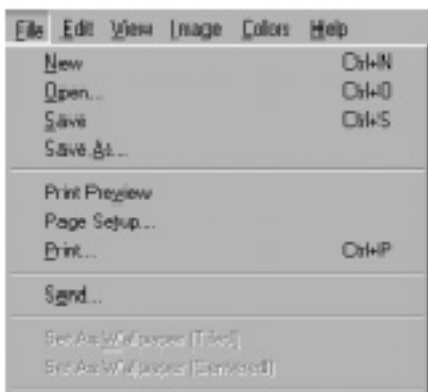
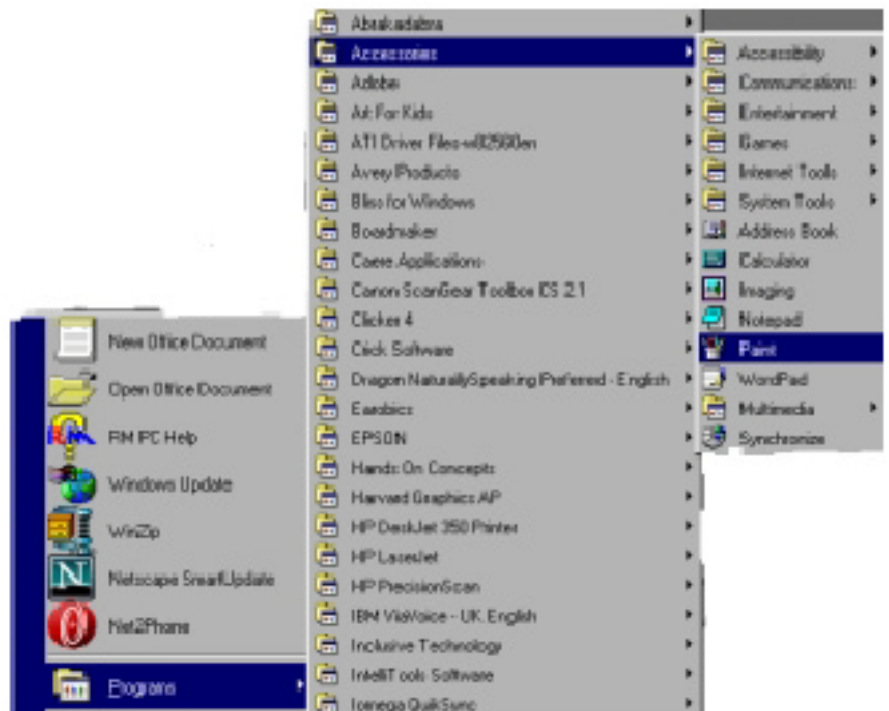


Digital Photos in new BoardMaker v5 for Windows PC

Quick Guide

Boardmaker will let you copy and paste in WMF (Windows metafiles), BMP (bitmap) and EMF (enhanced metafiles). It does not directly support JPEG format that means you will have to convert your digital camera. One way that you can do this is by using Paint.

Click on the **Start** menu, go up to **Programs**, open **accessories** and then **Paint**.



Go to **file** on the **toolbar**, click once and all the option will appear, go down to **open**

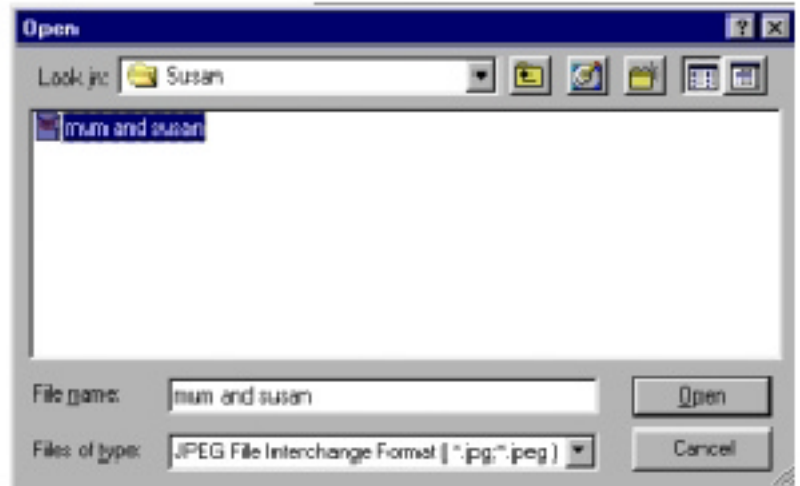


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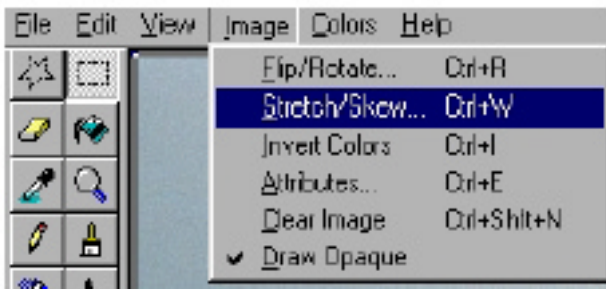
Finding the photo in your computer

By clicking on **open** this will take you into the 'C' or hard drive of the computer. Photographs will need to be stored in a central place on the hard drive. This might be '**My Pictures**' or '**My Documents**'. Once you have found the photo you need to convert it so that it can be used in Boardmaker. Click on the name of the photo to highlight it, click on **Open** sends it to **Paint**.

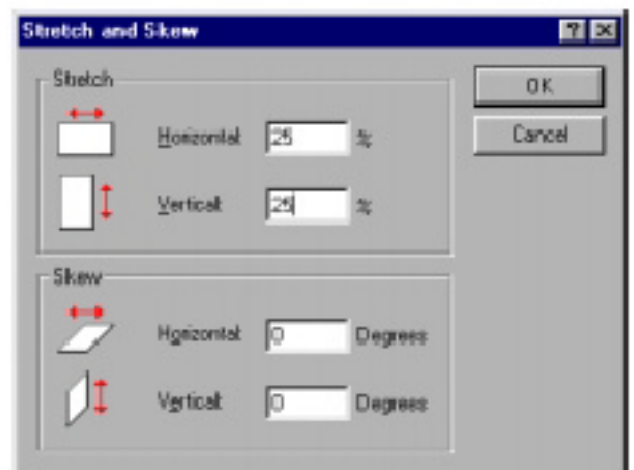


The picture will now appear in **Paint**. The picture might now fill the whole screen, so it will need to be made smaller.

Manipulating the photo



In the toolbar go to **Image** and down to **Stretch/Skew**.

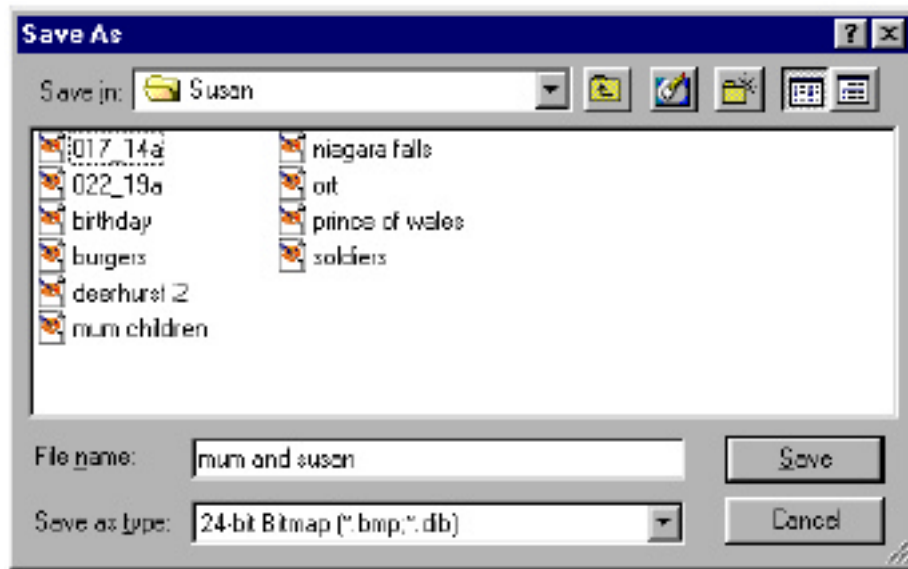


The **Stretch and Skew** screen will appear on the page. To reduce the size of the photo use **Stretch**.

Horizontal 25%
Vertical 25%

Saving the photo

The picture will now be smaller and appear at the top left- hand corner. The picture now needs to be resaved as a BMP (bitmap) format. Go to the toolbar, click on **file** go down to **save as**. The photo needs to be saved as a **24 Bitmap**, it is also useful to rename the photo and save it to a different file. So that different formats of the same photo are not in the same file.

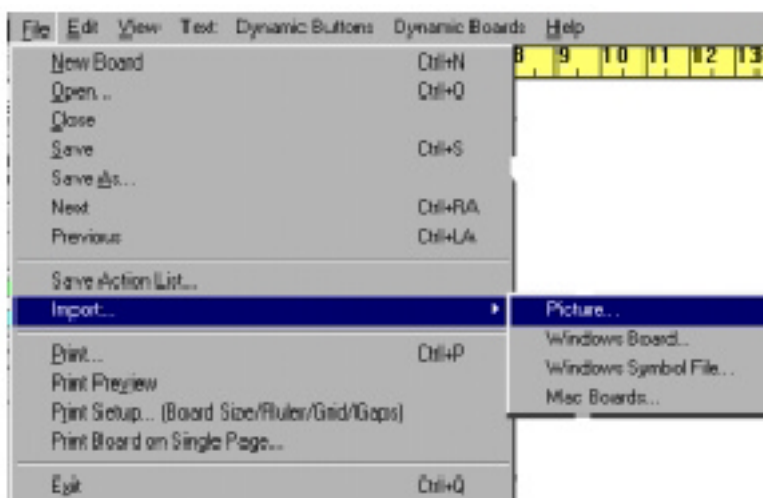


Getting the photo into Boardmaker

There are two ways that you can do this, put the photo directly into a square, that means it can only be used once. Alternately, put the photo into the symbol libraries so that it becomes part of 'My symbols' and can be used again.

Photos directly into a cell

Draw a square on the boardmaker board and click anywhere inside the square to highlight it. The outline of the square will turn orange with broken lines.



Go to **File** then to **Import**, and **picture**. When you click on picture, a screen will open up saying import to drawing.



Go through your computer using **Up one level** until you find the photo you want to import. Make sure **files of type** are set to **Bitmap (*.bmp)**. Click on the photo you want and it will highlight and appear in **File name**, then click on **Open**.

The picture should now be in the square that you want in Boardmaker.

Saving a photo in the symbol libraries

Open up boardmaker, click on 'the wee man' so that the symbol finder appears.

The next two steps are the same as importing a picture into a square.

With the symbol finder visible, go to **file**, then **import** and **picture**.

Note - The **file** menu is active, even though it appears grayed out.

Go through your computer using the **Up one level** until you find the photo you want to import. Make sure **files of type** are set to **Bitmap (*.bmp)**. Click on the photo you want and it will highlight and appear in File name, then click on **Open**.

The imported picture or graphic will appear in **My symbols**. You now need to **Add a name** And **Assign categories** so that the symbol can be found again.

