

# AT Quick Guide

## Using Windows Paint to Save, Crop and Manipulate Graphics Files

**Organize your graphics:** It is a good idea to save your graphics files in organized folders so that you can reuse them with the appropriate units that you teach. If you only paste graphics into Word documents or other applications, then next time you want to use that picture, you would have to remember which document you put it in. When you save graphics files individually, they are available for use in any application: Clicker 5, Word, PowerPoint, Inspiration, etc.

**Smaller graphics files:** It is also important to make sure your graphics files are not too large. The preferred file format to use is JPEG or GIF. If you have a BMP file, you can convert it following the steps below. You can also crop or resize a large picture to make the file size smaller.

1. Click on Accessories, then Paint (usually from the Programs menus but this will differ on MCPS computers).



2. Copy and paste the photo or graphic into Paint

Hints:

- If your graphic is in another document, such as Word or Power Point, then simply copy and paste your photo or graphic into Paint. To copy, right click on the graphic and click on “copy” or use Control C.
- If you found your graphic on the Internet, right-click on it and choose copy. Remember that not all graphics you find on the Internet can be copied.
- Switch to Paint, and use the Edit->Copy command or Control-V to paste the picture into Paint.

3. Cropping your picture

If you’ve captured more picture than you want, then you can crop it and save only the cropped portion.

### Cropping a picture

If you want to crop your picture, click on dashed box symbol. Then click and drag your cursor to form a box around the section of the picture you want to select. Copy (Control C) your cropped selection.

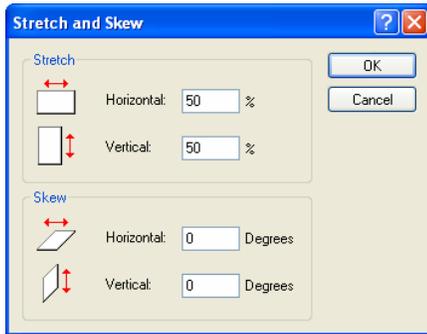
In Paint, go to File > New and open a new file. Paste (Control V) your cropped selection into the new file.



#### 4. Resizing the picture

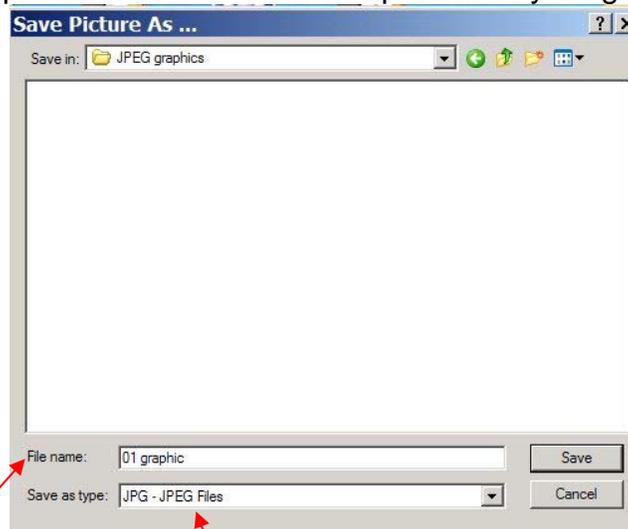
If your picture is very large, you can resize it and save it so that it makes a smaller file. Make sure that you leave the picture large enough for all of your intended uses – for example, if you want the picture to fill the screen in a PowerPoint presentation, then leave it at least that large. Pictures look fine in other applications when you drag their sizing handles to make them smaller, but they often look grainy if you need to enlarge them.

Go to Image, click on “Stretch/Skew” and then type in a percentage to reduce the picture size, and click OK.



#### 5. Go to File on the main menu bar, click on “Save as”

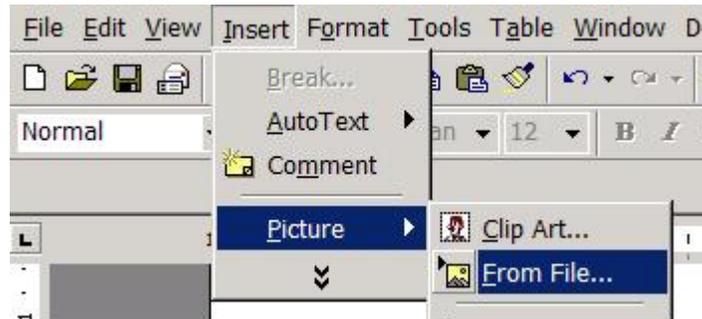
- ❑ In the “Save Picture As” window, browse to the location where you want to save your JPEG photo. Be sure to save it in a location where you can locate it easily. It is often best to set up a separate folder on the desktop for all of your graphics.



- ❑ In the “File name” window, name your picture.
- ❑ In the “Save as type” window, change the file type to JPG-JPEG files. Hint: name your pictures with names that help you remember what they are when you want to use them in the future.

## To insert JPEG photos into your MS Word or PowerPoint application

1. Open the application where you want to insert graphics (e.g., MS Word or PowerPoint).
2. Place your cursor where you want your graphic to be positioned.
3. In the top toolbar, click on Insert > Picture > From File.

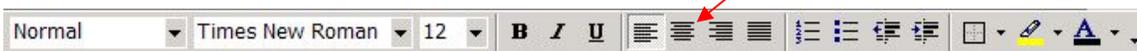


In the “Look in” window, browse to the location where you saved your JPEG files.



Click on the graphic you want, then click “Insert”.

4. Using the icons on the formatting toolbar, you can align the picture left or right, or center it.

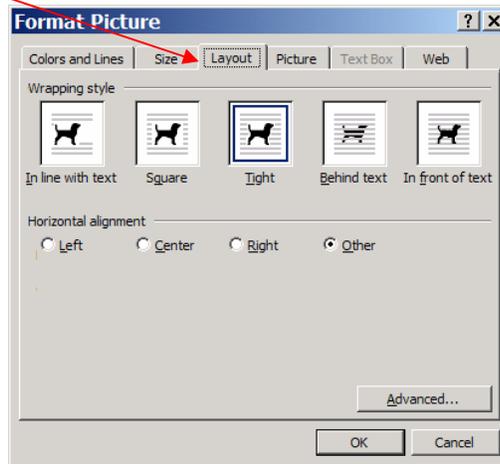


## **To format pictures so that they are embedded within text**

1. Right-click on the graphic.
2. Left-click on Format Picture.



3. Click on the Layout tab.



4. Click on “Tight” to have the graphic positioned with the text wrapped around it. (Or click on “In front of text” if you want the graphic to sit on top of text. Or click on “ Behind text” if you want the graphic to be behind the text.)

### A note about graphics on the Internet

*Be mindful of the fact that pictures you find on the Internet may be copyrighted. Google and Yahoo expressly state that you must go to the original website the graphics are from and comply with that site’s copyright policy. There are many clip art sites that do expressly give permission for you to use their graphics as you see fit. The details vary, but in general, these sites allow you to use and even modify the graphics for your own purposes. You are not allowed to redistribute the graphics. In some cases you are expected to cite the website wherever you use the graphic. In other cases you are restricted from using the graphics for any commercial purposes (e.g. for an advertisement). Below are some sites that offer free graphics. Check with each site’s copyright policy for the specifics on how you are permitted to use the pictures.*

#### Free sites that allow you to use but not distribute the images

- [Freeimages](http://www.freeimages.co.uk) (http://www.freeimages.co.uk) carries over 2500 stock photo images in a variety of categories. All are free.
- [Barry's Clip Art Server](http://www.barrysclipart.com) (http://www.barrysclipart.com) provides full-color clip art of images categorized from A-Z especially useful for illustrating a glossary. Links to other sites as well.
- [Digital Library System](http://www.fws.gov/dls) (http://www.fws.gov/dls) contains public domain images from five image repositories for you to download.
- [Image After](http://www.imageafter.com) (http://www.imageafter.com) provides free images for personal and commercial use. Updated daily.

#### Sites that help you find images, but do not expressly give permission for their use

- [Yahoo Picture Gallery](http://images.search.yahoo.com/) (http://images.search.yahoo.com/)
- [Google Image Search](http://www.google.com/imghp) (http://www.google.com/imghp)