

TIPS & TRICKS

DADE COUNTY TECHNOLOGY

Week of April 14, 2014

Using Scanned Documents with your Promethean Board

When we first installed the projectors, Promethean Boards, all-in-one printer/scanners, etc... we talked about how it would be possible to scan a worksheet, display it through the Image Preview feature of Windows, and write on it using the tools from ActivStudio.

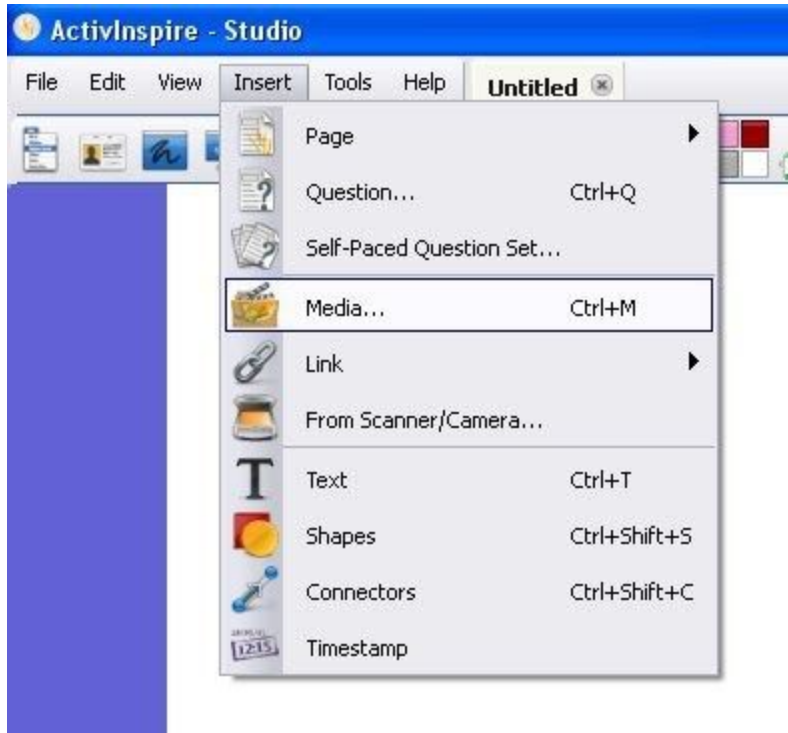
Well... that was a cool trick but over the years it has not worked as well as we had hoped. Some there are problems getting the tools to work properly while in the Image Preview window. Sometimes the board seems to lose connection with the computer. Sometimes no matter what you click, the image just either gets bigger or smaller (because the magnifying glass in the Image Preview window is taking control).

In addition to this, we now have ActivInspire installed on all the machines.

Today's tip is really very simple... use ActivInspire's Insert Media function to put your scanned image inside ActivInspire so you are working completely in one program (one that is designed to display an image and to let you write on it).

Not hard at all... here's how:

- 1) Scan your image or download an image and save it somewhere on your computer, a flash drive, your home directory, etc...
- 2) Open ActivInspire (NOT ActivStudio).
- 3) Once inside a new, blank document, click the Insert menu item.
- 4) From the menu that appears, click Media... (see image below).



5) Locate your image (wherever you saved it).

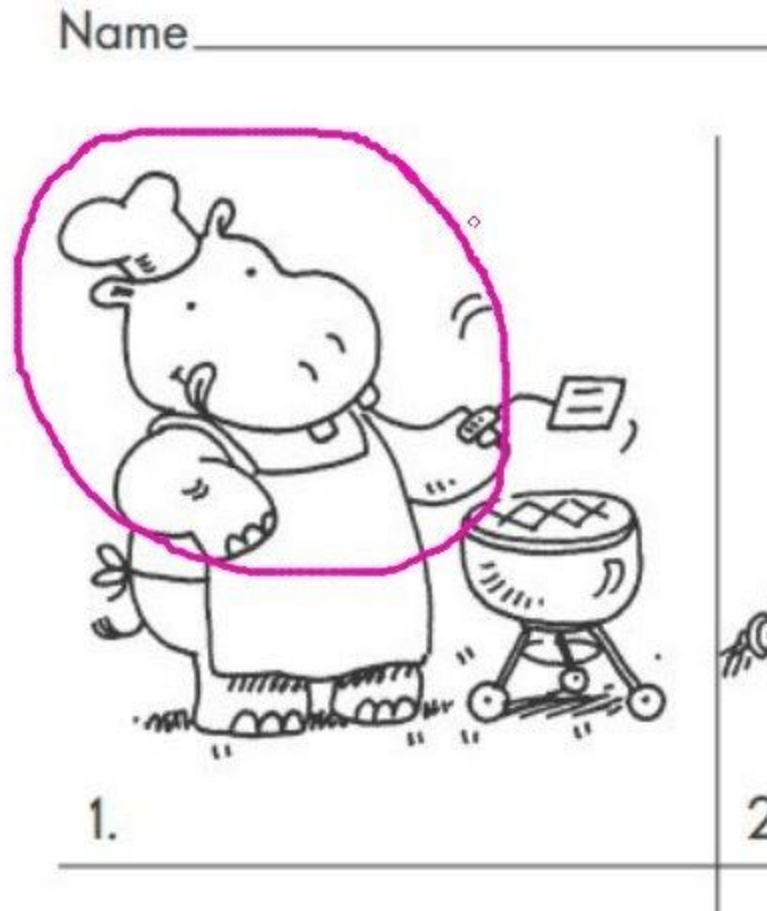
6) When your image appears, click on it once to get the resizing handlebars (see image below).



Resize the image as big as you need it on the screen inside the ActivInspire document.

NOTE: Remember to drag carefully from the corners to try to keep the image in perspective.

7) Use the ActivInspire tools to draw and highlight your scanned image (see image below).



That's it! Hope this is helpful...

Oh... one side note: If you want to insert several worksheets into one ActivInspire document, simply use the Next Page icon (see image below) to move to new blank pages within the same document.



Next Page icon

If you have any ActivInspire tips or tricks that you use in your classroom. Send them into technology@dadecs.org and we'll share them with everyone.

Please send any questions or comments about this installment of Tips & Tricks to technology@dadecs.org.