

To Insert a Graphic From Scanner

In the Production Room is a Computer labeled Movie
(If you must logon, use Movie/Movie)

- Start ActivStudio and Show Flipchart

Place picture on Scanner, noticing Registration Marks

- Right-Click on White Page
- Insert / From Scanner
- Choose WIA – Hewlett Packard Office Jet driver
- Use the Color 150 dpi setting for all scans
- Preview – Adjust screen area as needed.
- Scan

Image should be on Flipchart

IF the graphic is huge,

- Right-Click / Edit / Fit / Best Fit to Page
- Resize as needed
- Save to your Flash Drive