

Tricks of the Trade for PC Users

Capture

It is relatively easy to capture your own still image of any part of the video clip.

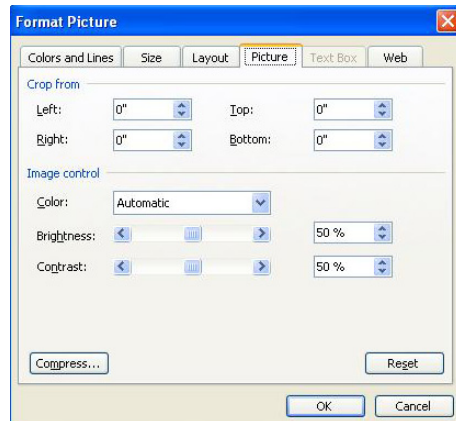
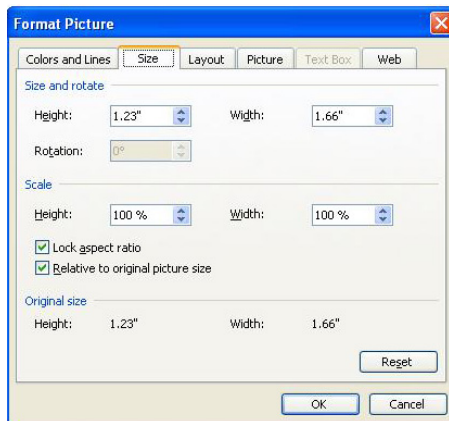
- Step 1: Download a video and play it in a full-sized window.
- Step 2: Play the video until you come to an image you want to capture and click on the Pause (||) button if the controller is visible - or on the *spacebar* . If you hit the *spacebar* again, it will resume playing.
- Step 3: When the movie has come to a stop, press PRINT SCREEN.
- Step 4: Open the Paint program. (It's under Accessories on the START menu.)
- Step 5: Select PASTE from the EDIT menu.
- Step 6: Click the dotted square icon on the top of the drawing tools to the left. This produces a different cursor (a plus symbol with a circle in the middle). Drag it (holding down the mouse button) from the upper left corner of the image you want to capture, down to the lower right corner. Select COPY from the EDIT menu.
- Step 7: Paste the video into a Word document. Click on the image once so that a frame appears around it, then point the mouse on the bottom right corner of the image. The mouse pointer will turn into a double arrow. Click and drag the corner of the image to resize.



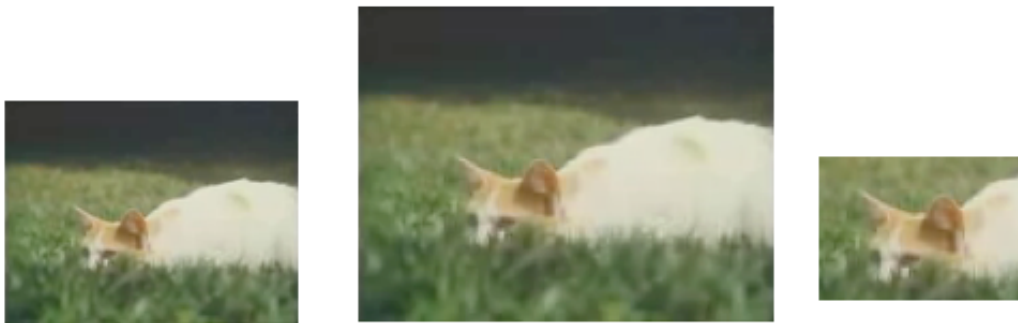
Technique

Images you capture from a video can be copied and resized – to use any way you want:

1. Click on an image you have captured.
2. Select *Copy* from the EDIT menu.
3. Click in a different document.
4. Select *Paste* from the EDIT menu.
5. Double-click on the picture to edit it.



You can change the *size* and/or *crop* the picture.



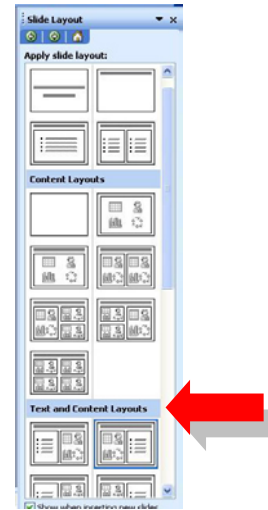
The original pasted version, changed size to 100% - and - cropped the picture.

Transfer

Using PowerPoint (Picture & Text), your students can make their own presentations with images from any video.

1. Select *Slide Layout...* from the **FORMAT** menu in PowerPoint.
2. Select the top right layout under *Text and Content Layouts*.

This is the layout you get:



If you just *paste* a picture *copied* from the Index into the slide, it is small and you can place it anywhere on the screen (A). If you select the picture box (where it says "Double-click to add content" – just click on it **ONCE**, don't double-click) and then *paste* the picture, it fits into that box (B).

