



Your group will be responsible for creating a 3 page AVer+ project complete with captured doc cam images and doc cam recordings. Before you use any equipment, take 5 minutes to handwrite a short poem about technology in the classroom.

Once you have your complete handwritten poem, power on your computer and document camera. Be sure to have your document camera plugged in to your computer via USB.

Open AVer+ on your computer and locate the following toolbars and panels:

- a. The Toolbar
- b. The Options Panel
- c. The Menu Bar
- d. The Property Panel (*hint-this needs to be opened manually from the *Window* button in the *Menu Bar*)
- e. The Page Browser (*hint-this needs to be opened manually from the *Window* button in the *Menu Bar*)

If your document camera window automatically appeared, you can hit the 'X' in the top right corner to make it disappear.

Page 1— Title Page

Select the **Text Tool** to create a text box in the center of page 1 and type the title of your poem.

**If you'd like to customize the font, size, or style of the text, use the move tool to select and highlight the text and then customize it using the property panel.

-Add a new page

Page 2— Inserting your poem into your AVer+ project

On Page 2 select the **AVerVision (Document Camera) Tool** from your toolbar to insert your live document camera image onto the page. Place your handwritten poem under the document camera lens and use the options panel along the left hand side of the screen to zoom/focus/adjust your image. (**Remember – the doc cam must be attached to the computer via USB)

Select the **AVerVision Capture** option (found toward the bottom of your option panel). A smaller menu will appear. These are your image capture options for your document camera. Select **Single Normal Capture**. The captured image of your poem will appear on top of your live document camera window.

**If you'd like to resize your image without distorting it, you can right-click on the still image and select "Lock Aspect" and then resize it by dragging in the corner.

-Add a new page

Page 3— Reciting and recording your poem

On Page 3 select the **AVerVision Tool** to insert your live document camera image onto the page again. This time, align the lens of the document camera to show the entire group or select people from your group to recite the poem.

Once you have focused in on the person/people who are reciting the poem, select the **AVerVision Record** button found toward the bottom of the options panel. A recording window will appear. Within that window choose a place where your video file will be saved and give it a name. Now you are ready to begin recording. Select the button with the circle and you will begin to record. Recite your poem and then hit the same circle button to stop recording. Your video will appear on top of your live doc cam window. You can play it by hovering your mouse over the video window. The video controls are found at the bottom of the video window.