

Importing and Scanning Images

Session Goals:

This segment experiments with importing images into PowerPoint from outside applications such as the World Wide Web, a digital camera, and scanned images.

Outline for Today's Class:

- Scanning a Image
 - Cropping an Image
- Inserting a Saved Image
 - From a digital camera
 - From a World Wide Web site
 - For a screen capture

Software and Hardware for this Session:

Hardware:

Scanner

Digital Camera

Software:

PowerPoint

Windows

Netscape/Microsoft Internet Explorer

Copyright Issues

Copyright Restrictions

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. However, you may be able to make copies using the *Fair Use* provisions of the copyright law. Criteria for determining fair use in individual cases include:

1. the purpose and character of use, including whether such use is of a commercial nature or is for nonprofit educational purposes (*spontaneity* provision);
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole (*brevity* provision); and
4. the effect of the use upon the potential market for or value of the copyrighted work (*cumulative effect*).

For pictures, graphics, and cartoons:

- “If an individual picture, graphic or cartoon is copyrighted, it may not be copied without permission.”
- “If the work in which the picture, graphic or cartoon is contained is copyrighted but the individual items in the work are not, fair use will apply and may allow the reproduction of a small number of such works relative to the length of the volume in which they are contained.”

Source: Austin, Sally, Gerald Brong, and Charles Vlcek (1978). *The Copyright Act of 1976: Guidelines for Educators*. Office of the Attorney General State of Washington; Olympia, Washington.


Scanning an Image

This segment will focus on scanning images for use in PowerPoint presentations or for use on the World Wide Web. We will briefly discuss scanning images for publication.

This part of the class is a demonstration, but the general steps are included here.

1. Start the scanning software.
2. Place the item you would like to scan on the scanner glass.
3. Do a preview scan and crop the image to your specifications. Decide on the resolution, color, and scale. Common choices are:
 - Color
 - Line Art: setting for black and white images that don't contain any shades of gray
 - Grayscale: setting includes images with shades of gray
 - Color: setting for any color image
 - Resolution
 - The higher the resolution of your scan, the larger the file size and the higher the quality. For an image to be used in PowerPoint or the World Wide Web, a good scan resolution is 72 or 100 dpi. For an image to be used in a printed document, a good scan resolution is 200 to 300 dpi.
 - Scale
 - You can resize the image by increasing or decreasing the percentage. The default is 100%.
4. Do the final scan.
5. Save the image. You can usually choose from different graphic file types: TIFF (.tif), GIF (.gif), JPEG (.jpg). TIFF and GIF files are file types that use "lossless" compression technology; that is, when you open one of these files, the image is identical to the original image. JPEG is a "lossy" format, because an image loses some detail when you save it but the resulting file size is smaller. As with resolution, you should choose the file type of your image files according to what you want to do with them.
 - Use TIFF for any image you plan to print.
 - Use JPEG for any file you plan to use online.
6. Import the file of the image into a document, Web page, PowerPoint presentation or whatever else.

Inserting a Saved Image from a Digital Camera

1. Click on the **New Slide** button or Insert pull-down menu and select New Slide.
2. From the AutoLayout choices, select the **Large Object**  for your next slide and click **OK** or press the Enter key.
3. Click on the **Insert** pull-down menu, select **Picture**, and then **From File**.
4. Select the appropriate digital camera image to be inserted from the Desktop.
5. The dialog box will display a version of the digital image. Click on **Insert**.
6. The picture will automatically be inserted into your slide.
7. The image can be resized by clicking on the sizing handles (small boxes) that surround it. Click on the corner handles to resize it proportionally to the original image, otherwise you may flatten the image.
8. To reposition the picture, click on the image and drag it where you want it on the slide.
9. To add text to the slide, click on the **Insert** pull-down menu and select **Textbox**. Click the mouse anywhere in the slide and a textbox appears. Type what you want. You can reposition the box by positioning the mouse pointer on the edge of the box, clicking and dragging to the new position.


Inserting a Saved Image from the World Wide Web

1. From the **Start Menu** on your PC, select programs and then choose **Netscape (Internet Explorer)**.
2. If the homepage is not the American College or Surgeons site, click in the location box and type **http://www.facs.org/**.
3. With your mouse, point to an image and **right** click.
4. From the pop-up menu, choose **Save Image As**.
5. Save the file to the desktop and name it. When saving from the Web, you can retain the file name and extension that the image has or you can rename it (retaining the extension).

6. Click on **PowerPoint** on the task bar. 

7. To display the **Picture Toolbar**, click on the **View** pull-down menu and select **Toolbars**. Make sure **Picture** has a check in front of it. The picture toolbar looks like this:



8. Use the Large Object slide that we just added a picture to.
Or you can:
 - Click on the **New Slide** button or Insert pull-down menu and select New Slide.
 - From the AutoLayout choices, select the **Large Object** for your next slide and click OK or press the Enter key.
9. Click on the **Insert** pull-down menu, select **Picture**, and then **From File**.
10. Choose the appropriate file from the Desktop.
11. The dialog box will display a version of the WWW image. Click on **Insert**.
12. The picture will automatically be inserted into your slide.
13. To resize your picture, click and hold down the mouse button on the little white square at the lower right corner of the image. Move the mouse to the upper left to shrink the image or to the lower right to enlarge the image. Let go of the mouse button when done.
14. To reposition the picture, click on the image and drag it where you want it on the slide.
15. To crop or trim portions of the picture, click on the **cropping tool**  on the **Picture Toolbar**.

16. Position the cropping tool over a sizing handle and drag. You may have to repeat the procedure with all the sizing handles.

Inserting a Saved Image from a Screen Capture

1. Click on **Netscape** button on the taskbar.
2. Click in the location box and type <http://www.epocrates.com>.
3. Scroll down the page and click on the **Learn More** button.
4. When the screen is finished loading, press the **Print Screen** (or PrtSc) button on your keyboard. It is usually at the right end of the **F** or **Function Keys**. This places a copy of the screen (only what you can see on your monitor) on the clipboard.
5. Click on **PowerPoint** on the taskbar.
6. Click on the **New Slide** button or Insert pull-down menu and select New Slide.
7. From the AutoLayout choices, select the **Large Object** for your next slide and click OK or press the Enter key.
8. Press **<control> V** or click on the **Edit** pull-down menu and select **Paste**. The entire screen is now pasted on to the slide.
9. To crop, resize, or reposition the image, follow steps 13-16 from the previous page.