

Managing graphics

- **General Information**
- **Getting graphics from the Internet**
- **Doing screen captures from your computer**

When you customize activities and books for your students, you are often faced with the dilemma of needing graphics/pictures that support the activity or story line. The internet and your computer are great places to find these pictures, as well as tried and true products like Boardmaker.

Here are the steps I follow to capture and use graphics for my projects.

General Information **Preliminary steps...**

1. Draw out (very roughly) a story board that sketches out your idea, so that you know what kinds of pictures you are looking for.
2. Create a folder on your desktop, and call it something like “pictures for new project” (naming it with the name you can remember that correlates with whatever is prompting you to go on the hunt. You can move this folder later, or can put it in the “My Pictures” folder. Wherever you put the folder that receives the pictures, keep it near the surface, and easy for you to remember where they will be going so you can find them later.
3. You can also decide to let the pictures go directly into the “My Pictures” folder, found within the “My Documents” folder. I prefer using a desktop folder during my collection process only to simplify the navigating around for a common location... and also so that all my pictures for one project end up in a single folder.

Getting the pictures...

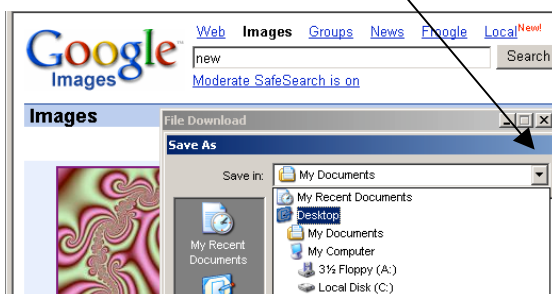
From the internet:

1. go to the Google main page (www.google.com). You can look for pictures from any search engine, but this one does a nice job.
2. click on "images" so that it filters out other sites



3. Type in your search criteria, such as "race car"
4. click on the picture you want
5. If a larger image is available (such as "see full-size image"), go for the biggest picture you can.
6. right-click on the image (click on the image using your right mouse button, not the left one you usually use)
7. Decide if you want to save the image, or simply copy it to the clipboard. Remember that the clipboard is the invisible holding space that hangs on to what has been copied until you decide to paste it, or until you replace it with something else.
8. I usually save the image. If you have already prepared your destination folder, navigate up to the desktop, and place the image in the folder where you are collecting all your images for your project.

Navigating to the desktop... in the top of your display, there will be an address window. If you click on the down-pointing triangle on the right, you can open a dialogue, where you will see the desktop displayed. (The desktop is the screen you see when nothing else is running on your computer).



Move your cursor down until Desktop is highlighted, then release. **THEN**, look for the folder you have created... double click to open that folder, then click SAVE.

Getting the pictures...

From screen captures:

1. Start by opening Windows "Paint" program (or any other paint program you like to use. START→PROGRAMS→ACCESSORIES→PAINT
2. Go back to where your image is that you want to capture. For example, if you are using a commercial children's program, and want to capture one of the characters to make props to go along with the software, you must have that program running and open to whatever you want to capture.
3. Hit the *PRINT SCREEN BUTTON* (usually located at the top near the right of your keyboard). Note that it will look like nothing has happened, but in actual fact you have taken a snapshot of your screen as it appeared at that moment.
4. Go back to your *PAINT* program. It is likely it will be open as a button at the bottom of your display. Also, you can get there by hitting ALT+TAB until it shows up.
5. Paste your captured image into *PAINT*. Do this by hitting the CTRL+V keys together, or by going to EDIT→PASTE.



6. Use your select tool to highlight the exact area you want. Copy that new selection to your clipboard by CTRL+C or EDIT→COPY.
7. Either paste the selection directly into the document you are working on, or open a new document and paste the new image in. Save it into the file where your other images are.
8. Some final notes...If you want to capture just one window, and not the entire display, you can do this by holding down the ALT key and then hitting PRINT SCREEN. Then, you'll get only that window. Also, there are some very nice and not too expensive programs like SNAG-IT where you can more easily manage the screen capture process, and decide how much to capture. If you do a lot of screen capturing, it is worth buying one of these programs, as it simplifies the steps you need to take.