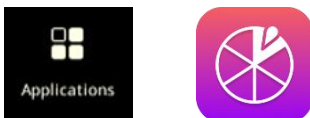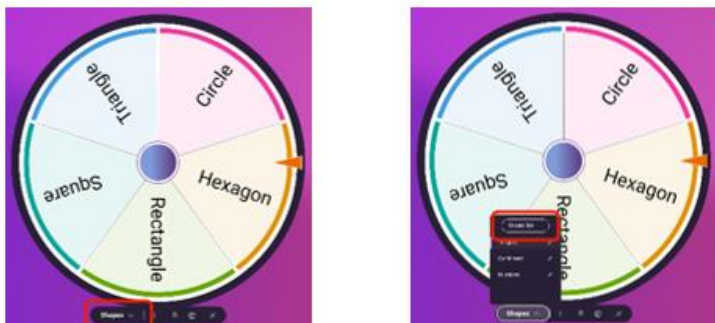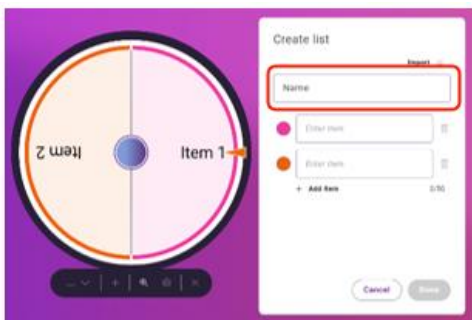# Creating Custom Spinners
Manually at the ActivPanel

1. To create custom spinners that save to your Promethean roaming profile, start by signing into your ActivPanel 9.
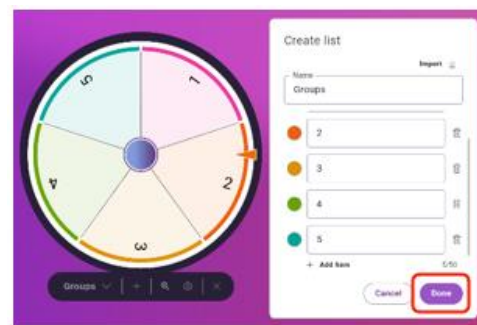2. Within **Applications**, tap on the **Spinner** app.

3. Tap on the name of the current spinner to access the preinstalled list of spinners. Then tap on **Create List +**.

4. Tap on **Name** to begin typing using the virtual keyboard. *Tip*: Continue typing on the next line by either using the enter/return button on the keyboard or by tapping on the next field where it says **Enter item** or **+ Add Item**.

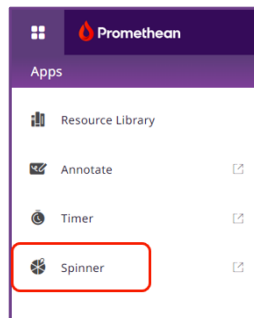5. When your list is complete, tap **Done**.

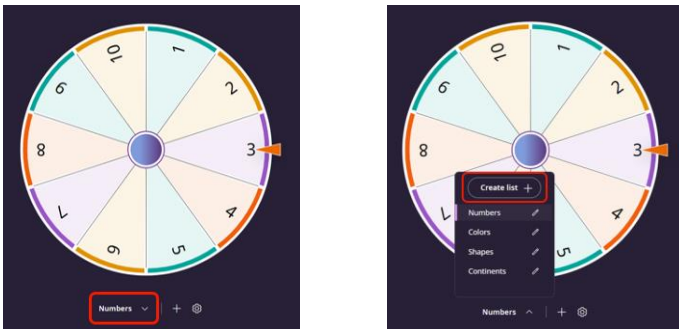6. Customize the settings of your spinner using the gear icon.

🔵 **Your custom spinner is now available on any ActivPanel 9 that you sign into using your Promethean account.**

Creating Custom Spinners
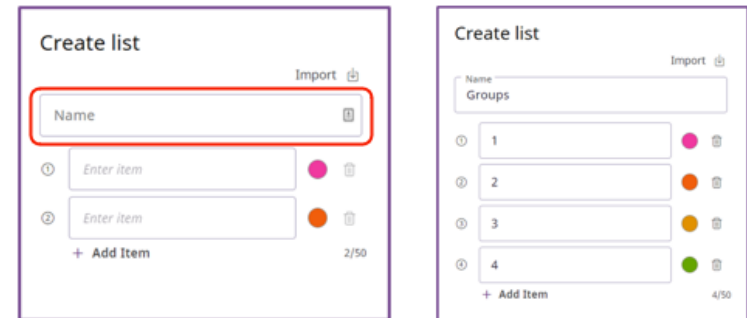## On one.prometheanworld.com

1. Go to one.prometheanworld.com

2. Sign into your Promethean account with your Google, Microsoft, or other email.

3. Click on the ⊞ in the upper left corner of the browser window.
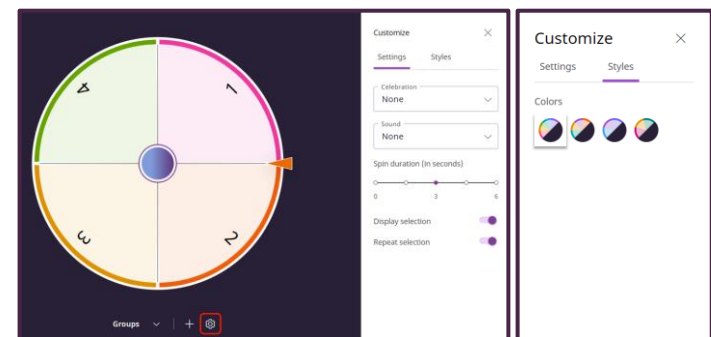
4. Select **Spinner**.

5. Click on the name of the current spinner to access the preinstalled list of spinners. Then click on **Create List +**.

6. Click **Name** to title your spinner and begin entering items for your spinner.
   Tip #1: Continue typing on the next line by either using the enter/return button on the keyboard or by clicking on the next field where it says **Enter item** or **+ Add Item**.
   Tip #2: You can copy and paste from a list.

7. Click ⬤ Done

8. Customize the settings of your spinner using the gear icon located below the Spinner.

🔶 **Your custom spinner is now available on any ActivPanel 9 that you sign into using your Promethean account.**

Promethean
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Creating Custom Spinners
Importing a .csv File

"A CSV (comma-separated values) file is a text file that has a specific format which allows data to be saved in a table structured format." support.google.com

To create a .csv file:

1. Open a new spreadsheet in Microsoft Excel or Google Sheets.
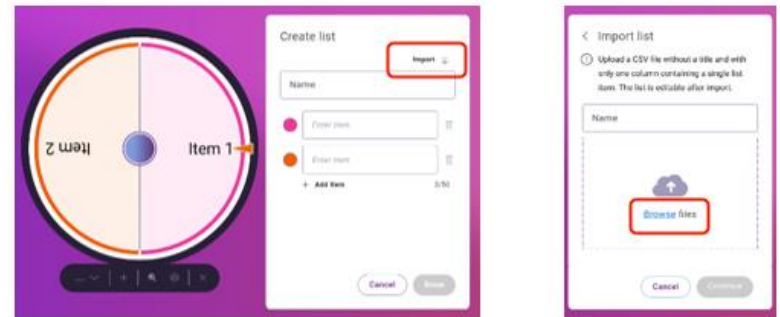2. Starting in cell A1, list the items for your spinner in their own cell/row.

	A
1	A
2	E
3	I
4	O
5	U

3. Save the file as a CSV file:
   a. Microsoft Excel
      File – Save As – Name your file – Save as type: CSV (comma delimited)
   b. Google Sheets
      File – Download – Comma Separated Values (.csv)
4. Save the .csv file to a flash drive and plug the flash drive into the ActivPanel or save to a location on your device.
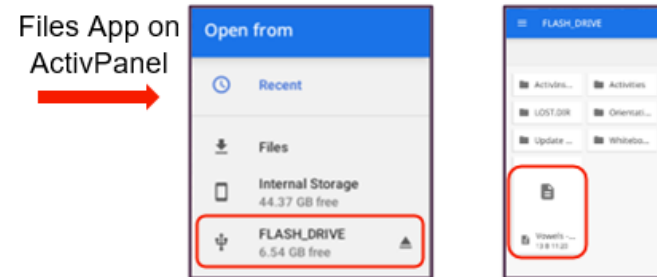
Importing a .csv file in the Spinner app or on one.prometheanworld.com:

1. Tap on the name of the current spinner to access the preinstalled list of spinners. Then tap on **Create List +**.
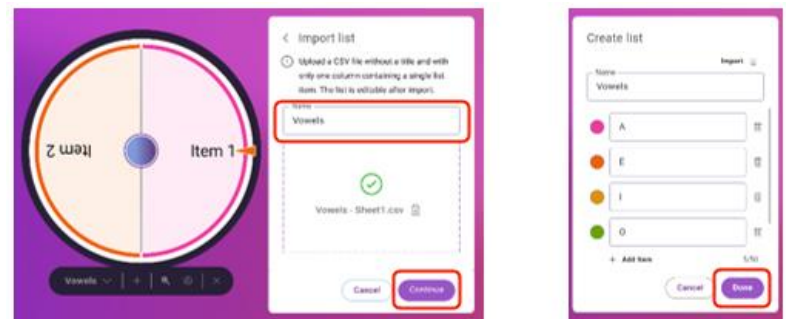2. Tap on **Import**.

3. Tap on **Browse.**

4. Navigate to the .csv file location. Tap/click on the file.

5. Name the list by tapping on **Name, Continue,** then tap **Done**.

Your custom spinner is now available on any ActivPanel 9 that you sign into using your Promethean account.