LESSON 1 ON COPYING YOUR ART WORK

DIRECTIONS:
GO TO THE MAIN PAGE TECHNOLOGY WEBSITE
1. Open up the link for coloring on line.
   a) The link is listed under [**LIVE LINKS ALL SUBJECTS**] from the main web page
   b) The link is located on the second or third line from the top depending on your web browser.
   c) Click on the link and open up any art-work site you wish to color and printout.

MAC USERS
1) When finished coloring
   a) Open up word and hit your enter or return key several times to create a buffer.
   b) If your link is open and word is open you may switch between the two programs by clicking on the **F3** key at the top of the keyboard.

COPY PICTURE FROM THE SCREEN
1. How to copy the whole screen to word
   a) **Shift Control Command** keys and the number **3**.
   b) Transfer to the Word document and then **Command V** to paste.
2. How to copy a selected section of the screen to word.
   a) **Shift Control Command** keys and the number **4**
   b) Transfer to the Word document and the **Command V** to paste
   Placing your name in the header
   a) Documents and Elements--Click on HEADER --Third one over type In your name and grade.

WINDOW USERS
2) When finished coloring your pictures.
   a) Open up word and hit your enter or return key several times to create a buffer.
   b) Switch to the picture you created from the icon at the bottom of the screen
   c) Tap the print screen key located on the upper keys section.
   d) Go to word and tap the **Control key and P**
   e) Click on picture in word then the crop key located on the ribbon above
      i) Crop the area you wish to delete.
3) Place your name on the paper and print out to turn in.
   a) Click on Insert and the first Header and then the third one down. Alphabet. Type in your name and grade.