

Goal: Use any document or image, physical or digital, in Smart Notebook .

Make your item digital and move it into Smart Notebook

- Option 1: Take a picture with a digital camera
- Option 2: Use a scanner to capture an image
- Option 3: Use the Smart Notebook Capture tool to get a picture already showing on your computer (web, Word, etc.)

Option 1: Using a Digital Camera

- Take a picture of the worksheet or overhead transparency (make sure to place a white sheet of paper behind the overhead)
- Connect your camera to the computer to import images
- Save the picture of the worksheet in a place you can find it again

Option 1: Using a Digital Camera

- Open Smart Notebook and click **Insert** just above the toolbar.
- Click on **Picture File**
- Find the saved image, select it, and select **Open**.
- The image will be sent to Smart Notebook.

Option 2: Using a Scanner

- Put the worksheet or overhead transparency in scanner.
 - Make sure the transparency has a white piece of paper behind it!
- Open Smart Notebook and click on **Insert** just above the toolbar.
- Click on **Picture from Scanner**
 - You will be asked which scanner you want to use and you'll probably only have one attached to that computer.
- Once you have chosen the correct scanner, hit **SCAN**.

Option 2: Using a Scanner

- A dialogue box will appear
 - Step 1 – Click on **Preview** to initially scan the item.
 - Step 2 – Choose from black & white or color documents & photos depending on the item you are scanning.
 - Step 3 – Set the scan quality. The default setting is fine.
 - NOTE - you can go back to Step One to preview if you changed anything in Steps 2 or 3
- Step 4 – Press **Scan Now** button to send the image to Smart Notebook

Option 3: Using an image from your computer screen

- Find the image on the web, your picture collection or any other computer application.
- Open Smart Notebook
- Click the **Camera icon** (Capture tool) to open a dialogue.

Option 3: Using an image from your computer screen

- Select one of these options.(from left to right)
 - Cut images out of a screen.
 - Capture the whole window
 - Capture the whole screen.
 - Capture an irregularly shaped polygon from the screen.



Option 3: Using an image from your computer screen

- Once you have captured the image, it will be sent to the Smart Notebook