

# South Australian Birds Assignment

## Student Notes

[Designed to be used with the web site]

Complete the following activities using Microsoft Publisher

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### Activity 5 - Working with the graphics

To save a picture to your floppy:

- position your mouse pointer over the image
- right click on your mouse
- select **Save image as** from the pop-up box
- select the **Floppy (A:)** drive from the drop-down list
- click **Save**

The images are now saved on to your floppy, ready to insert into your report.

Now open your **Bird Fact Sheet** template and complete the following steps.

- click in the area (the picture frame) where the picture should go
- click **Insert** on the menu bar, point to **Picture** and then choose **From File**
- select the **Floppy (A:)** drive from the drop-down list
- click the picture file with your bird's name on it
- click the **Insert** button on the box
- repeat the procedure with your map image
- write your bird's name in the space provided under the map
- save your work.

Now go to the **Evaluation** page