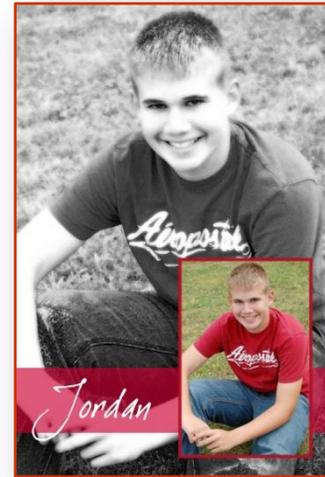

Quick How to for Picture in a Picture

1. Remember, *using a bad picture will result in a bad picture.* You can't make a bad picture good, but *you can make a good picture better!!!!*
2. Open the picture you want to use (should be in the *Classes/Middle School/Grade 7/Periodx/Portraits* folder) in Digital Image then fix the color and the brightness by choosing **Auto Fixes, Levels, Contrast, Exposure, and Color.** *If any one of these doesn't make your photo look better, click undo immediately!*
3. Click on the **New** icon (the first icon).
4. Go to **Format...Resize Image**
 - a. Click on **Image Size.**
 - b. Change the **Resolution** to **300 dpi.**
 - c. Click **ON Resolution** then take off the checkmark beside **Maintain Proportions.**
 - d. Change the image size to **11"** wide and **17"** tall.
 - e. Choose **Done.**
5. Look to the right side of the screen. There you should see your files showing a blank document and your picture.
6. Click on the **BLANK** picture. Now drag your picture from the right side of the screen to the middle of your blank picture.
7. Make the picture bigger so that it covers the entire area of the white area. ***Make sure you do this by clicking on one of the corners and dragging it to make the picture bigger.*** It's ok if parts are off the page.
8. **Save** this document as a **.PNG file.** Simply click on the disk at the top of the page and save in the *Classes/Middle School/Grade 7/Periodx/Portraits* drive as **YourNamePIP.png.**
9. Click on your picture, right click and choose **Copy.**
10. Right click again and choose **Paste.**
11. Look at your *Stack* on the right side of the screen. You will see two pictures there. Right click on the **BOTTOM** picture and choose **LOCK.**
12. Click on the top picture on the stack and click and drag one of the corners so that the picture is smaller (maybe 5 x 7 size?).
13. Click on the bottom picture and make it black and white (**Effects...Black and White**) then choose **Effects** again but this time choose **Filters...All Filters** and pick a filter that you like. Your picture is to be a little blurry or different but not so much that you don't know what or who it is.



14. Next, choose **Add Something** on the left side of your screen and choose **Shape...square**. Click and drag to draw a rectangle about 4"-5" wide about 2" up from the bottom of your screen. If you have an area on the left where it would look better to place this rectangle, then go ahead and make it a vertical one instead of a horizontal one. Whichever you choose, make sure the rectangle is off of both sides of the page.
15. With the rectangle selected, click on the 9th icon from the right (**Line Thickness**) and choose the down arrow then **More...** Choose **None** and say **OK**.
16. Now it is time to fill the rectangle. Click on **Effects...Fill with Texture or Color**. Click on **More Solid Colors** and move your cursor (an eye dropper) over one of the colors in your picture that you want for the outline. Click when you have chosen a color. If you don't like the color you got, simply click somewhere else until you get a color that you like then say **Done**.
17. Move the rectangle *UNDER* the small picture by clicking on the rectangle on the **Stack** (look on the right side of your screen) and dragging it under the small picture. You should see the small picture on your screen come to the front as soon as you do this.
18. Put a border around the small picture by clicking on the small picture and choosing **Effect...Edges...Highlight**. Pick the icon directly under the x then choose **Customize the Edge**. Choose **More Color Choices** and place your eye dropper over your rectangle then click. The edge on the picture should have changed to the color that you used in the rectangle. If it didn't, try again until you get that color around your edges. Click on **Done**, then **Done** again when you are completely finished with that.
19. To make the rectangle blend a little more with the picture, click on the rectangle then choose **Effects...Transparency...Even** then click to the right of the triangle until it is as transparent as you want it to be. Click **Done** when finished.
20. Save your document by clicking on the DISK. Do **NOT** click on File...Save.
21. Add your text by clicking on **Add Something...Add text** on the left. Type in your first name, making sure that you capitalize it correctly then choose your font, color, and size from the standard choices at the top. Make sure it is big enough for the box, but not too big and that you can read it. *Avoid combinations of blue/black, green/blue, and red/green unless one of these colors is very light and the other is very dark. In general, these combinations should always be avoided.*
22. **Before you print, make sure there is 11" x 17" paper in the printer!!!!**
23. Print by clicking on **File...Print** then choose the **Design Jet 130**. Click on **Change Printer Settings** and change the size to **Ansi B** then choose **Tray 1** from the **Source** box and check on **Print Preview** so that you can see if your picture looks right before printing. If it looks like it all fits on the page, then go ahead and print! If it doesn't look correct in print preview, then go back and fix it before you print.