





SMART Document Camera Basic Functionality

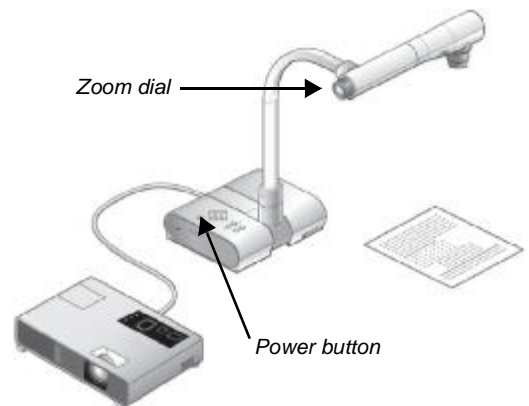
Your school or company just received a SMART Document Camera to use with your SMART Board™ interactive whiteboard. You have a newspaper article that you would like to display for your audience in your next meeting or class. This newspaper article will start a group discussion and you will be making notes to distribute to the group.

When you arrive at your meeting or class, the SMART Board interactive whiteboard, computer and projector are already turned on and the SMART Document Camera is set up properly. You are ready to display the newspaper article.

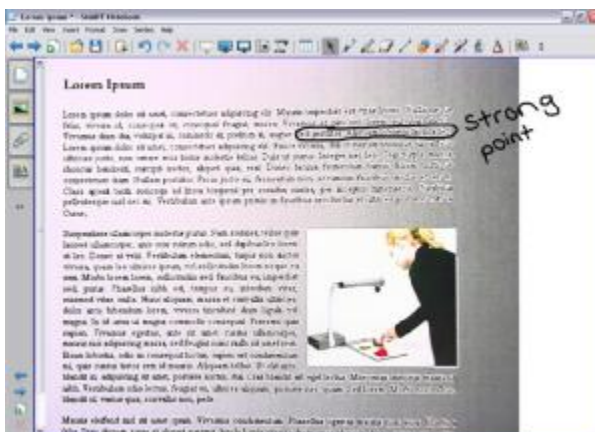
NOTE: Cut out a small newspaper or magazine article in advance to do this hands-on practice.

Displaying the article in Notebook software

- 1 Check to ensure that the USB cable is connected to the PC and document camera, and then turn on the document camera by pressing the Power button  on the document camera control panel. Follow any on-screen instructions that appear.
- 2 Place the article under the camera lens
- 3 Open Notebook software by pressing the Notebook icon  in the Windows Notification Area and selecting **Notebook software** or by double-pressing the Notebook icon on your desktop
- 4 Press the document camera icon  on the Notebook software toolbar or select **Insert > Picture From SMART Document Camera**. The SMART Document Camera window appears.
- 5 Rotate the zoom dial on the camera until the document image is at the desired magnification, or press the plus or minus buttons to the right of the magnification icon  in the document camera window in Notebook software
- 6 If your document image appears blurry, press the **AF** (Automatic Focus) button in the SMART Document Camera window



Documenting and capturing discussion



You can highlight key points during a discussion by writing directly over the article with a pen tool either before or after you have captured the image.

- 1 Remove a pen from the SMART Pen Tray and write directly over the image to highlight key points made during discussion
- 2 Press **Capture to this page** in the Document Camera window. This captures the image to the current page in the current Notebook file. The document camera window closes and will need to be re-opened when you need it again.

-OR-

- 1 Press **Capture to new page** in the SMART Document Camera window. This captures the image in a new page in the current Notebook file.
- 2 Remove a pen from the SMART Pen Trap and write directly over the image

Saving and distributing notes/discussion

- 1 Select **File > Save As** to save your Notebook software file
- 2 Select **File > Export > PDF...**
- 3 Select **Full Page** in the Print What: option
- 4 If desired, type information into the Page Layout tab. Your selections will appear in the .PDF preview.
- 5 Select the PDF Setup tab and make the desired selections
- 6 Press **Save**
- 7 Type a name into the File name: field and select the location where you want to save the document
- 8 Press **Save**
- 9 You can now distribute the document as required



Select **Full Page** in the print options for the largest view of the article image.

Congratulations!

You have completed the *SMART Document Camera Basic Functionality Hands-on Practice*.