Hardin County Schools

Document Camera PD

Elmo

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Elmo Document Camera

1. Check to see if you have the software installed.
2. Turn on the Elmo; it will not work with the software unless it's on.
3. To ensure the Elmo is on make sure that the on switch goes from red to blue.
4. At that time you will see more icons on the tool bar that can be used.

5. Live feed: Click on the section of the icon bar that looks like the Elmo.

6. Aligning document: make sure that when you place the document under the camera that you are able to see the entire document. This will allow you to use the hand on the tool bar to move the document on the screen after it is enlarged.

7. Annotating with the Elmo: When you click on the camera icon it will bring up another window. There are tools under this window for you to use.
8. If you have a pen pad or an active board you can use the pen with the Elmo software. If you don't have a pen pad or board you can use your computer mouse.

9. The first section of the camera tool bar shows a line that sort of looks like an S. When you click on that tool you can write over the document or make any marks needed. If you click on the black circle you will see other color choices, line sizes, and types (straight or dotted).

10. The second icon will allow you to make straight lines; it also has the same color and line choices.

11. The next icon is a square shape; if the square is dark it will allow you to make a square or rectangle to cover items you don't want students to see yet. In order to reveal you will have to use the erase button. If you want to just use the outline of this shape, click on the square that is not filled in. This will allow you to create a box around an item to highlight it. There is also a color palette here for you to use.

12. The next icon is an oval/circle and it works the same way the square does. (See step 11)

13. The next Icon looks like a spray can. This is your eraser. When you click on it you will find 3 sizes to choose from.

14. The next icon looks like a sun. This icon will allow you to clear all annotations at one time.

15. The next two buttons will allow you to rotate the item under the Elmo. Click on the one you want to use; the first one goes counter clockwise and the second clockwise.

16. The next button will allow you to a screenshot of your live feed document. This will only save you document temporarily if you want to save it for later use see step 17.

17. The next save button will allow you to save as giving the document a name and allowing you to save annotations. Allowing you to open the document at a later date without the use of the Elmo.

18. You can video tape with Elmo with or without sound. You can video tape what you are doing on the Elmo or you can also video tape students doing a project. The zoom feature will zoom in a good distance across the room. If you have a microphone (not a sound field system) you can plug the microphone into your computer and record sound with your video as well.

19. This is the on screen remote and looks like the hand held one that comes with the Elmo and works the same way too.

20. This is the tools button which will allow you to adjust some settings.