### Using Your Document Camera with Promethean ActivInspire

**Before you begin:**
1. Connect document camera to computer via USB
2. Document camera must have power and be turned on.
3. Software and drivers that came with your document camera must be installed.

**How to Use Your Tools**

- You can now use tools in your ActivInspire Main Toolbox over what is under your camera.
- You can change tools, colors, etc. You can do almost anything you would normally do inside a flipchart.
- If you would like a clean page, simply use the Next Page arrow to “roll the transparency” forward.

**Helpful Tips**

1. It is best to think of **Annotate Over Desktop** as a transparency over your computer screen. As you move to a next page, it is like changing to a blank transparency or turning the roll of transparency film.
2. You can **Annotate** over anything on your computer!
   - Word Documents
   - PowerPoints
   - Internet Explorer
   - If it opens on your computer, most likely you can **Annotate** over it!
3. The **select tool (arrow)** acts as your mouse. Use it when you would typically be clicking your mouse.

### Desktop Tools

Selecting the **Desktop Tools** icon from the ActivInspire’s main toolbox allows easy access to some helpful tools as you annotate over the desktop.

**Helpful Hints:**

- Use the Camera tool to select an area that you’d like to insert into a flipchart, and save for later use.
- Use the Screen Recorder tool to record teacher exemplars in action. Play the recording back in “loop” mode so that the exemplar is shown over and over.

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**Note:** Use your pen or mouse to **hover over the center** of the Desktop Tools wheel in order to gain access to these additional tools.