How to Capture Still Images
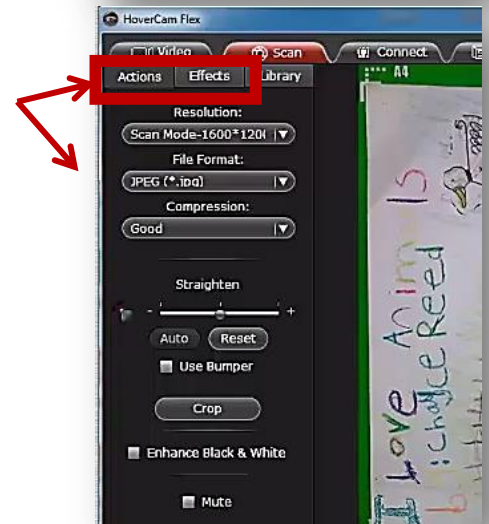
1. Open your document camera's software by **double-clicking** on the **HoverCam Flex icon** on your desktop [or via **Start** button > **All Programs** > **HoverCam Flex** (folder) > **HoverCam Flex**].

2. On the **HoverCam Flex Start Screen**, click the **Scan** button.

3. Using options under the **Actions** and **Effects** tabs in the left pane, **make** desired **adjustments** to the image.
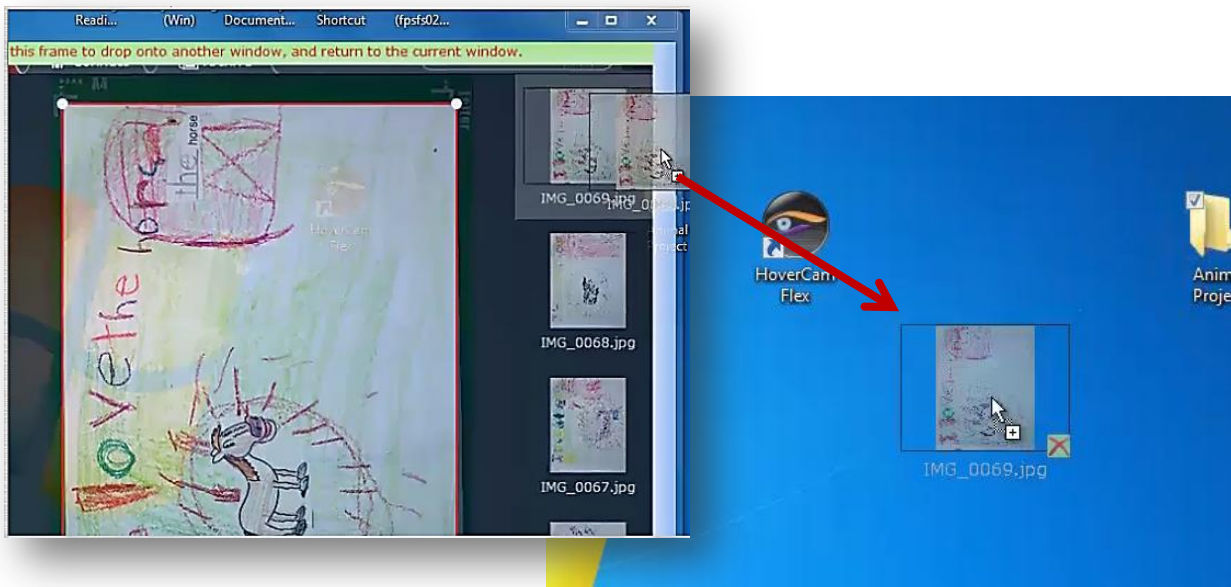
4. Click the **Take a Picture button** on the bottom toolbar.

How to export your image from the HoverCam Flex program:

1. To **export** the **image** from the HoverCam Flex program, click on the image thumbnail in the right pane of the Scan window (most recent images appear at top). **Drag** the image **across** the **HoverCam Flex window border** and **drop** it on your desktop or a pre-created folder.

   Optionally, you can **drag** your image **directly into** a **program** you have open (ex. MS Word or PowerPoint)