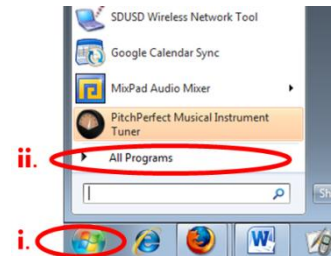# Annotating Over a Document Camera Image

You can write over (annotate) any image on your document camera using Promethean software in conjunction with the Document Camera software. To do this, you will be using the Samsung SDP860 USBViewer software with the Promethean ActivInspire software.
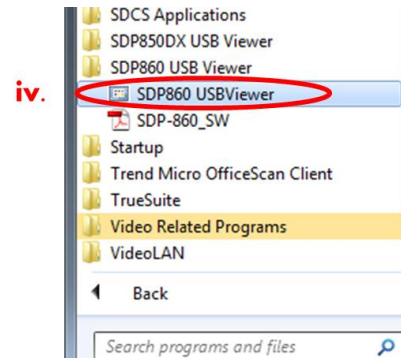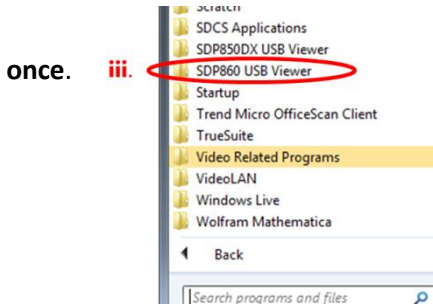
Live Image without Saving

1. Ensure your document camera is connected to your computer via the beige USB cable in the bundle on your workstation.

2. Open your Samsung SDP860 USBViewer software.

   a. **Opening the SDP860 USBViewer software for the first time.**

      i. Click on the 'Start' button.

      ii. Click on 'All Programs'

      iii. Scroll down to SDP860 USBViewer folder and click **once**.

      iv. Double click on the SDP860 USBViewer icon to open the program. It will open the program on your computer and create a desktop icon.
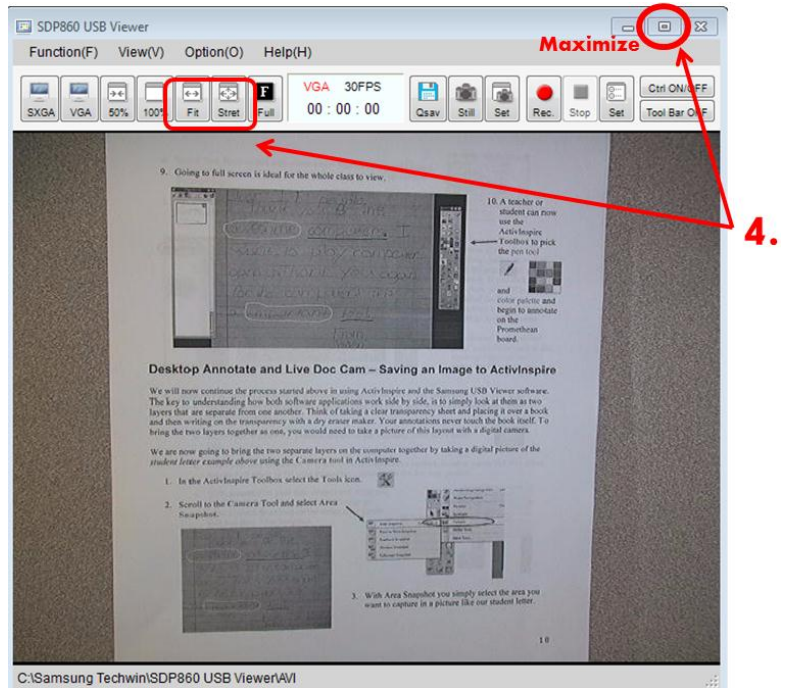
   b. **Opening the document camera software from the shortcut on the desktop (when previously opened).**

      i. Double click on the SDP860 USBViewer icon on the desktop.

3. Place the document for annotation under the camera and adjust view so the image is appropriately displayed using the zoom, lamp and adjustments.

4. For a larger image, click on the **'Maximize'** icon in the upper right corner of the window. You may also want to try the **'Fit'** or **'Stretch'** option on the toolbar (*if you choose 'Full' your taskbar will disappear*).

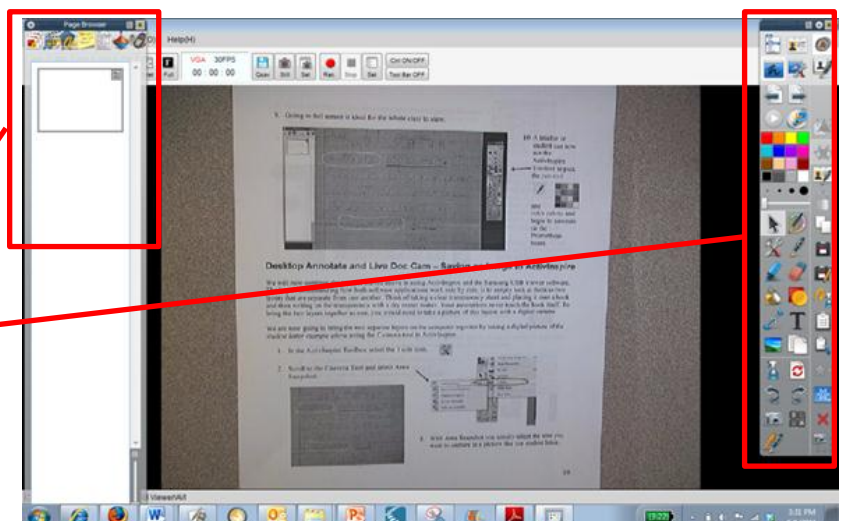5. Open the ActivInspire software by double clicking the icon on your taskbar.

6. Click on the **'Desktop Annotate'** icon.

7. The Desktop Annotate tool will create a new Flipchart called **'Desktop Flipchart'**. It creates a clear transparency over the desktop or computer program you are using showing only:
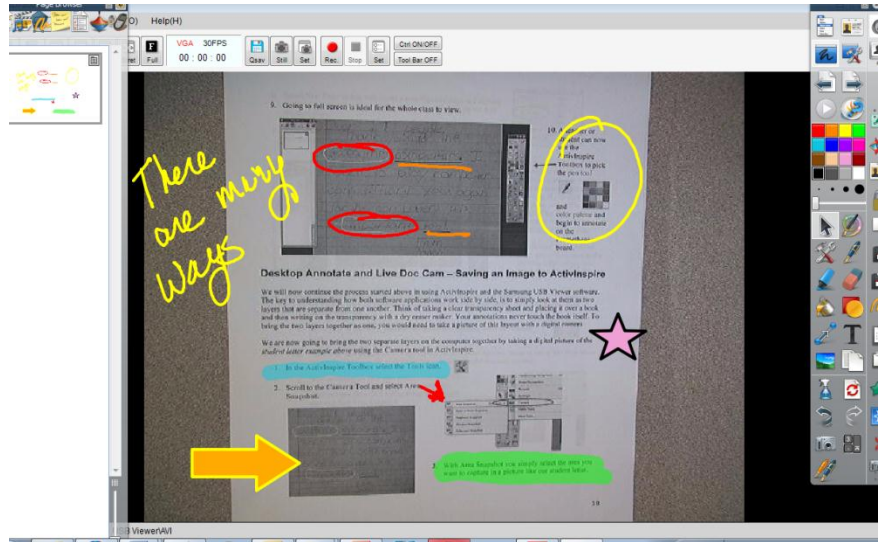
   ActivInspire Browser Window

   ActivInspire Toolbar

8. You may now use any of the Promethean tools to write over the desktop and add highlight, pen or any objects or shapes you wish.

   *Remember: Any annotations you create are separate from the image on the computer. If you want to save them into a Flipchart, see directions on **Saving Annotated Document Camera Images to a Flipchart.***

9. To get out of **'Desktop Annotate'** mode, simply click on the **'Desktop Annotate'** icon to toggle back to the Flipchart.

Saving Annotated Document Camera Images to a Flipchart

You can save your annotated documents into a Flipchart if you wish to keep them along with the annotations you created. Teachers can also save paper documents, books and other documents to Flipcharts using the document camera and ActivInspire. Any document camera image can be converted into an image on a Flipchart.

We are now going to bring the two separate layers created above in the 'Desktop Flipchart' together by taking a digital picture with the **Camera tool** in ActivInspire.

1. Make sure the annotated document is on the desktop using the SDP 860 USBViewer and ActivInspire. You will be working in your **'Desktop Flipchart'**.
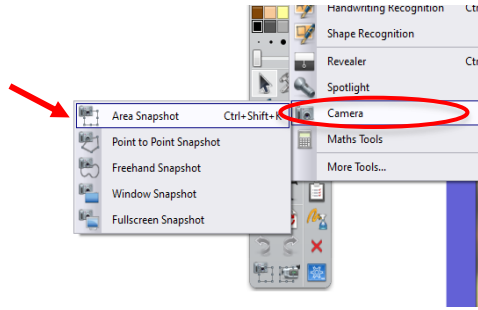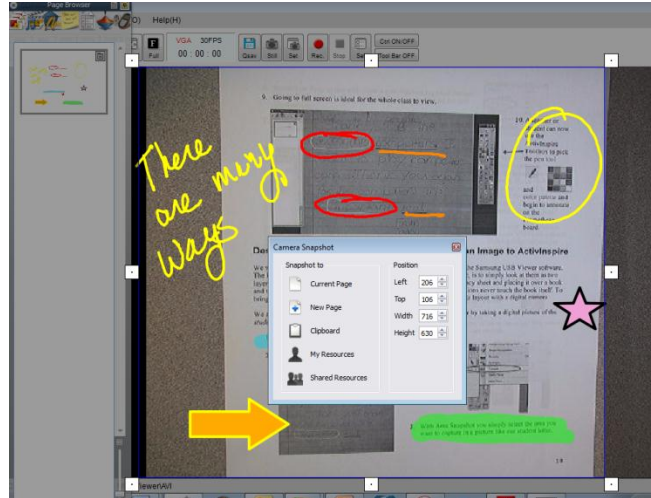
2. In the ActivInspire Toolbox select the either the **Tools** icon or the **Camera** icon (if it is on your toolbar)

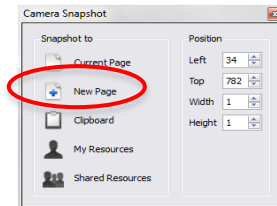3. In the **Camera** Tool, select **Area Snapshot.**

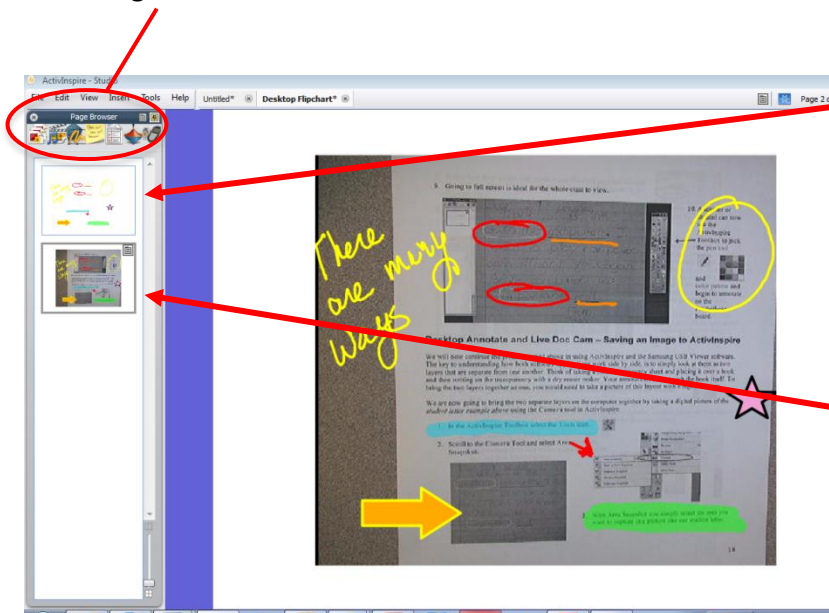4. In **'Area Snapshot'** select the area you want to capture as shown.

   Move the white boxes to size the capture window and click on the window to move it.

5. Select **New Page**. This will create a new Flipchart page and capture the annotations and student work together as one object on the new Flipchart page.

6. Here, it's important to understand the difference between Flipchart pages in a 'Desktop Flipchart'. Look at the **Page Browser**.

7. The first page in the Page Browser is actually the **Desktop Annotate page** and only the annotations are showing. If you click back to this page, you will leave what is called the **Desktop Flipchart** and go back into Desktop Annotate mode.

8. By clicking on the second page, you will be back in the **Desktop Flipchart** and can resize the image you just captured or edit.

Now, if you want to annotate on a different document and save that annotated document too:

9. Go back to the 1st page or **Desktop Annotate** page in the Page Browser.
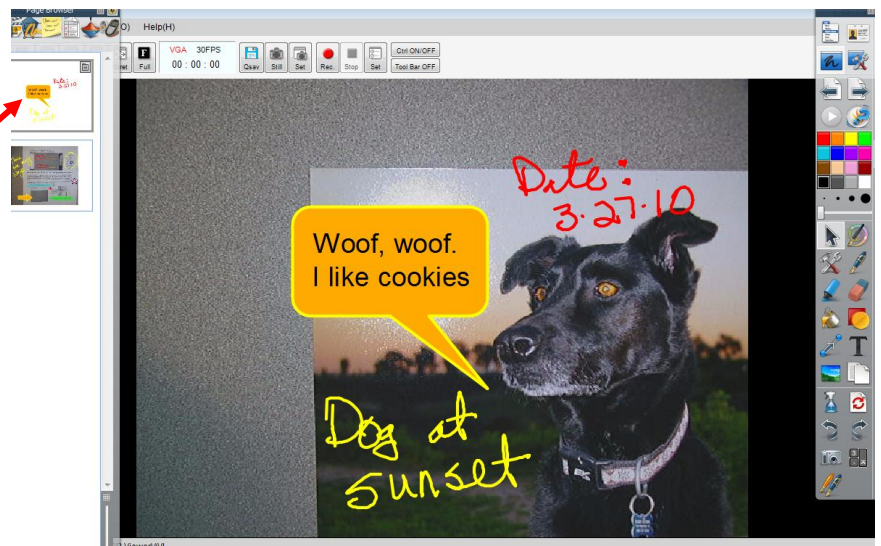
10. Clear annotations by clicking the **Reset Page** icon on the toolbar.
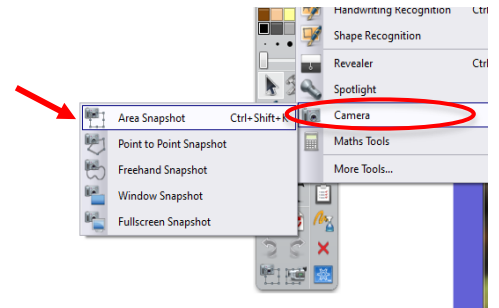
11. Go back to the Samsung USB 860Viewer icon on   the taskbar.

12. Place your new document or object under the document camera, zoom to resize and then click on the 'Maximize' icon again and stretch or fit to fill your Promethean board with the document camera image.
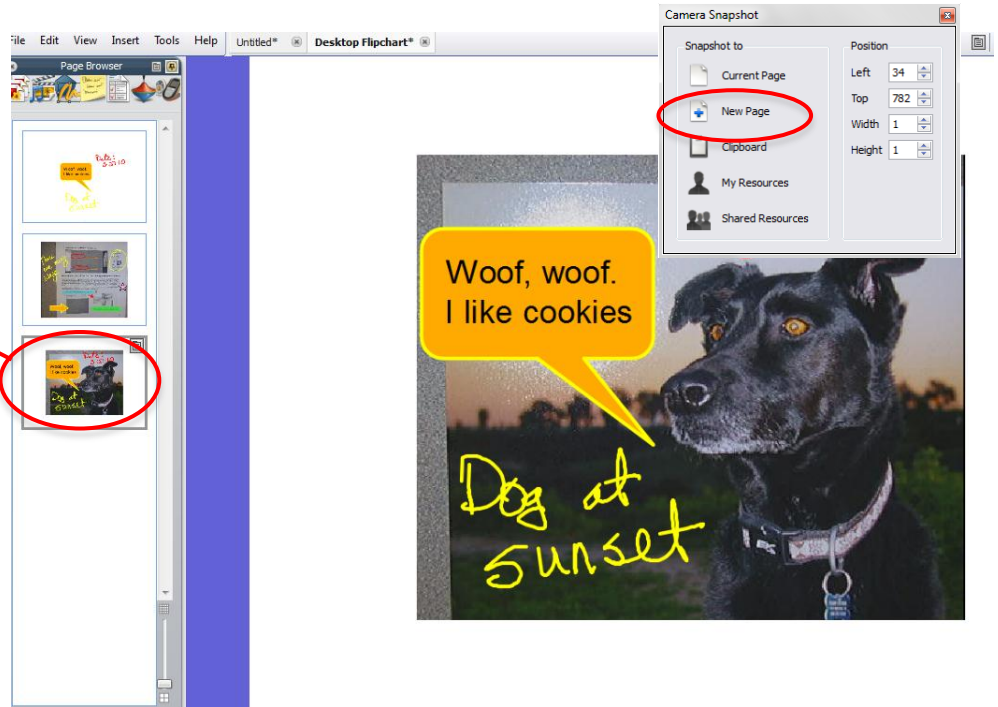
13. Now, annotate on your new subject. You will see the new annotations on the first page of the Flipchart.

14. When you are ready to save, take a picture following the same process described earlier using the **Camera** tool and then **Area Snapshot.**

15. Again, select **New Page** and the image and annotations will appear in a new Flipchart page.

16. When you are finished making annotations and saving, delete the **'Desktop Annotate'** page in the **Page Browser** by selecting the page and hitting **'Delete'** or **'Backspace'.**

17. When you are finished, save your Flipchart by going to **'File'** and **'Save as'**. Rename your Flipchart appropriately.