

How Do I...?

Scan items for SMARTboard use

Many of you need to use the SMARTBoard to project textbook images, worksheets, etc. in your everyday teaching.

Scanning the old way can become cumbersome plus writing and scrolling just don't work! There is a way to maintain your sanity.

1. Open **SMARTNotebook**
2. Go to **Insert > Picture from Scanner**
3. Check to make sure which scanner is being connected.
4. The scan dialog box will open with several options available.
5. When your selections are made, Click **Preview**
 - a. Check that your document is visible and to your liking.
 - b. You may also scan only portions of a page
 - c. In this example, I have scanned only the Senteo graphic.
6. Click **Scan**.
7. The scanned document will be inserted into SMARTNotebook, as a picture object. This means it may be sized, flipped, etc. and yes annotated (written on).

