

I found **IT** on the Internet...



...now what do I do with it?

What is IT?

- **Text:** lesson plans, directions, research information, area of interest
- **Photographs:** people, places, things
- **Clip Art:** cartoons, borders, creative images
- **Sound:** music, sound effects, famous voices, memorable speeches
- **Videos:** short movie clips to customize any presentation

Where is IT?

- **Everywhere:** News sites, government sites, music sites, history sites, country sites, teacher sites, sites for kids

What do I do first?

- Make a desktop folder to store what you find!
- On your desktop, right-click in an open area.
- From the opened window, select *New* and then, *Folder*.
- Name your folder by typing "Download". Press enter.
- Now you can use this folder to easily store and retrieve the images and sounds collected from the Internet.



How do I get IT?

- Locating and selecting the text, image, sound, or video you want to capture.

TIP: Open your Microsoft Word program. Then, minimize the program by clicking on the minimizer button. Now you will have easy access for pasting copied text or images.

- Log on to the Internet. Go to the site you want to use for your project.

Text

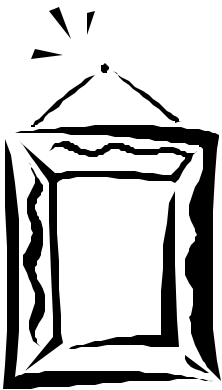
- Site suggestions are listed on the last sheet of this handout.
- For text: Click and drag to highlight the text you want to capture. With the text still highlighted, go to the menu bar, select *edit* and *copy*. The text you've selected will remain on the clipboard until you paste it into another document, like Word.
 - From the taskbar, click on Microsoft Word. Remember that you already have it opened and waiting for an import.
 - Place and click your cursor at the point where you want to insert the captured text.
 - From the menu bar, select *edit* and *paste*. Your text will appear.
 - You can now change spacing, font size, and insert clip art, just like on a regular working document.

Tip: Open your Microsoft PowerPoint program. Then, minimize the program by clicking on the minimizer button. Now you will have easy access, from the taskbar, for pasting captured text, images, or sound.

- For a photo (image, graphic, you get the "picture"):
- Log on to the Internet. Go to the site you want to use for your project.
 - Locate a picture that you want to use in your project.
 - Place your mouse cursor on top of the picture.
 - Right-click the picture.
 - Choose *Save image as*
 - At the "Save in" window, use the down arrow to locate the Download folder that you created.
 - Note (mental note!) the file name.
 - Click on *Save*.
 - Your selected image is now going to be available in your Download folder.

Pictures/images/photos are given a special file name. The most common are:

GIF
Jpeg

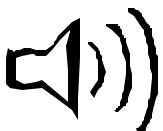


- From the taskbar, click to open Microsoft Word or PowerPoint.
- In Word: Place and click your cursor at the point where you want to insert the captured image.
- From the menu bar, select → *Insert* → *Picture* → *From File*.
- In the Insert Picture window, next to the "Look in" box, use the down arrow to locate your Download folder. Select it.
- Your saved images will appear on the left, with a preview of the image on the right.

- Click once to select your image. (Or double-click to select and insert the image in one step.)
 - Click *Insert* to place it on your Word document or on a PowerPoint slide.
 - You can resize your images, move them to the exact location, and duplicate a favorite, just like inserting basic clip art.
- For a sound: Sounds can be used effectively in your PowerPoint or HyperStudio presentations.
 - Log on to the Internet. For starters, go to www.altavista.com. Locate the tab MP3/Audio.

Sound files are often followed by the suffix wav, as: dog.wav

- Type the following in the search box: +coyote
 - (You can do +elephant or +chicken or another +animal)
- In the "Show Me" area, select only the WAV file type.
- Press enter or click on the search button.
- Scroll to evaluate your choices. Double-click to select a site. Browse to locate, open, and listen to your selection.
- If you have trouble, just type in the web address: <http://www.animalden.net/sounds.htm>
- With your cursor, right-click on the sound you want to use. From the box, select *Save link as*.
- Navigate to your Download folder. Make a note of the file name. Click *Save*.
- Open PowerPoint. Select your slide background.
- From the "New Slide" window, choose an AutoLayout. (Why not choose the one with a picture and text?)
- After adding text and clip art, you can add your customized sound.
- On the menu bar, select *Insert*. Scroll down to *Movies and Sounds*.
- Choose *Sound from File*.
- An "Insert Sound" window will open.
- From the arrow in the "Look in" window, locate your Download folder.
- Click once on a sound to select it (or double-click to select and insert in one step). Click *OK*.
- A small speaker icon will appear in the middle of your slide. You can move and/or enlarge the icon.
- Position the speaker on your slide.
- From the menu bar, select *Slide Show*, then *View Show*.
- Use your cursor to click on the speaker icon on your slide. Sounds great, doesn't it?



- For a movie/video clip: Customize PowerPoint and HyperStudio presentations to engage learners.
 - AltaVista offers a search feature for video clips. You can find it at www.altavista.com Select the tab marked "Images, Audio & Video".
 - HotBot also offers a customized search feature for locating videos. www.hotbot.com
 - Type in the name of a video clip that you want to use.
 - Look at the clips, locating one that compliments your presentation.
 - Right click on the video clip selection. Select "save link as" to save your choice. Save it into your Download folder.
 - In PowerPoint: Choose a slide with "Media Clip & Text".
 - Double-click to add your video. Scroll to locate your *Download* folder and your saved video clip. Select your video and click on OK.
 - You may need to resize your video image. Use the corner handles to keep a true proportion.
 - Add your title and text in the adjoining frames.
 - Go to **Slide Show** view to examine your work.
 - The cursor changes into a hand when you run it over the video. Click on the cursor hand to begin the "show".

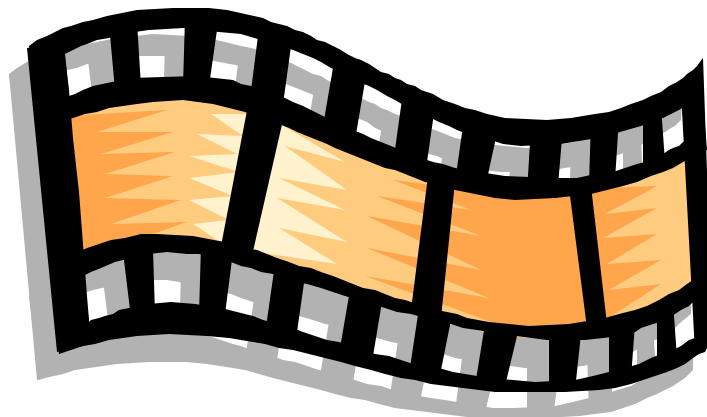
Video/or
movie clips
use these
suffixes:

.avi

.mpeg

.mpe

.mpg



"I'm ready for my close-up, Mr. DeMille."

Some "Sites" and "Sounds" for YOU!

Image Sites

<http://www.4clipart.com> -4ClipArt * Part of the 4Anything network, connects to 4Gifs and 4AnimatedGifs.

<http://www.4jpegs.com> -4Jpegs * Images to use, in a format that works!

<http://www.hoxie.org> -Hoxie High School * Scroll and click on School Related Clip Art

<http://www.mollypot.com> -A Mollypot Webpage of Totally Free Stuff * Click to select Graphics. Type Clip Art in the search for box.

"Wav" Sites

<http://www.cartoonwavs.com> -Cartoon Wavs * Sounds from cartoons, television shows, and a 168 sound effect selection. At this site, open and listen to sound, then you can save it.

<http://www.4wavfiles.com> -4WAVFiles.com * Waves of WAVS


<http://www.theworld.simplenet.com/tsw/gameshow.htm> -Gameshow Sounds

<http://www.wavcentral.com> -Databases and categories, Top 10 Sounds of the Week


<http://www.wavplace.com> -Extensive collection of sound effects, cartoon wavs, and movies, movies, movies

Video Sites

<http://www.altavista.com> -Alta Vista * Select the tab "Images, Audio & Video"

 <http://www.homeworkcentral.com> -Locate the "Say it with Multimedia" area. Click there for a list of lists!

<http://www.hotbot.com> -HotBot * You can request a video search! Click on the video box found in the left screen panel.

 <http://www.yahooligans.com> -Yahooligans * Click on "Download"

 MultiMedia Site

"I found it on the Internet...Now what do I do with it?
Copy text, photos, sound...many different things!"

