

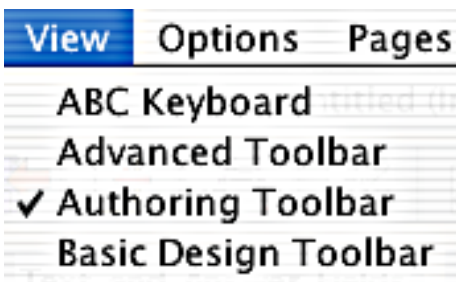
Preparing New Pictures to Use With The Diagrams Template

By Ann Brundige

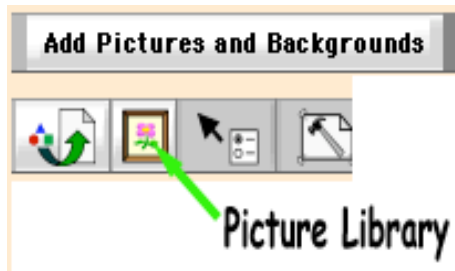
One of the handiest templates that ships with Classroom Suite is found in the New/Science Templates folder, the Diagrams template. Its toolbar lets you instantly create several diagrams activities. You also have the option of loading your own choice of picture into one of the toolbar buttons and, by adding your own answers as button names, creating a custom template.

You might get this custom picture from the Diagrams category of the Picture Library, or you might choose to use your own digital photo or something from the Internet. However, if the picture you choose is too large, the answer fields will drop down to the next page and be out of sight when the activity opens. You need an easy way to resize a potential diagram, and you also need a quick way to add the letter labels to a picture that doesn't already have them. Here is a template to do just that: the **Diagram Graphic Maker**.

Getting Started



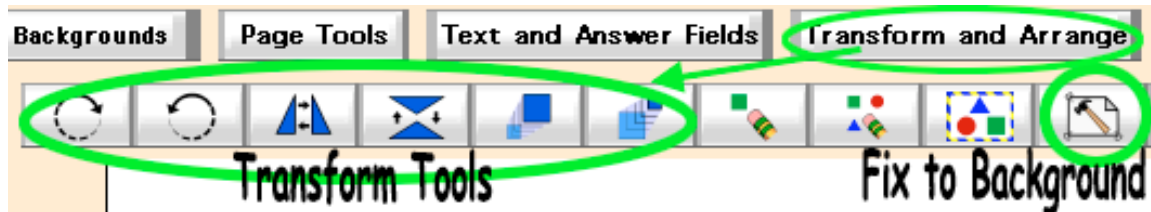
Start by logging in to Classroom Suite and choosing the **Diagram Graphic Maker** activity. Be sure the standard **Authoring Toolbar** is displayed. Read the quick start instructions, and then select and delete the instructions.



Click **Add Pictures and Backgrounds**, the first button in the second row on the **Authoring Toolbar**. Click the **Picture Library** button, scroll to the **Diagrams** category, and choose the diagram that needs to be resized. Alternatively, click the **Insert Picture** button just to the left of the Library button and load your own picture from file.

Adjusting the Size

To insert into the Diagrams template without causing the answer fields to disappear, the picture must be smaller than full page size. When the picture is lined up with the top of the page, there should be a space about 1.5 inches across the bottom.



Use the **Make Smaller** button from the **Transform Tools** to adjust the size. To access the **Transform Tools**, click the **Transform and Arrange** button in the middle of the second row of the **Authoring Toolbar**. If you need to tweak the size more precisely, **Control-click** the picture and type in the exact the dimensions.

If You Chose a Picture With Labels...

If your picture was one from the **Diagrams** category of the **Picture Library**, it may already have the circles and letter labels needed to use in the activity. In this case, **copy** the resized picture.

Open the **Diagrams** template if it is not already open, or switch to it from the **Windows** menu.

In the **Diagrams** template, **Control-click** the last button on the toolbar on the right. In the **Button Properties** dialog, change the button name to the name of your picture. Under the **Picture** tab, click the **clipboard** icon to paste in the picture. Under **Appearance**, choose **Picture and button name**. Click **okay** to close **Button Properties**.

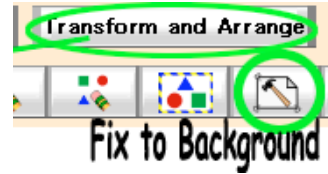
You should see your diagram picture in the button. Click the button to insert your picture. **Control-click** each **Label** button on the left toolbar, and add the label answers that match your diagram. Click **Finish Activity**.

If You Need to Add Label Letters...

Your own photos and pictures, and some of the pictures from the **Diagrams** category lack the circles with letters in them and the lines pointing to parts of the diagram. To add them, we will toggle back and forth between **Paint** and **Design**.



Select the resized picture, and click the hammer button to **Fix to Background**. (This button is on the **Transform Tools** toolbar, and also on the toolbar with the **Picture Library** and **Insert Picture** buttons.)



Use the toolbar on the left to insert letter graphics. Move these near the parts of your diagram you want to label. **IMPORTANT:** Do not let any part of the label graphics hang off into white areas around your picture, or they will be cut off.

You can change the colors of these graphics. Select a graphic, click the **Paint Box** button, and click the color you want.



Adding Lines



Click the **Lines and Shapes** button (second from the right, second row) from the **Authoring Toolbar**. Choose the **Line** tool. Choose the line width you prefer. You can also choose a color.



Click on one of the label circles and drag a line to connect to the part it labels. Make a connecting line for each label circle.

Finishing the Picture

When you have added all the labels and line you need, check that they are correctly placed to label the diagram parts, and that none are hanging out into the surrounding white area.

Choose **Select All** from the **Transform Tools** toolbar or from the **Edit** menu. Click the hammer tool to **Fix to Background**.

At this point, your diagram and its





labels are combined into the background layer.

Click the **Paint** button to access the background.
Use the **Marquee** tool to select ONLY the diagram image. **Copy**.

Click the **Design** button.

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In the **Diagrams** template, **Control-click** the last button on the toolbar on the right. In the **Button Properties** dialog, change the button name to the name of your picture. Under the **Picture** tab, click the **clipboard** icon to paste in the picture. Under **Appearance**, choose **Picture and button name**. Click **okay** to close **Button Properties**.

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