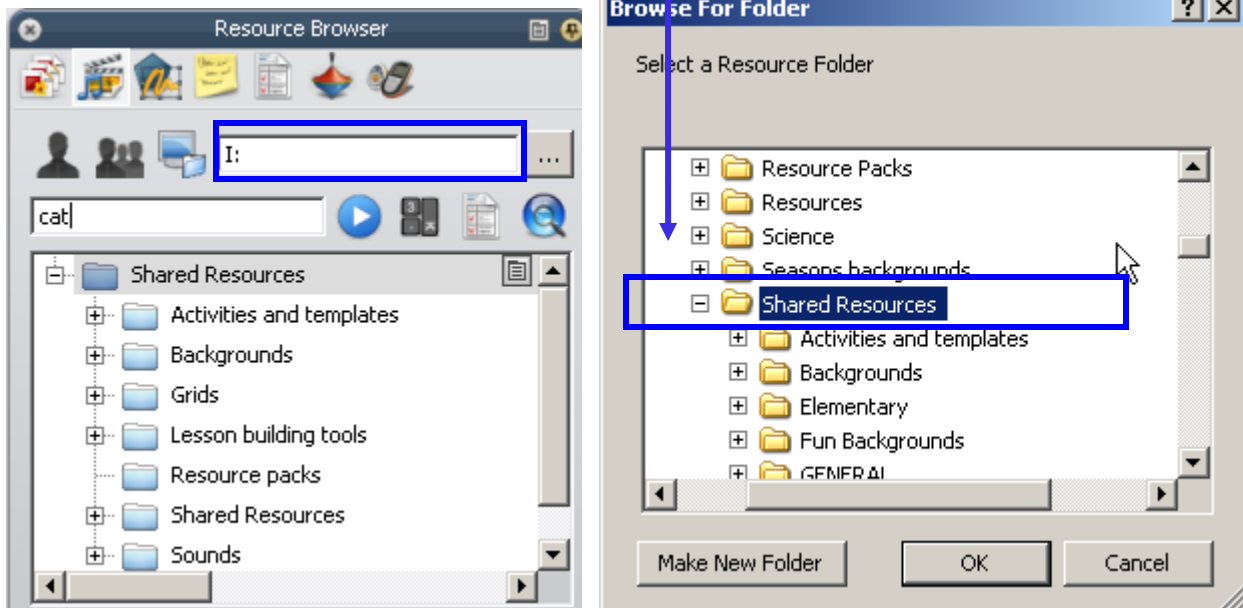
3. The following message will appear. **The blue dot will blink while the program is indexing your library. Don't do anything on your computer while indexing is taking place.**



4. You will need to do the same with **Shared Resources** : **Please continue to the next page.**

5. Click on **Shared Resources** . If the window does not indicate

I:/Promethean/ActivInspire/Shared Resources (as shown below) Click on the  and click through until the path is **I:/Promethean/ActivInspire/Shared Resources** from the *Browse for Folder* menu and click **OK**.



6. Now **follow steps 1-3 to index your Shared Resources**. (It will take longer than My Resources.)

After indexing your Resource Libraries, you will be able to search them using keywords!

