# Import PDF into ActivInspire

## Why Import?

*PDF documents* are widely available from most textbook publishers. Once imported, you'll be able to **annotate** (write) **directly on the pdf**. When imported, these annotations scroll with the document.

## How Do I Do It?

1. Click **File** >> **Import** >>> **PDF**
2. Select the PDF file you would like to import
3. Click **Open**
4. Select the options desired from the Import Window.
5. **Import**

## Best Practice

Once you've imported your pdf, be sure to click **File** >> **Save**. Ready to annotate? Open your flipchart, and save it to your desktop with a new name. This will preserve your original "clean copy" without annotations on it.

## Teacher to Teacher

For optimal viewing, select **Fit to Width** from the page-scale drop down.

Use the **Page Reset Button** to restore each page to it's last saved condition.

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**INTERACT**

Integrating Technology Realistically Among Classroom Teachers

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