

## ADD PICTURES

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Pictures can easily be added to a Notebook file. Notebook software supports several different types of picture file formats. To insert a picture into a Notebook file follow the directions below.

### Picture File

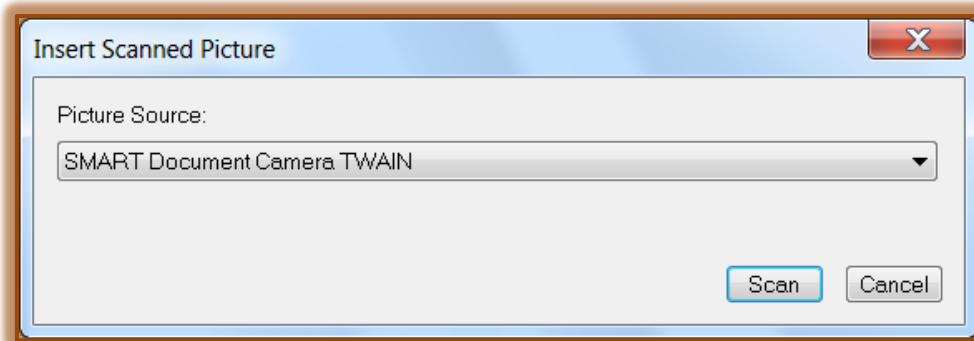
It is possible to insert a picture that has been saved to a folder on your computer. SMART Notebook supports .bmp, .jpg, .png, .tif, and .wmf formats.

- ✦ Press or click **Insert** on the **Menu Bar**.
- ✦ Select **Picture** from the list.
- ✦ The **Insert Picture File** dialog box will appear.
- ✦ Browse to the folder where the picture is stored.
- ✦ Select the picture that is to be inserted into the SMART Notebook page.
- ✦ Click or press **Open**.
- ✦ The picture will display in the upper left corner of the **Notebook** page.
  - ✦ To select more than one picture, hold down the **CTRL** key as each file name is pressed.
  - ✦ If more than one picture is inserted, the pictures will cascade on a single page.

### Picture from Scanner

When a picture has been scanned it can be inserted directly into the SMART Notebook page. In order to accomplish this, a scanner needs to be connected to the computer where the SMART Notebook software is installed.

- ✦ Press or click **Insert** on the **Menu Bar**.
- ✦ Select **Picture from Scanner** from the list.
- ✦ The **Insert Scanned Picture** dialog box will appear.



- ✦ Select a **Scanner** from the list.
- ✦ Scan the picture.
- ✦ Follow the instructions included with the scanner.
- ✦ After the scan is complete, the picture will appear in the SMART Notebook window.

### Picture from SMART Document Camera

- ✦ Press or click **Insert** on the **Menu Bar**.
- ✦ Select **SMART Document Camera Viewer** from the list of options.
- ✦ The **SMART Document Camera** window will appear on the page.
- ✦ Press or click the **plus** or **minus** buttons to the right of the **Magnification Symbol** to change the image magnification.

- ✦ Press or click the **plus** or **minus** buttons to the right of the **Focus Symbol** to change the image focus.
- ✦ Press or click the **plus** or **minus** buttons to the right of the **Brightness Symbol** to change the image brightness.
- ✦ Press **Capture and Close** to insert the image into the current page.  
or
- ✦ Press **Capture to New Page** to insert the image into a new page.