

Create-A-Scape step-by-step instructions for making pictures

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www.createascape.org.uk

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For more help, please visit www.createascape.org.uk

MAKE PICTURES: STEP-BY-STEP INSTRUCTIONS

1. Taking pictures

Images for your mediascape

Here are some guidelines to help you take pictures:

1. You can take photos with a digital camera, PDA, or a mobile phone
2. Make sure you frame the subject of the picture properly, so you don't cut anything off or get too much background in
3. Make sure there is enough light to take a clear picture
4. Think about how they will look on the small screen of the PDA
5. While you are taking your pictures, think about what the pictures will be showing in your mediascape
6. You can also save pictures from the internet, or scan in prints or even drawings or text
7. Once you have the pictures you want, you can change them on your desktop computer

2. Resizing pictures

Changing the size of your images

Why resize my pictures?

Images need to be .jpg, .gif or .bmp files. If you have taken a photo on a digital camera, it may have a large file size (more than 1MB). This means that as you add more pictures to your mediascape, you will start to run out of space to store them on your PDA. It is a good idea therefore to resize your images to give them a smaller file size. This also makes the image quicker to load on the PDA.

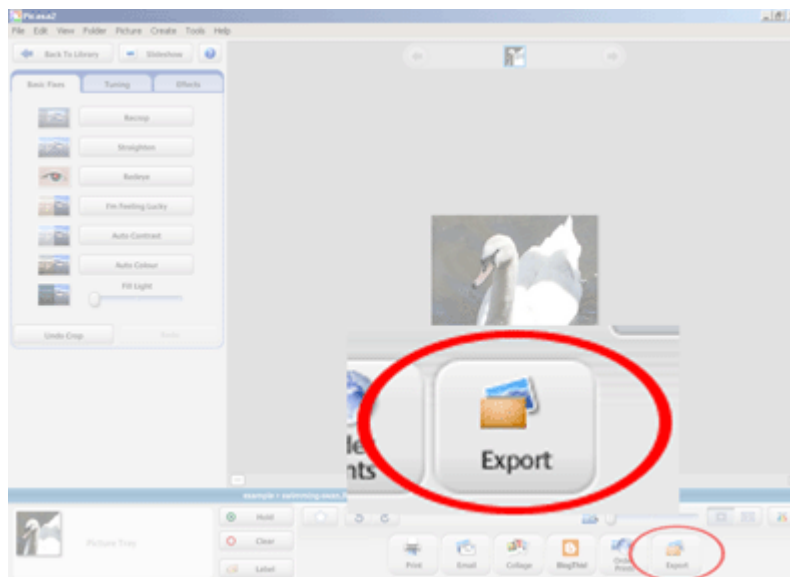
1. Open picture

Open Picasa by double-clicking on its icon

Double-click on one of your photos. This will open it up in its own window.

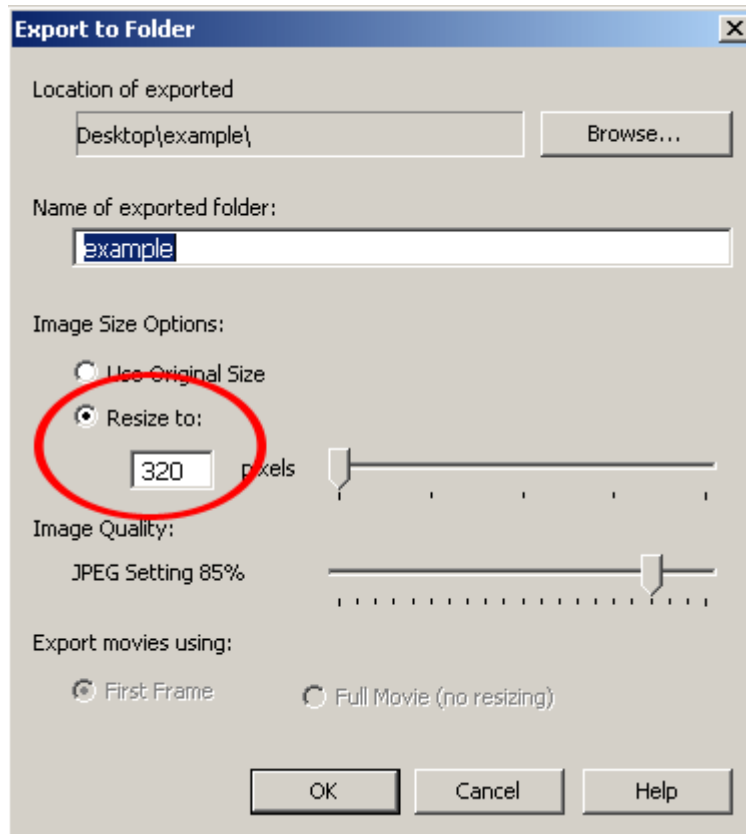
2. Export picture

Click the **Export** button



3. Choose size

Make sure 'Resize to' says '320' (you can select a larger number, but this is recommended) - if it doesn't, use the slider to bring the number down to 320, or just type in '320'.



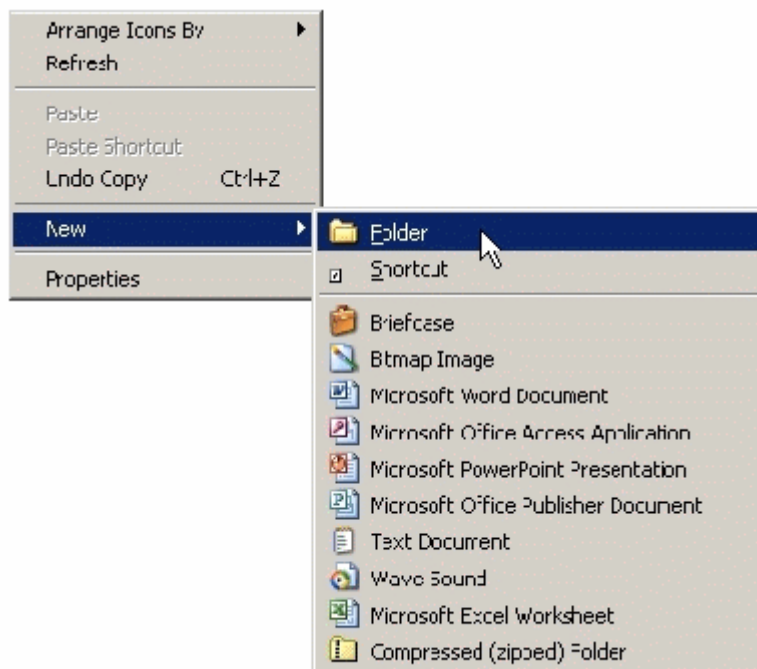
2. Saving pictures

Saving your images for later

1. Create folder

You'll need to create a new folder on your computer's desktop to save your mediascape picture files in, if you haven't got one already.

To do this, firstly click with your right mouse button on the desktop and choose **New**, and then click **Folder**.



2. Name the folder

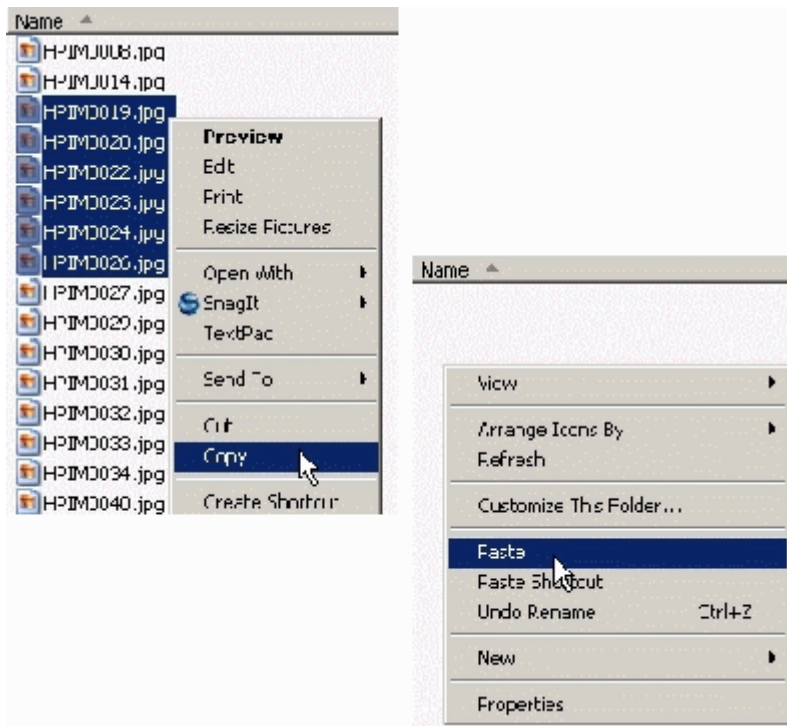


Type a folder name that is meaningful to you (such as your name or the mediascape name).

3. Copy and paste the images

Select and copy all the image files you have worked on.

Paste your files into the folder you created.



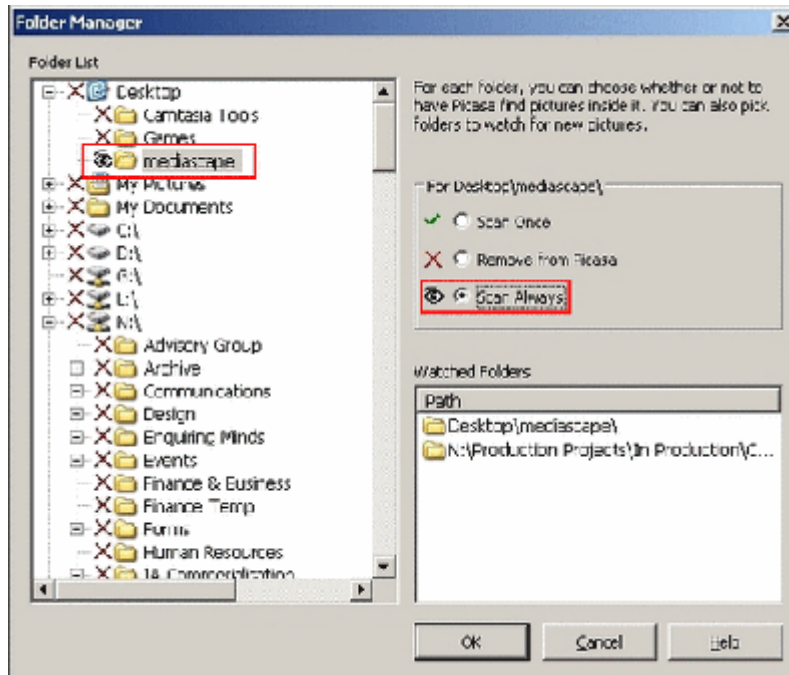
4. Open image in Picasa

Open Picasa by double-clicking on its icon

Go to **Tools**, then **Folder Manager**

Move up to **Desktop** and then select the folder you just created

Select **Scan Always** and press **OK**



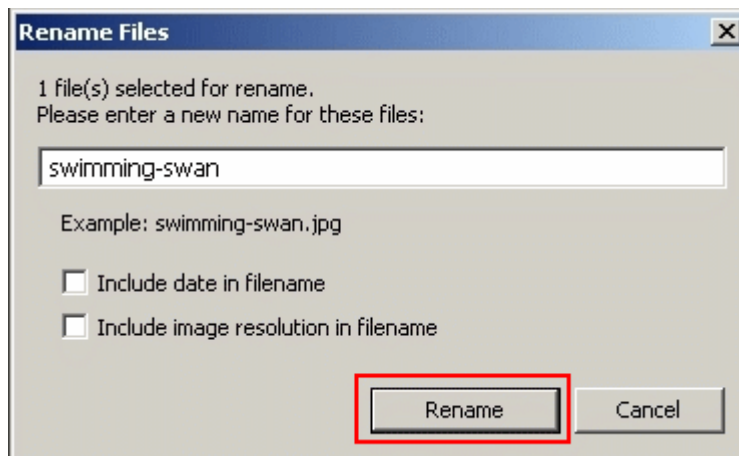
Double-click on one of your photos in the new folder. This will open it up in its own window.

5. Rename image in Picasa

You should give the image a name that means something to you.

Do this by going to **File**, and then **Rename**.

Now type a name for your photo into the Name box, and press the **Rename** button



6. Export image to the new folder

Now you need to move your image to the correct folder.

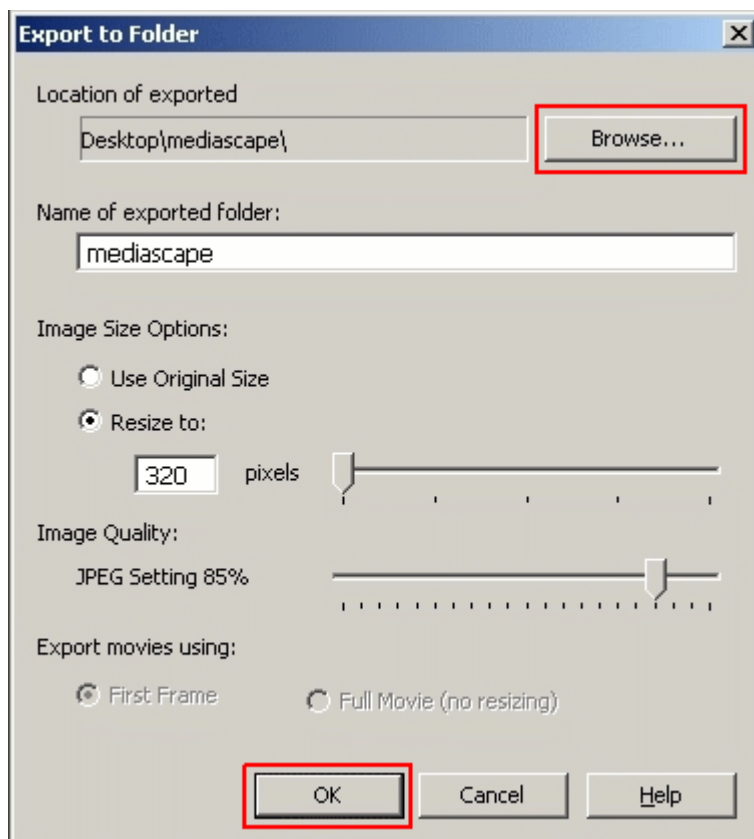
Do this by clicking the **Export** button

Then click **Browse** and select **Desktop**, and then click **OK**

Type your folder's name into the **Name of exported folder** space

Now click **OK** again.

The folder pops up to show you where the image has been saved. You can just close this window.



7. Finish

Do this for all the images you want to use in your mediascape.

That's it! For more specific help go to the website:

www.createascope.org.uk