**SMART Technologies**

# SMART Document Camera Basics

This Quick Reference Guide provides an overview of the information you need to begin using the SMART Document Camera. Before you begin working, make sure that you have Notebook™ collaborative learning software 10 and the SMART Board™ drivers loaded onto the computer for connecting to the document camera. For more information about the software, visit http://www2.smarttech.com/st/en-US/Support.

## Starting your SMART Document Camera experience

1  Ensure that the document camera, projector and SMART Board interactive whiteboard are connected to the computer

2  Turn on the projector and then turn on the computer. The interactive whiteboard draws its power from the computer and will be activated automatically.

3  Once you see an image of your computer's screen, log on to your computer if required and let your computer reach its default start screen

4  Turn on the document camera by pressing the **Power** button ⏻ on the document camera control panel, and follow any on-screen instructions that may appear. For assistance, visit http://www2.smarttech.com/st/en-US/Support.

## Using the document camera in Notebook software

1  Open Notebook software by selecting the Notebook icon in the Windows Notification Area and selecting **Notebook software** or by double-pressing the Notebook icon on your desktop

2  Press the document camera button 📷 on the Notebook software toolbar, or select **Insert > Picture from SMART Document Camera**. The SMART Document Camera window will appear.

3  Place the desired item or document to be captured under the document camera lens

4  If desired, remove a pen tool from the SMART Pen Tray and write directly over the image

5  Press either **Capture to this page** or **Capture to new page** in the SMART Document Camera window

**Capture to this page –** The image, along with any writing, will be captured to the current Notebook page. The SMART Document Camera window will close and will need to be reopened when needed again.
**Capture to new page –** The image will be captured to a new Notebook page within the current file. Any writing over the original image will not appear on the capture.
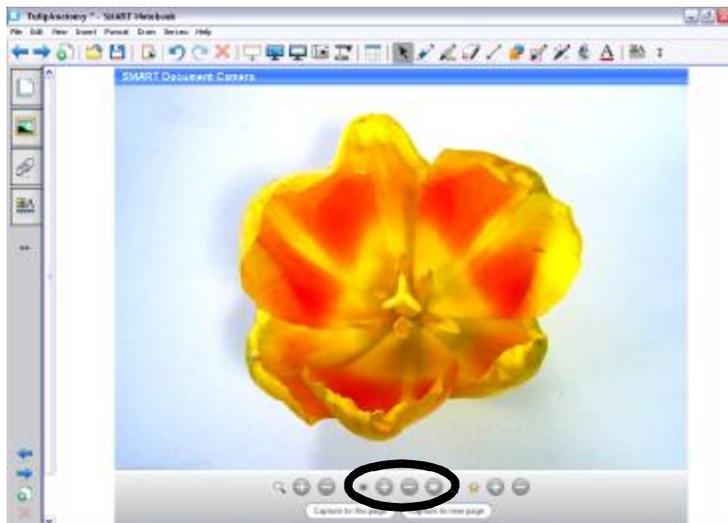


**TIP**: If your image appears blurry, you can use the **AF** (Automatic Focus) button. This action will automatically bring your image into focus and make it appear clear and detailed. If you want to make small adjustments in the image's clarity, use the plus or minus buttons to the right of the focus icon.

## Get a closer look – zoom in

**1** In you do not already have the SMART Document Camera window open, press the document camera button 🇮 on the Notebook software toolbar

**2** Place the desired item or document to be captured under the document camera lens if you have not already done so

**3** Press the ⊕ button to the left of the magnifying glass in the SMART Document Camera window to increase the magnification of the item under the lens. To decrease the magnification, press the ⊖ button.
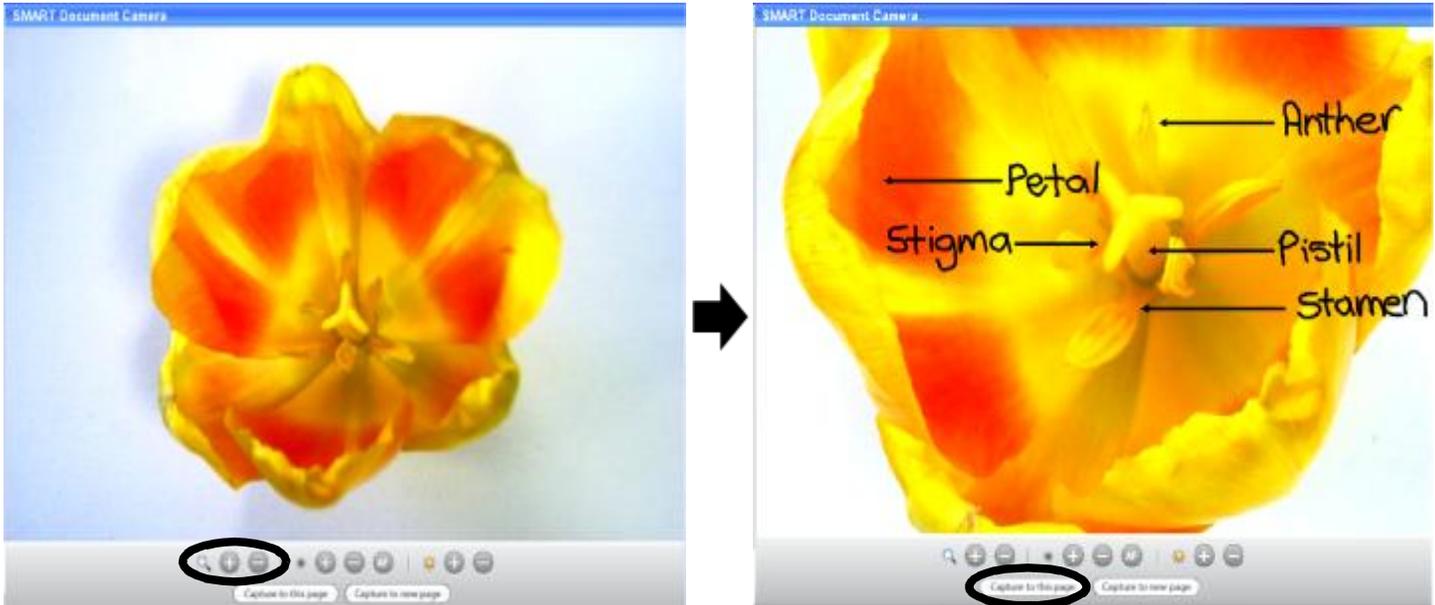


*By increasing the magnification of the image on the right, you are able to view detail closer up. Use the pen tools from the SMART Pen Tray or from the Notebook software toolbar to label your image. When you press Capture to this page, your image and writing are placed onto the currrent Notebook page.*

**TIP:** Make your lessons more interactive by integrating the use of your standard microscope with the SMART Document Camera without extra peripherals and adapters. Simply place the microscope under the document camera lens and adjust its arms to align with the microscope's ocular lens. Be careful to not allow the microscope and document camera to touch during adjustments.

## Saving your images

You can save any image captured by the SMART Document Camera. Images can be saved within your Notebook software presentation file as a .PDF document, an image or an HTML file.

Once you have captured the desired image, you can do the following:

- **File > Save** to save over your original Notebook file

- **File > Save As** to save your file without disrupting your original Notebook file

- **File > Export > Web Page...** to save your captures as individual .html files

- **File > Export > Image Files...** to save your captures as individual .jpeg's, .png's, .gif's or .bmp files

- **File > Export > PDF...** to save your Notebook file or individual captures as a .PDF document