

2.71.01 – 2.71.02. Final Project.

Copying and Saving a picture from the Web

1. Coping and Saving to your Account

Locate the picture to save at

<http://photojournal.jpl.nasa.gov/jpeg/PIA01464.jpg>

Write-click on the picture of Saturn

Click on the *Save Picture As* option

Find the *My Documents* folder in your account and **Create** a new folder called *English Final Project*

Name the picture *The_Rings_of_Saturn*

Click on Save.

Working with Paint Shop Pro

1. Checking the size of a picture with Paint Shop Pro

Click on Start/Programs/Jasc Software and finally **Click** on Paint Shop Pro

Go to *File* then **Click** on *Open*

Find the picture you just saved which is named *The_Rings_of_Saturn* and **Click** on *Open*. On the Main Menu, **Click** on *Image* then *Image Information*. (*This is to check the size of the picture which must be 1238k*). This means the picture is too big to put in PowerPoint.

Click OK, though.

2. Resizing a picture

Now let's make the picture smaller so it will work and fit better in PowerPoint.

Click on *Image*, then *Resize*.

On *Percentage of Original*, **Change** *Width* to 35 and *Height* to 35. Then **Click OK**.

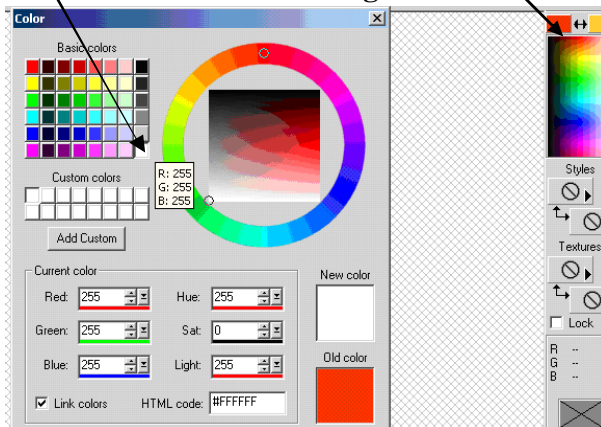
Check the size again by clicking on *Image* then *Image Information*. The total size should be now 158K. In other words, you resized the picture from 1238K to just 158K.

3. Applying a Frame to the Picture.

Now let's apply a frame to the picture.

On the upper far right side of the panel you will see two small colored boxes called Foreground and Background Solid Colors.

Click on each one and **Change** it to White Color or 255 RGB. HTML code FFFFFFFF.



Then **Click** *OK*.

On the main menu **Click** on *Effects*, then **Click** on *3D Effects* and *Buttonize*.

Change the settings to Height 4, Width 4 and Opacity 60.

Click on *Solid* and on the *Eye* to see what happens.

After that, **Click** on *OK*.

Now let's save the picture to be used in your project, but **Remember** to name it so you can organize and remember later.

To save the picture, just **Click** on file then *Save as* or *Save Copy As*.

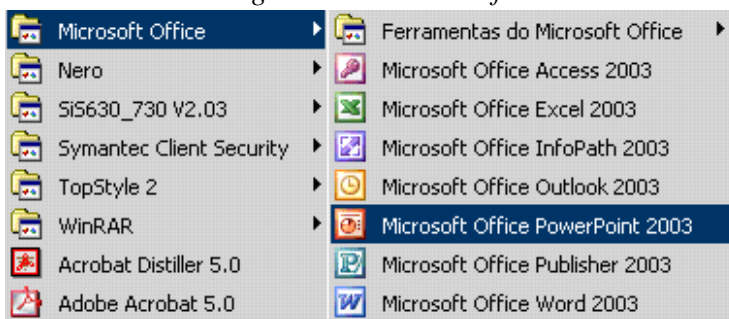
Choose JPEG format and **Save** it to your account. Now the picture is ready to be put in the PowerPoint project.

Working with PowerPoint

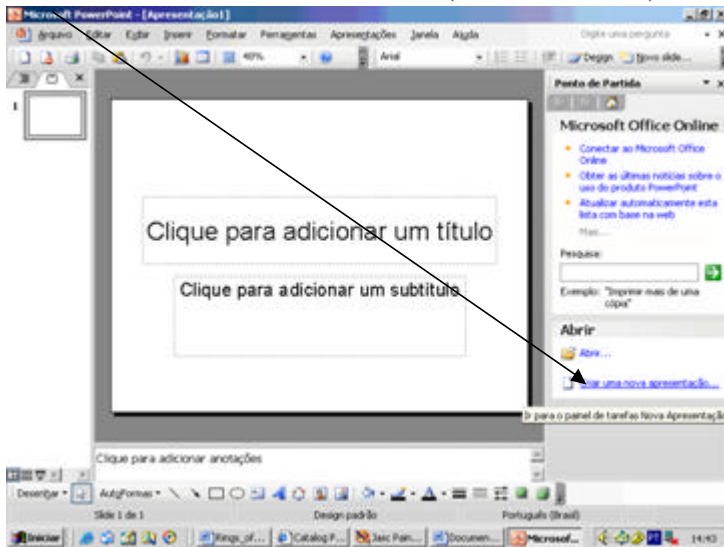
1. Opening PowerPoint

First **Find** the PowerPoint icon.

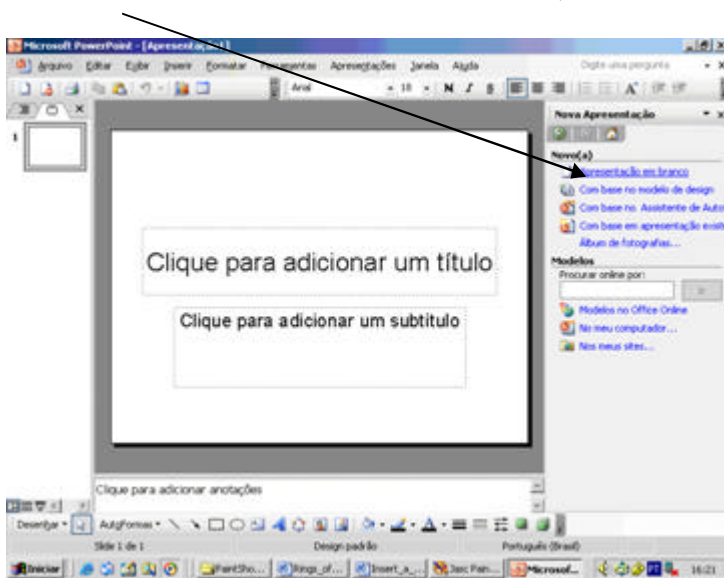
Click on *Start / Programs* and *Microsoft PowerPoint*.



Click on *Create New Presentation* (for Office 2003).



Then **Click** on *Blank Presentation* then **OK** (for Office 2000 and 2003).



After that, **Choose** *Other Layouts* and **Pick** the first box: *Title, Text and Clip-art*. (For **Office 2003**).

Pick the 12th box to **Add** a *Title, a Text and a Picture* on it. (For **Office 2000**).

2. Adding a Text

On the Main Menu, **Click** on *Insert* then *Text Box*.

Write this title: *Inserting a Text and a Picture*.

After that, **Select** the text and **Set** the Font to *Times New Roman* and the size to 44.

Click on the title and **Center** it to the slide.

Now **Select** this text: *The Rings of Saturn have puzzled astronomers ever since they were discovered by Galileo in 1610 using the first telescope*.

Change the font size to 32, **Copy** and **Paste** it to the left side of the slide.

Add the source below the text:

(Source: <http://ringmaster.arc.nasa.gov/saturn/saturn.html>)

3. Inserting a Picture

Now that you have a Title, a Text and a Source, let's insert a picture.

To insert a picture, **Click** on *Insert / Picture/ From File*.

Locate the picture named *The_Rings_of_Saturn* in your documents and **Click** *Insert*.

The picture will pop up in the middle of the slide.

Click on it and **Drag** it to the right side and on the same line of the text.

Underneath the picture, **Write** the caption *The Rings of Saturn*. The Font size must be 18 in **Bold** and *Italics*. (on Office 2003, you have to click below the picture, insert a text box and then write the caption).

Save the project in your account by **Clicking** on *File / Save as / Save*.

When you finish, **Call** your professor facilitator to **Check** your assignment.