**Stroupe**

**Screen Shot to Photoshop to Moodle**

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| **1**. View on the screen of a Mac something you want to capture visually (a web page containing an image, a YouTube video paused, etc.). |

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| **2.** Take a screen shot of the portion of the screen you want to capture and save in an image. | |
|  | **A**. Hit simultaneously: Command+Control+Shift+4. *Your cursor should change into a crosshairs icon with small numbers beside it.*  **B**. Drag your cursor diagonally to select a portion of the screen to capture.  **C**. When you release your mouse button after dragging, the pixels of your screen shot will be saved to the Mac’s clipboard, and the cursor will return to normal. |

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| **3.** In Photoshop, open a new document and paste into it the captured image from the Mac’s clipboard. | |
|  | **A**. From Photoshop’s main menu at the top, choose File > New  B. In the “New” window, click “OK”  C. Hit Control+v to paste the pixels from the Mac’s clipboard into the document. |

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| **4.** Resize the image as needed. | |
|  | **A**. From Photoshop’s main menu, choose Image > Image Size  B. In the “Image Size” window, make sure the “Constrain Proportions” box is checked.  C. Beside the “Width” box, make sure the unit of measure is “pixels”  C. Change the numbers in the “Width” box to the desired number of pixels and the height will adjust automatically. (Alternatively, you can change the “Height” and the width will adjust itself). |

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| **5**. Save an optimized version of the image as a .jpg (or best format) to your USB drive. | |
|  | **A.** From Photoshop’s main menu at the top, choose File > Save for Web…  B. Follow the process (described elsewhere) for saving an optimized version of the image—that is, the best combination of visual quality and small file size.  C. You can close the Photoshop document without saving again unless you want to edit this image further for another purpose. |

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| **6.** In Moodle, upload the file as a visible image in a forum message or Wiki. | |
|  | **A**. In the message window of a Moodle forum, reply, or Wiki, click the “Insert Image” icon at the top of the message screen:    B. In the “Image Properties” window, click “Browser repositories…”    C. In the “File Picker” window, click the “Choose File” button  D. With the Mac Finder window, navigate to where you saved the image you want to upload.  E. Click “Open” at the bottom of the Finder window, which will close.  F. Back in the “File Picker,” choose “Upload this File” and the File Picker will close.  G. Back in the “Image Properties” window, type a brief description of the image, and then click “Save.” The “Image Properties” window will close. |

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| **7.** In the Moodle message window, add any words or other content desired above or below the inserted image before posting the message or saving the Wiki page. | |
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