

# *Dear Educator,*

Welcome to the 1998 MagnumMac Computer Training Courses. Each course has been carefully designed. Our introductory courses give you the required skills to competently use software, or to utilise computing tools in various subject areas. Our advanced courses allow you to master applications, as well as discover new and exciting ways to use the power of your Macintosh computer.

Our tutors have been chosen for their expertise, and ability to convey their knowledge and skills in a helpful manner.

In addition to our scheduled courses, we also offer a number of other services designed to help you use and implement IT. A list of these is below:

- needs assessment for hardware, software or professional development.
- personalised on-site training designed to suit your individual needs.
- ITPD training.
- a weekly “QuickTips” e-mail service intended for educators using IT.
- Mactropolis Bulletin Board System for sharing and communicating with other educators.
- conferences such as the Methven “Making IT Move” conference.
- tours of schools using IT in innovative ways.
- Apple Road Shows
- North Island Bus Trips
- Innovative Technology Schools Conference in Australia

We are always looking for ways we can improve the training courses we run. Your feedback and comments are welcomed.

If you require any further information on using or implementing IT in your school, please contact us on: tel: 03 366-5454, fax: 03 366-4456, e-mail: [rob@magnummac.co.nz](mailto:rob@magnummac.co.nz)

Kind regards,

Rob Clarke  
*Education Consultant*

# *Workshop Description:*

*Image capture is fast becoming a necessary set of skills for students, teachers and school administrators. This course will introduce you to the exciting use of scanners and digital cameras. It is intended for both those who are new to this area and also those who have specific requirements and want to extend their skills in a particular aspect. Participants will have opportunities to explore use and applications of the various ways to get images into the Macintosh.*

# *Workshop Aims:*

This course will take you through the common ways to capture and import pictures, still images and video for use on your computer. The following methods will be discussed:

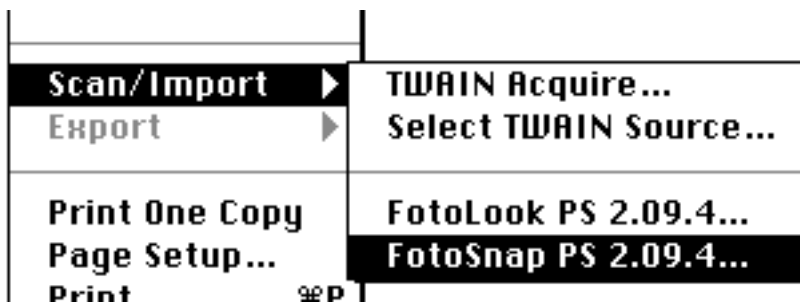
- scanning
- digital photography
- still and motion video

The software required to capture, edit and save pictures and video will be also covered.

Upon completion of this course you will be able to capture and import pictures and video for use on your computer. Images and video are then available for you to use in many of your existing applications, such as adding photographs to a class trip report in ClarisWorks, or creating a gallery of students' art work on a school intranet.

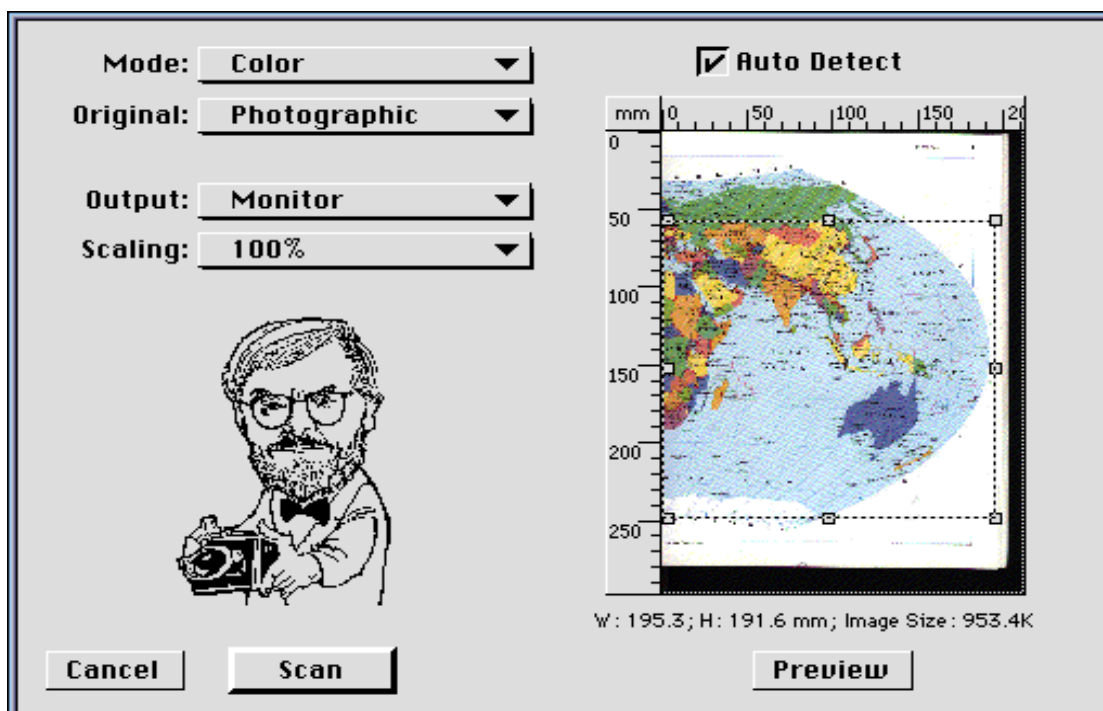
# Scanning Images

1. Check connections to your computer and turn on the scanner.
2. Place the item you want scanned face down and straight on the scanner screen.
3. Close the lid.
4. Open the software you are using with your scanner.
5. Go to the File menu, drag down to IMPORT (this will vary according to the software you are using, eg. it might be ACQUIRE or SCAN) and go across to FotoSnap.

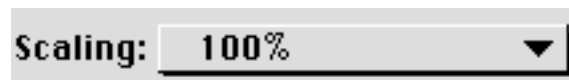


*This is the 'bit' that allows your computer to connect to the scanner.*

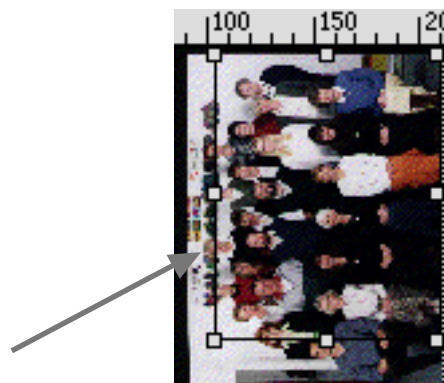
6. A box will appear on the screen like below.



1. From the option boxes choose the options related to your picture.



2. Preview the picture to enable you to select the part of the picture you want.

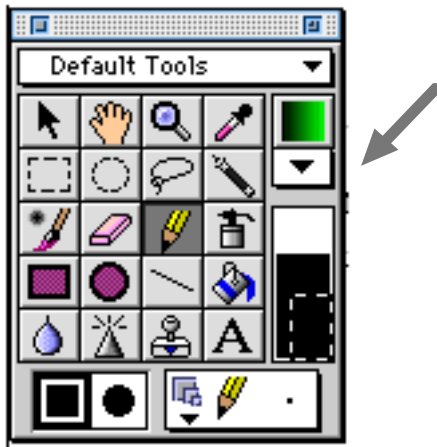


3. Use the arrows to drag the capture box to select what you want scanned.

4. Select scan and scan the picture.

# What Now?

Most software will give you a wide range of tools to play with your picture.

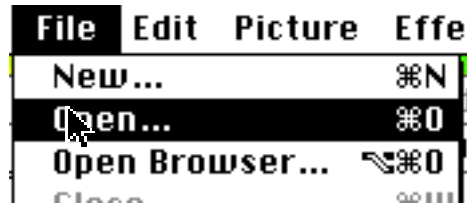


I like to put the picture into Claris painting as the tools are familiar and it's easy to save as a PICT file, which is the smallest way to save it.



# Digital Cameras

1. Open Graphic Converter.
2. Select Open from the File menu.



3. Select the Mavica jpg file.
4. Note the size of the file will be over 1 MB.




5. From the Picture menu select Colours-change to 256 Colours.



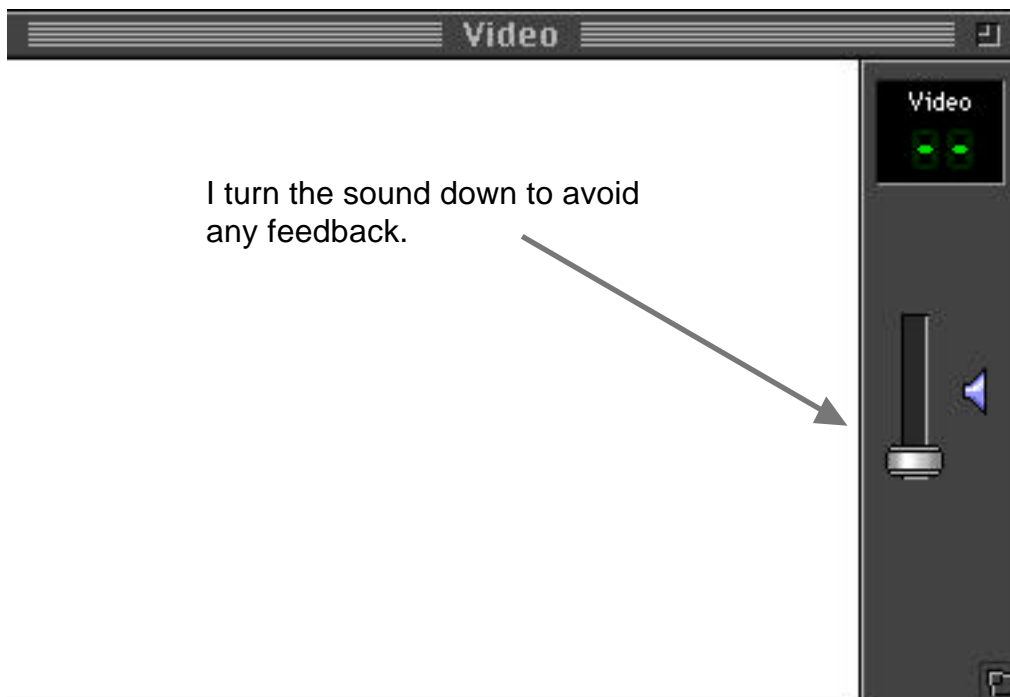
6. Then from the Picture menu select Size-scale A scale box will appear.
7. Make sure that proportional is selected.
8. Select "Save as" from the File menu. If you are saving it for a Mac-select PICT, otherwise leave it as a JPEG
9. You can take a Flash It of the picture and paste it into a Claris paint document if you wish and save from there.

# Video In

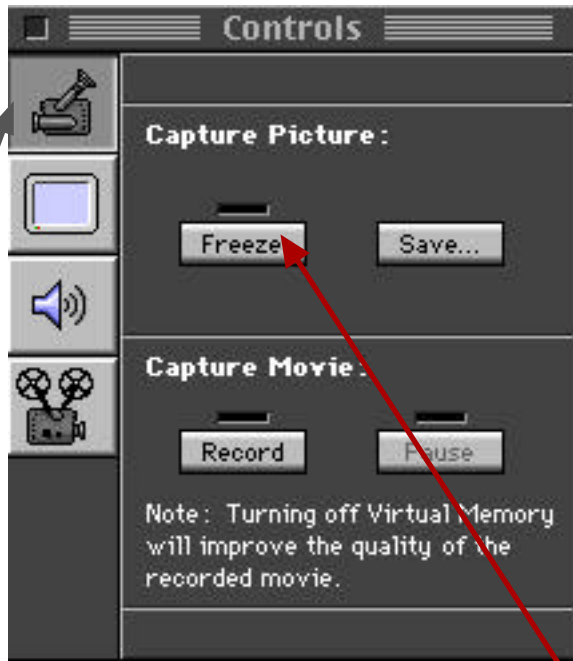
1. Connect your video camera to the computer. The connections are important so be careful and follow the colours (red and yellow) video in and sound in.
2. Turn the camera on and select an object to focus on.
3. Go to the  Apple Menu and select "Apple Video Player"



4. A box like this appears

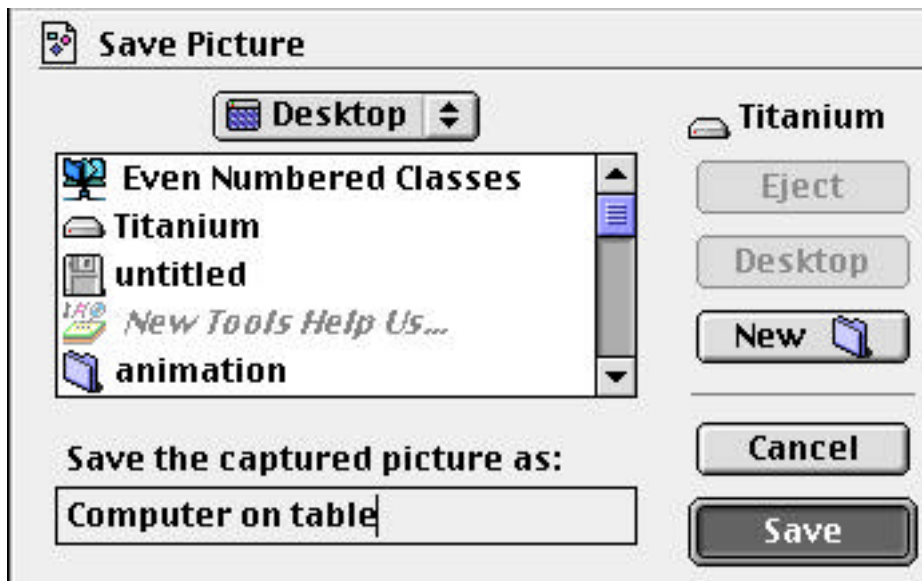


5. Along side is your control box.



6. Click on the video camera to get the options.

8. Get the picture you want then hit freeze on the control box. After freezing click save to get the picture to your desktop. Remember to give it a descriptive name. Remember once you have saved the picture to hit freeze again to free up the camera



9. Then insert the picture into Claris Paint, this allows you to crop and edit the picture.

# ***To Make a Movie***

1. As with freezing a picture follow the same set up steps.
2. Instead of hitting the freezing button hit the Record button and record your movie.
3. When you have finished your movie click on stop and your movie will automatically compress.
4. Save your movie to the desk top as with the previous picture.
5. Then drag it to movie player to edit it and play it.

## ***Tasks to Reinforce Learning***

### Make a movie

1. Pair up, one a director, one camera operator
2. Take a series of still shots in a sequence
3. Each shot needs to be saved to the desktop
4. Drag each “still” onto a paint document to manipulate them.
5. Transfer them to draw to make a slide show. Also add scanned pictures if you wish.
6. Now make a movie using the record button on Apple Video Player use speech with it . Once the movie is saved on the desktop drag it to Movie Player to play, edit and add to it.