

## Adding photographs/pictures to a flipchart

### Drag and Drop

1. Restore flipchart window down so that you can view the filer window with photograph files

2. If you wish to have picture files shown as thumbnail images, click on this dropdown and select "Thumbnails."

3. Hold down left mouse button (or use pen on screen) over photo file. Drag and drop onto flipchart page.

### Importing using the library

1. Open the library

2. Click on the "Browse folder" button, which opens a dialogue box. Select a folder.

3. The images are displayed in the library and can be inserted on the page by left clicking on the image and then left clicking on the flipchart page.

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## Copy and paste



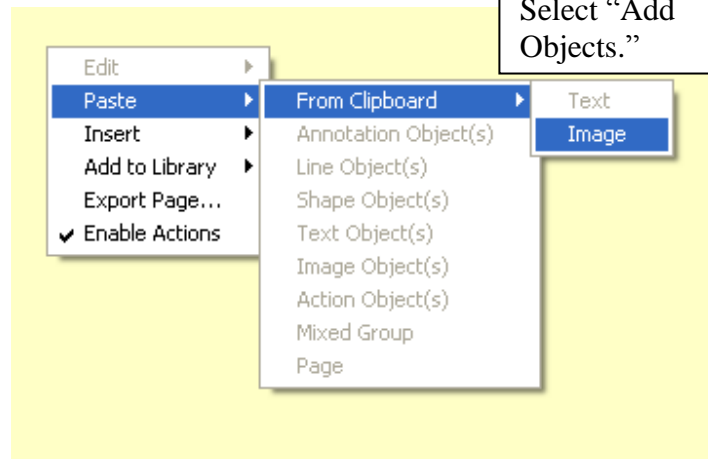
1. Right click over a picture on a web page.

Copy.

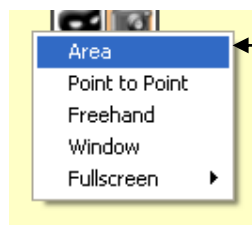
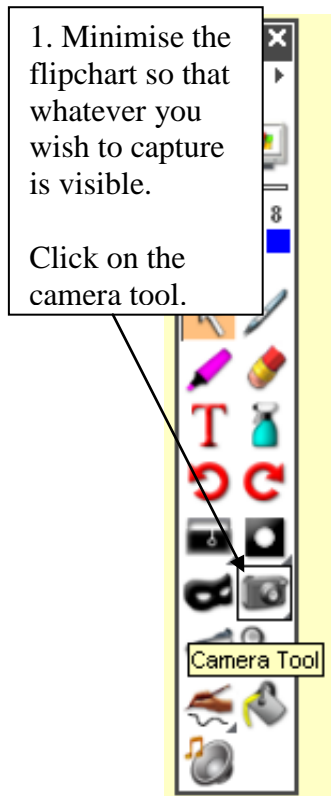
2. Right click over flipchart page.

Paste image.

Select "Add Objects."



## Using the Camera Tool



2. Select one of the options from the menu which pops up. I chose "Area."

3. Select the area you wish to capture.

4. Finally chose a destination for the picture.

