



## Sample Professional Development Activity: File Management and Digital Image Skills

**Purpose:** Activity will give participants experience taking digital images and learning file management skills using the digital images.

(Specific Profiler skills addressed by this activity are listed at the end of the document.)

### Materials

3 1/2" Floppy Disks  
Digital Camera  
Computers with *Microsoft Office* software

### Digital Images: Capture & Management

1. Give each teacher a floppy disk and ask them to take several pictures with the digital camera.
2. Using a laptop computer, insert the disk with the pictures into the floppy drive of the computer.
3. On the Desktop, locate the My Computer icon and double-click to open.
4. Double-click the 3 1/2 " FLOPPY (A:) icon in the My Computer window.
5. Icons for each image on the disk will appear. (Camera saves all images as mvc\_001, mvc\_002, etc. Images must be renamed to help in locating a specific picture **and** to keep from overwriting an existing picture with a new picture with the same name.)
6. Right click on each image (mvc\_001). A drop-down menu will appear as well as a thumbnail picture of the image. Scroll to RENAME on the drop-down menu and click. In the highlighted box type a new name that will describe the image. Click outside the box to complete the renaming task.

## File Management

1. Open *Microsoft Word* by clicking the START button in the lower left corner and locating *Microsoft Word* in the menu.
2. Open a NEW BLANK document and press the ENTER key several times to allow line spaces for the image and a caption. Place your cursor on the second line to allow space above and below the image that will be inserted.
3. Click on FILE > "SAVE AS" to save the *Word* document to the Desktop with your (each teacher's) name.

### Understanding "Save" and "Save As"

#### Use "Save"

- when you wish to save added information or changes to a document that has already been named and you do not want to keep the original document.

#### Use "Save As"

- when saving a document for the first time so that you can give it a name.
- when saving an edited version of a document as a new document with a new name. This allows you to keep the original document and the new version.
- when saving a document in a new location.

4. Insert the picture into the document from the floppy disk by clicking on the menu bar at the top of the word document. Click INSERT > PICTURE > FROM FILE. The Insert Picture box will appear. Click on the down arrow of the Look In: box to select the 3 ½" FLOPPY A:. In the drop-down menu, choose an image to insert into the document. A thumbnail of the image will appear in the left side of the box. Click INSERT in the lower right corner of the Insert Picture Box.
5. Type a caption for the picture in the word document. (If there are no line spaces, you will not be able to add the caption.) You can now format the text to an appropriate size and place below the image.
6. Click FILE > SAVE to save the document to the Desktop file.
7. Click FILE > SAVE AS. In the Save In box, choose 3 ½" FLOPPY A: > SAVE to also save the document to the Floppy Disk.



### **Extensions:**

1. Have participants go to the C·R·E·A·T·E for Mississippi Web site and find the "how-to" document Enhancing ClipArt and Digital Images using the Picture Toolbar in Microsoft Word XP. Using the document have them enhance their picture and use "Save As " to save the enhanced digital picture with a new name.
2. Have teachers send the digital picture to someone as an e-mail attachment.

### **Technology Skills Addressed in the Main Activity:**

#### Beginning Technology Survey Skills

5. Use a digital camera to take pictures and preview the pictures on the computer
7. Know when to use "save" and when to use "save as"
9. Locate and open a file from a floppy disk (A drive)
12. Locate and open a file from a local hard drive (C drive)
13. Use "save as" to save documents with a different name or location
25. Create, copy, move, rename, and delete files and/or folders
26. Insert and eject a removable disk (floppy disk, CD-ROM, and/or Zip Disk)
27. Open a file from a floppy disk
28. Save a file to a floppy disk
29. Start up and shut down a computer properly
30. Open and close an application/program
31. Use the mouse to open programs and files

#### Advanced Technology Survey Skills

31. Use a digital camera to take pictures and insert the pictures into a word processor document and/or an electronic presentation
32. Take pictures with a digital camera and use them in an application/program