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ICAN Media Equipment

User Manual for ICAN Members

This manual will lead you through the process of using the ICAN media equipment for documenting and presenting your artwork.

ICAN owns the following equipment that its members can rent:

- **Computer**
Acer Laptop Computer
- **Projector**
Acer Data projector XD70D
- **Digital Camera**
Canon IXUS 60
- Large Tripod **Projection Screen**
- **Cables and Leads**

Topics covered in this manual:

1. **Taking Photos**
2. **Transferring your digital Photos to the Computer**
3. **Saving and Storing your photos**
4. **File Sizes**
5. **Building a Slide Show Presentation**
6. **Presenting your Work to an Audience**



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1. Taking Photos

The ICAN camera takes digital photos.

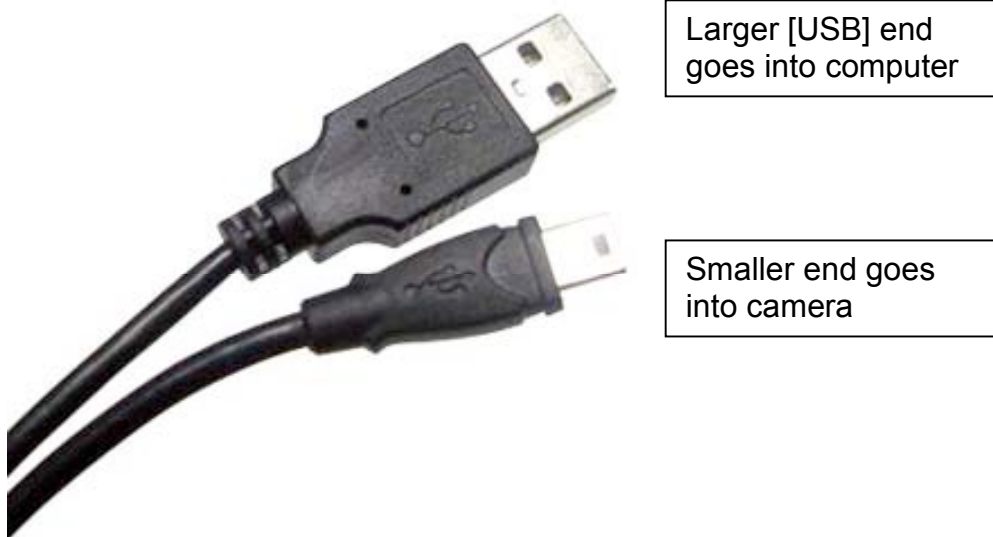
It is recommended that you take pictures of your craft or artwork using **natural light**. Place your work flat on a white background (i.e. sheet of foam core).

A way to achieve good **lighting** without a professional set-up is to take photos **outside on an overcast day** (bright sunlight will create hard shadows and the camera might have problems with the light reflecting off your white background).

When using the **zoom** function of the camera, try to use a medium focal length. Using a wide angle or close-up (zoomed way out or way in) will distort your work in the photograph. Try to ensure that any visible edges of your paper or canvas line up **straight** on the camera screen. The ideal setting would be **50mm** on an SLR camera.

2. Transferring your digital Photos to the Computer

To **get your pictures from the camera** onto the laptop, you have to connect camera and computer. The camera comes with a cable with two endings – usually the same as or similar to the one below.



You will need to **have both** the computer and the camera **turned ON**,

The **computer automatically detects the camera** and launches a “wizard” that will help you transfer the images from the camera to the computer.

You can now choose to **download ALL photos** (“start to download photos” button) or **select** the individual photos you want to download.

The program ZoomBrowser will open automatically, and give you additional options, such as exporting your pictures with smaller file sizes, or backing them up to a CD (Export → backup to CD)

3. Saving and Storing your Photos

After you have downloaded your photos. You should make a backup of them to take with you.

The most popular options are to burn your pictures onto a CD (this being a cheap and permanent method of storage) or to save them onto a portable storage device, such as a USB or Memory stick.

. (2 to 4GB is a good choice)



Use the program ZoomBrowser (as described in 2) to burn your photos onto a CD.

Alternatively you can burn a CD of your pictures as follows:

Your photos will be stored under

My Computer → Member's Documents → My Pictures.

There will be a **folder with the date** the photos were taken—this is the one that contains your photos

To burn the photos onto a CD, click on the folder with your photos. In the left menu (Picture Tasks) click on "Copy to CD" and then click in the left menu "Write these files to CD". Insert a blank CD (slot is at right side of laptop) and follow instructions on screen



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4. File Sizes

Your photos will have a file size ranging from 500k to 3MB depending on your camera and camera settings.
(kb = kilobytes; MB = megabytes; 3MB equals 3000kb)

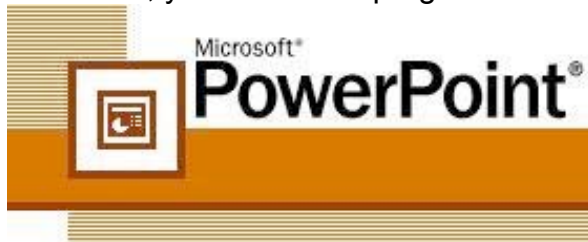
If you want to email your photos to somebody, try to avoid large **email attachments**. The etiquette is to not send unsolicited large files, so as to avoid clogging people's email inboxes. You should not exceed 6MB in attachments (that is equal to 12 files of 500k or 2 files of 3MB each).

If you want to get your photos **printed**, it is advisable to send a CD with your pictures to your printer/graphic designer.

5. Building a Slide Show Presentation

You can use the ICAN projector and projection screen to present your work to a wider audience. [e.g. when you hold a talk at an exhibition or community event]

To create a simple **slide show** containing your photos and some text, you can use a program called **PowerPoint**.



Creating a Slide Show Presentation

Start the Computer

Click on the "Member" button with the snowflake to log in



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Open Powerpoint

Go to: START (left hand corner of screen) → All Programs → Microsoft Office → Microsoft Office Powerpoint 2003

Create Text and Titles

A first slide with the fields “click here to add title” and “click here to add subtitle” will be automatically displayed on the screen. Type into these fields the title of your presentation.

Add a slide

To add a slide, use the “new slide button” on the right side of top menu.



Place a photo

To place a photo, first delete the “click here to add title” and “click here to add text” boxes that appear by default (to do this, click on the grey box surrounding them and then hit the delete button).

Then find the “Insert Picture” button in the bottom menu.



(tip: when you mouse over the buttons without clicking, a small yellow text box will appear and tell you the function of the button; this one says “Insert Picture”).

You will now be asked to **select the photo** you want to insert. Your photos will be under My Computer → Member's Documents → My Pictures. There will be a folder with the date



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the photos were taken --this is the one that contains your photos.

Click on the photo you want to insert, click the “**INSERT**” button on the bottom and the photo will be inserted into the PowerPoint slide. You might need to resize it—use the handlebars in the corner of the photo.

Continue to add slides and insert pictures or text into them until you have a complete slide show presentation.

To **preview your slide show** click on the “slide show” button in the left bottom menu.



Your slides will be displayed in full screen view, and you can advance to the next slide by clicking anywhere on the screen. To leave the slide show at any time during the presentation, press the ESC button on the keyboard.

Once you are finished, save your file. Top menu: File → Save as. You should give it a name that contains your own name (e.g. BettinaKaiser_ExhibitionMay08).

Saving for Presentation

Save the final file as a **Slide Show for Presentation**.

FILE → SAVE AS → then select in bottom drop-down menu PowerPointShow.

Save this file to the desktop, so you can access it easily when you want do your presentation. (It will have the extension: .pps)

This file will open the presentation in full screen mode for presenting your show to your audience.

6. Presenting your Work to an Audience



To present your slide show to an audience, you will need to set up the laptop and the projector together.

Setting up the projector

The projector comes with 2 cables [in front bag].

- Connect the laptop computer to the projector using the **cable with the two blue multi-pin** ends the laptop computer and the projector and tighten the screws



- Connect the projector to power using the **power cable**
- You can also connect the projector to the computer using a USB cable to enable the use of the remote control (tip: check batteries before your presentation).



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Remove the lens cap

Turn on the **power button on the projector** (so it changes its light to blue – you will also hear a signal)

Now turn the **laptop computer ON**.

Adjust the position of the projection, **focus and zoom**.

Click onto the Members button and find your slide show presentation (e.g. BettinaKaiser_ExhibitionMay08.pps).

Now run your slide show presentation.

Turning the Projector off

To turn off the projector, press the power button twice (you will hear a signal)

Do not remove the power cord until the projector fan shut down.
(This might take a couple of minutes)

**ENJOY!
AND GOOD LUCK WITH YOUR PRESENTATION.**