



Using Graphics Tutorial

Note: This tutorial requires that you have installed *IntelliPics Studio*. Authoring features necessary to complete this tutorial are not available when using *IntelliPics Studio Player*.



Copyright 2002, IntelliTools, Inc.

Copyright Notice

© 2002 IntelliTools, Inc. All rights reserved. The distribution and sale of this software and manual are authorized for the original purchaser only. Unauthorized duplication is a violation of federal copyright law.

Images that appear in *IntelliPics Studio* may not be used in any commercial application without the prior consent of IntelliTools, Inc.

Trademarks and Acknowledgments

IntelliTools, IntelliPics, IntelliKeys, IntelliTalk II, and Overlay Maker, and their respective logos are registered trademarks of IntelliTools, Inc. IntelliMathics, IntelliCritters, IntelliMation, IntelliQuiz, Overlay Printer, and Overlay Sender are trademarks of IntelliTools, Inc.

Adobe and Acrobat Reader are registered trademarks or trademarks of Adobe Systems Incorporated, registered in the United States and/or other countries. Macintosh, QuickTime, and QuickTime logo are registered trademarks or trademarks of Apple Computer, Inc., registered in the U.S.A. and other countries. Windows 95, Windows 98, Windows 2000, and Windows ME are registered trademarks or trademarks of Microsoft Corporation, registered in the U.S.A. and other countries. Other brand and product names mentioned herein are trademarks, registered trademarks, or trade names of their respective holders and are hereby acknowledged.

Some photographic images included with this program are from the CD-ROM, "Picture This... Professional Edition" and are the copyright of Silver Lining Multimedia, Inc. If you would like to obtain more images that can be imported into IntelliTools products, please visit the Silver Lining Multimedia Web site: <http://www.silverliningmm.com>.

Over 90 of the images supplied with *IntelliPics Studio* are Picture Communication Symbols from the Boardmaker software, ©1981–2001 Mayer-Johnson, Inc. and are used with permission. Boardmaker has 3,000+ additional images that can be imported into IntelliTools products. For additional information about Boardmaker images, please visit the Mayer-Johnson Web site: <http://www.mayer-johnson.com>.

Credits

IntelliPics Studio was produced through the collaborative efforts of many staff members at IntelliTools. Design: Arjan Khalsa, Scott Schafer; Project Management: David Robertshaw; Content Development: Suzanne Feit, Arjan Khalsa, Lucinda Ray, Patty Kilroy; Software Engineering: Scott Schafer, Paul Archibald, Fred Ross-Perry; User's Guide: Alan Rhody; Teacher's Guide: Lucinda Ray; Tutorial: Suzanne Feit; Additional Development: Philip Nittenberg, Jeremy Bolan, Linda Finley, Meida Pang, Steve Gensler; Testing: Dale Goetsch, Lisa Carr, Mike Burns, Meida Pang, Chris Finley; Artwork: Patty Kilroy, Chris Santeramo, Michelle Graham, Mary Ann Zapalac, Jeremy Bolan; Support Services: Linda Finley; Packaging: Patty Kilroy; Using Graphics Tutorial: Alan Rhody.

Technical Support

Hours:	8 a.m.– 5 p.m. Pacific Time, Monday through Friday
Phone:	(800) 899-6687 (U.S. and Canada) (707) 773-2000 (local and international)
Fax:	(707) 773-2001
Email:	tech@intellitools.com (for technical information) info@intellitools.com (for general information)
World Wide Web:	http://www.intellitools.com

Important note: To insure that returns are handled correctly and without delays, please call us for a Return Merchandise Authorization (RMA) before returning any item.

Table of Contents

Introduction	2
Beginning the Tutorial	2
Part 1: Working With the Picture Library	
Viewing the Picture Library.....	3
Displaying the Picture Library as a Dialog Box	3
Displaying the Picture Library as a Palette.....	3
Setting Picture Library Palette Display Options.....	4
Pasting a Picture from the Picture Library Palette on a Page.....	4
Pasting a Picture from the Picture Library Dialog Box on a Page	5
Clearing Pictures from a Page	5
Pasting a Picture on a Palette Item, Button, and/or Page Background.....	6
Part 2: Pasting Pictures from the Computer Clipboard	
Copying a Picture and Pasting It on a Page	7
Using Paste in Design Mode	7
Using Paste in Paint Mode	8
Part 3: Inserting and Importing Pictures	
Inserting a Picture From a CD	9
Importing a Picture into a Properties Dialog Box.....	9
Importing a Picture from the <i>IntelliPics Studio</i> CD.....	9
Part 4: Modifying a Picture on a Page	
Setting Picture Properties.....	10
Modifying a Picture Using Transform Tools	11
Part 5: Positioning a Picture on a Page	
Relocating a Picture on a Page	12
Moving a Picture Front and Back	12
Moving a Picture Forward and Backward Using Menus	12
Moving a Picture Forward and Backward Using Dialog Boxes.....	13
Moving a Picture to the Paint Layer.....	13
Fixing a Picture to the Background	13
Copying a Picture to the Background.....	14
Working with Lock.....	14

Introduction

Graphics (or pictures) can be added to various parts of an *IntelliPics Studio* document by:


- Using the program's Picture Library feature
- Using the program's Copy and Paste feature
- Inserting/Importing a picture from your hard drive, from a CD, or from elsewhere, such as the Internet. A large collection of pictures is included on the *IntelliPics Studio* CD. The Picture folder on the CD contains hundreds of photos and drawings in GIF and JPEG format, categorized by subject matter.

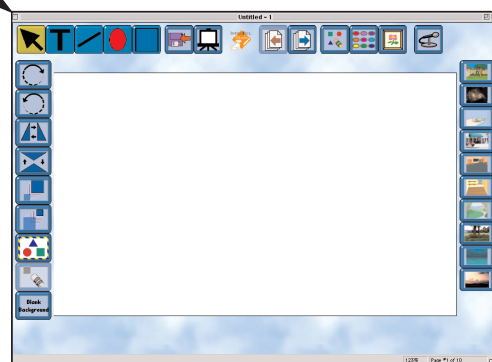
Graphic...	on Page	on Button	on Item
from Picture Library	✓	✓	✓
from Clipboard	✓	✓	✓
from CD	✓	✓	✓

Beginning the Tutorial

1. If it is not open, launch *IntelliPics Studio*. When the program launches, the Home page is displayed.
2. From the Home page, click the Paint and Design button.
3. From the Paint and Design page, click the Basic Design button. An untitled document displays.

The document you see opens in Design mode (rather than Paint mode or Explore mode). It is formatted to aid teachers and students who wish to author activities. Notice that various toolbars and palettes have been included in the document (surrounding the page). You will use many of these tools and items in this tutorial.

 **Note** The illustrations in this tutorial are intended to be similar to what you see on-screen. Some may differ depending on the computer system you are using.



An untitled document

Part 1: Working With the Picture Library

The Picture Library is a readily available and extensive source of pictures for your use. Pasting a picture from the Picture Library places it on the Design layer of a page. A picture placed on a page in this way will have no item properties, item attributes, or sounds associated with it initially—these can be added later.

Viewing the Picture Library

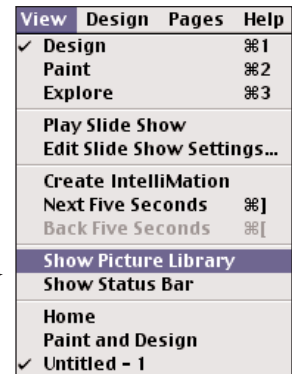
There are two ways to view the Picture Library.

- Open using the Edit menu and view as a dialog box – displays picture names and one selected picture.
- Open using a palette item or the Show Picture Library option in the View menu and view as a palette – displays all pictures as a scrolling palette in the window of the document.

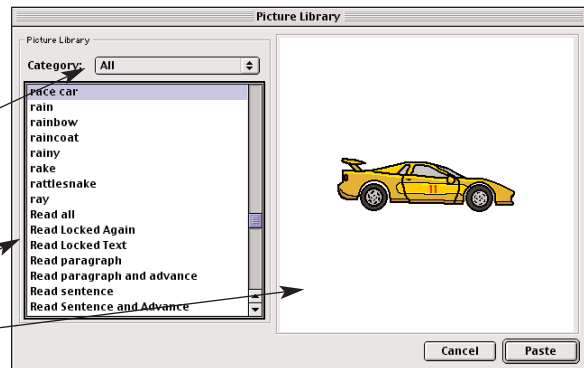
It is useful to explore both methods.

Displaying the Picture Library as a Dialog Box

1. Select Picture Library from the Edit menu. The Picture Library dialog box displays. This dialog box includes:
 - Category drop-down list – displays library categories.
 - Picture Library list box – picture names are listed alphabetically.
 - Picture preview box – displays selected listing.
2. Select a category (e.g., Vehicles) from the Category drop-down list to view one type of picture. Scroll through the listings.
3. Use the scroll bar to scroll through the various picture names. Select a name (e.g., race car). The car picture displays in the picture preview box. Click Cancel.



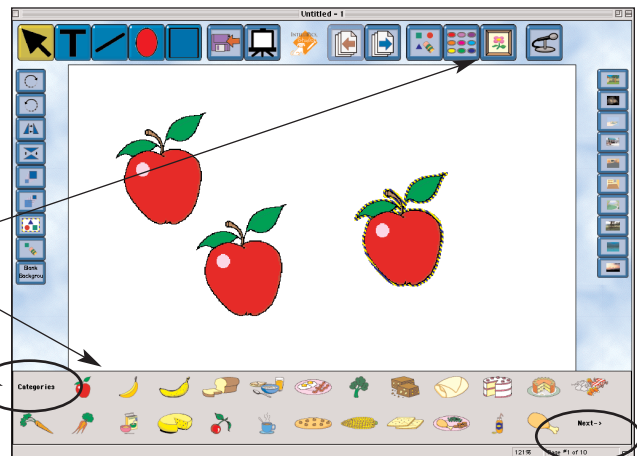
Picture Library



Picture Library dialog box

Displaying the Picture Library as a Palette

1. Select Show Picture Library from the View menu. The Picture Library displays as a palette. (Clicking the Picture Library item above the page will also display the Picture Library as a palette.)
2. Click All Items/Categories to see a word list of categories (if the list is not displayed). Click the Back and Next words to navigate the palette.
3. Click a category to view one type of picture.
4. Deselect (i.e., uncheck) Show Picture Library from the View menu. The palette is removed from view.



Picture Library displayed as a palette

Part 1: Working With the Picture Library

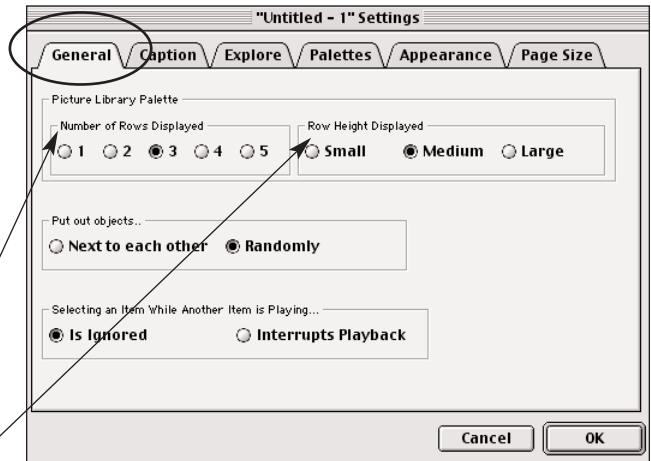
Setting Picture Library Palette Display Options

It is often useful to present a student with visual choices on-screen. It is easy to display the Picture Library as a palette that displays beside the page. You can customize the display to best suit the user.

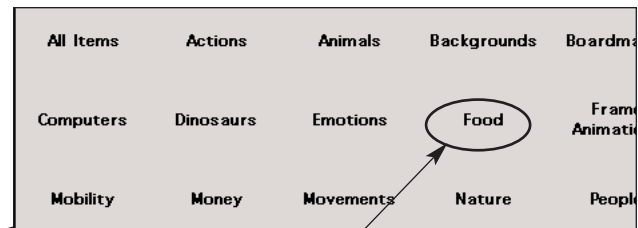
1. Select “[untitled]” Settings from the Options menu. The Settings dialog box displays.
2. Click the General tab to display the General section of the Settings dialog box. This section includes:
 - Number of Rows Displayed (1, 2, 3, 4, or 5) – selecting one of these buttons determines the number of rows in the Picture Library palette.
 - Row Height (small, medium, or large) – selecting one of these buttons determines the height of the rows in the Picture Library palette.
 - Put out objects (Next to each other or Randomly) – selecting one of these buttons determines how pictures are inserted on the page.
3. Make the desired selections (e.g., Number of Rows Displayed: 3, Row Height Displayed: Medium. Put out Objects: Randomly). Click OK.
4. Select Show Picture Library from the View menu. The Picture Library displays as a palette with three rows.
5. Display the General section of the Settings dialog box again (see steps 1 and 2).
6. Change the Number of Rows Displayed to 2. Click OK.
7. Click the Picture Library item. The Picture Library displays as a palette with two rows.

Pasting a Picture from the Picture Library Palette on a Page

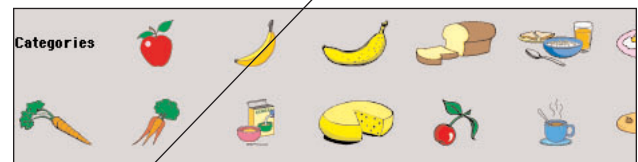
1. Find and click the category Food on the Picture Library palette to display food pictures.
2. Click the apple picture. It inserts on the page. Click the picture of an apple two more times.
3. Select and delete (using the Delete key on your keyboard) all pictures on the page.
4. Deselect (i.e., uncheck) Show Picture Library from the View menu. The palette is removed.



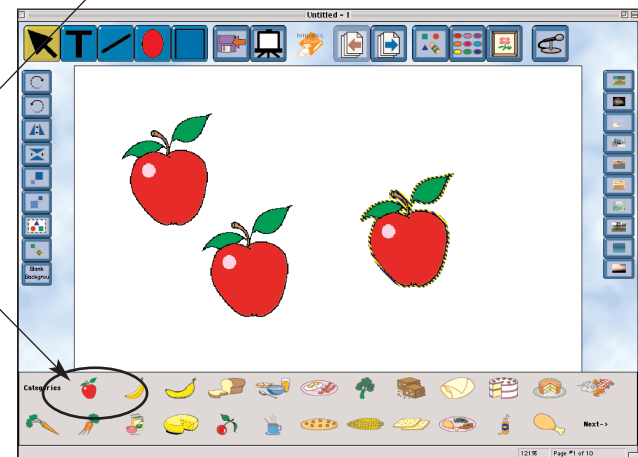
General section of the Settings dialog box



Picture Library Palette with three rows



Picture Library Palette with two rows

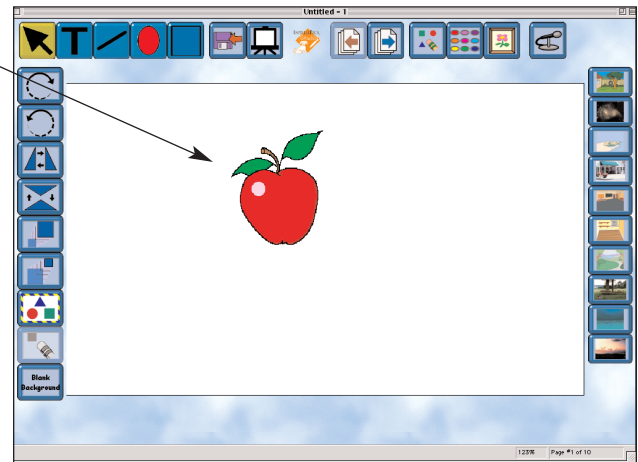
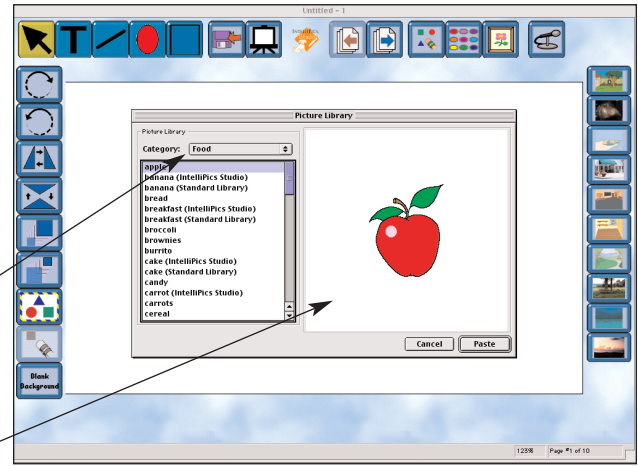


Part 1: Working With the Picture Library

Pasting a Picture from the Picture Library Dialog Box on a Page

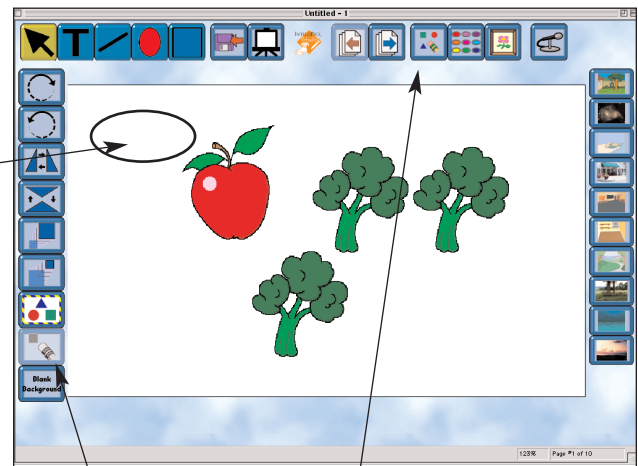
Some users may prefer to select pictures from a categorized alphabetical list displayed in a dialog box.

1. Select Design from the View menu if it is not selected.
2. Select Picture Library from the Edit menu. The Picture Library dialog box displays.
3. Make a selection from the Category drop-down list box (e.g., Food). Pictures from this category are listed in the Picture Library list box.
4. Select one of the picture name listings (e.g., apple). The picture appears in the preview box.
5. Click Paste. The selected picture is pasted on the page in an unlocked state—it can be repositioned.
6. Drag the apple toward the center of the page.
7. Lock the picture in place by selecting Lock (so a check mark shows) from the Design menu.
8. Try repositioning the picture—it will not move.



Clearing Pictures from a Page

1. Select Picture Library from the Edit menu. The Picture Library dialog box displays.
2. Make a selection from the Category drop-down list box (e.g., Food).
3. Select one of the food listings (e.g., broccoli). The picture appears in the preview box.
4. Click Paste. The selected picture is pasted on the page. Repeat steps 1–4 two more times.
5. Click the page's (white) background to deselect the last inserted picture—an action you might typically do in a real-world authoring situation.
6. Click a broccoli picture to select it.
7. Click the Clear palette item or select Clear from the Edit menu. The selected picture is deleted.
8. Click the Erase All palette item (or click Select All then click Clear) The two remaining broccoli pictures are deleted from the page.



Clear



Erase All



Select All

Note that the apple picture remains on the page since locked objects cannot be cleared or erased.

Part 1: Working With the Picture Library

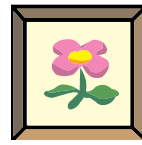
Pasting a Picture on a Palette Item, Button, and/or Page Background

Besides appearing as a palette item on the page, the Picture Library icon is included in a row of buttons that are included in the:

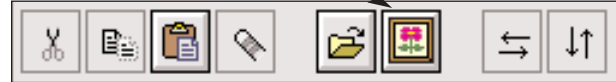
- Picture section of the Edit Item dialog box
- Picture section of the Properties of Button dialog box
- Background Picture section of the Page Properties dialog box

Clicking the Picture Library button displays the Picture Library dialog box. Any selection listed in the Picture Library can be pasted into the picture preview area of a Properties dialog box. Once a picture is in the preview area, it can be added to a palette item, a button, or a page background. The following procedure describes how to paste a selection from the Picture Library into the Page Properties dialog box so it can be a page background:

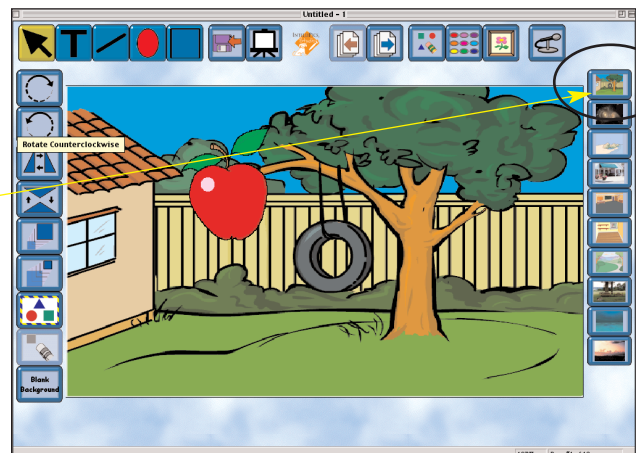
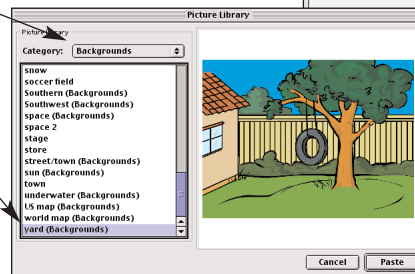
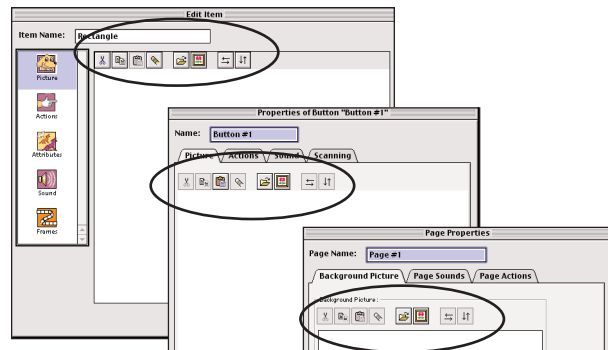
1. Select Page Properties from the Pages Menu.
2. Click the Background Picture tab.
3. Locate the Picture Library button and click it.
4. Select the picture category Backgrounds.
5. Scroll through the alphabetical listings and click various selections to see the variety of backgrounds available. Select yard and click Paste. The selection appears in the Page Properties dialog box's picture preview area.
6. Click the Flip Horizontally and Flip Vertically buttons (to the right of the Picture Library button) to demonstrate these features. Click Stretch, Center and Tile to demonstrate these options. Return the picture to its original state.
7. Click OK to close the Page Properties dialog box. The selected background displays on the page behind the apple.
8. Notice that to the right of the page in the current Basic Design document there is a column of picture items. These pre-designed items insert page backgrounds in one step. Click each item, bottom to top, ending with Backyard.
9. Save your work.



Picture Library



Picture related buttons in the Edit Items, Properties of Button, and Page Properties dialog box



Part 2: Pasting Pictures from the Computer Clipboard



The following section of the tutorial requires that the reader has a basic knowledge of Windows or Macintosh Cut, Copy, Paste and clipboard features and standard computer navigation techniques.

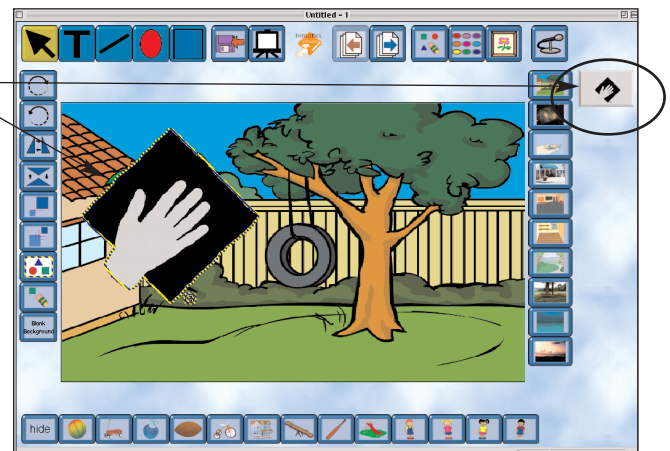
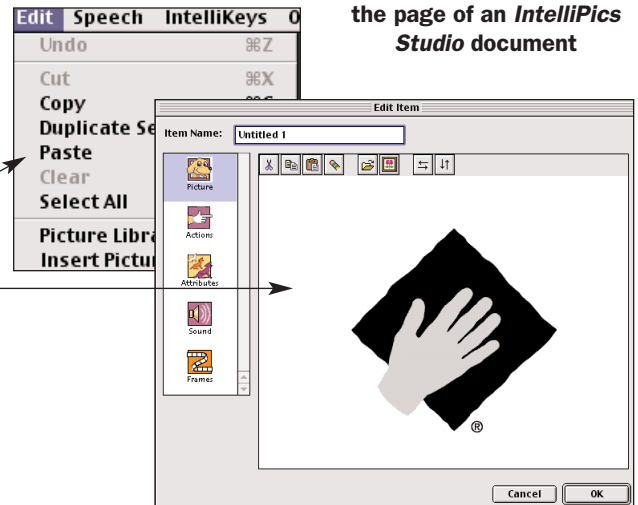
Copying a Picture and Pasting It On a Page

You can use your computer's built-in clipboard feature to copy and paste pictures into any page in an *IntelliPics Studio* document. Once you copy a picture to your clipboard, the program will paste the picture on a page in two different ways, depending on which of the program's authoring modes you are in.

Using Paste in Design Mode

1. Select Design from the View menu.
2. Switch from *IntelliPics Studio* to the program containing a picture you want to copy (e.g., Word, Internet Explorer, *IntelliMathics*®, etc.).
3. Navigate to and select the picture that you want to copy (e.g., a company logo from a letterhead).
4. Select Copy from the Edit menu of the program you are using. The picture will be copied onto the computer's clipboard.
5. Switch back to *IntelliPics Studio*.
6. Select Paste from the Edit menu. An Edit Item dialog box displays with the previously copied picture in the picture preview area. The Edit Item dialog box displays because the picture on the clipboard has been transformed into an untitled palette item automatically.
7. (Optional) Name the item using a word that best identifies the picture.
8. Click OK. The Edit Item dialog box closes and the picture inserts on the page. Simultaneously, a new palette named Stamp displays (to the right of the page). The new picture item appears on the Stamp palette item automatically. All pictures pasted from the clipboard are transformed into items that are also added to the Stamp palette. (You can hide or remove the Stamp palette by selecting options from the Create menu.)
9. Click the newly created palette item three times.
10. To delete an inserted picture, select the picture and click Clear. Delete all newly inserted pictures.

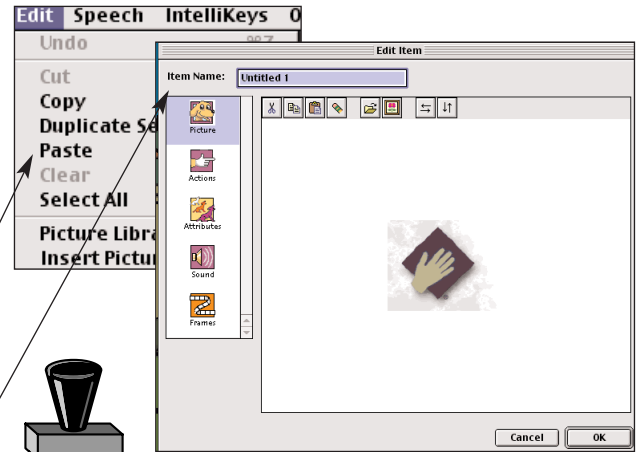
Pasting a logo from a word processing document on the page of an *IntelliPics Studio* document



Part 2: Pasting Pictures from the Computer Clipboard

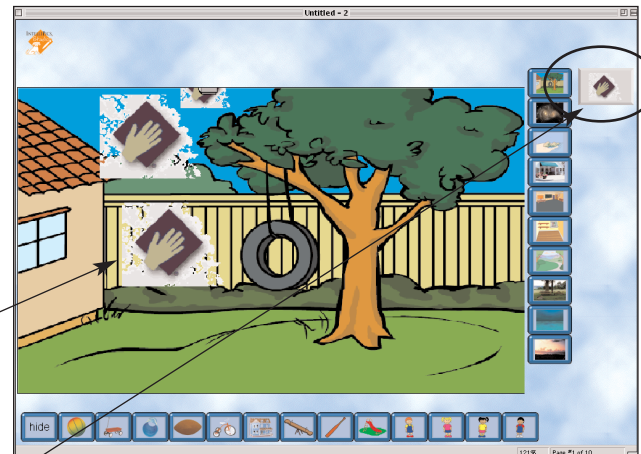
Using Paste in Paint Mode

1. Select Paint from the View menu. Notice that the apple picture disappears because you are viewing the Paint layer of the page (the background).
 2. Switch from *IntelliPics Studio* to the program containing a picture you want to copy (e.g., Word, Internet Explorer, *IntelliMathics*, etc.).
 3. Navigate to and select the picture that you want to copy (e.g., a company logo from a letterhead, a school logo from a Web site, a graphic from another IntelliTools program, etc.).
 4. Select Copy from the Edit menu of the program you are using. The picture will be copied onto the computer's clipboard.
 5. Switch back to *IntelliPics Studio*.
 6. Select Paste from the Edit menu. An Edit Item dialog box displays with the previously copied picture in the picture preview area. The Edit Item dialog box displays because the picture on the clipboard has been transformed into an untitled palette item automatically.
 7. (Optional) Name the item using a word that best identifies the picture.
 8. Click OK. The Edit Item dialog box closes and a Stamp tool with the picture attached inserts on the page.
 9. Click the Stamp tool several times to stamp the picture on the page where the apple was positioned. Dragging a Stamp will produce numerous overlapping images. (Caution: You cannot delete a stamped picture.)
- A palette named Stamp also displays to the right of the page. The new picture item appears on the Stamp palette item automatically. Click this palette item each time you want to insert the Stamp tool with the previously copied picture. (You can hide or remove the Stamp palette by selecting options from the Create menu.)
10. Select Design from the View menu. Notice that the apple shows in front of the stamped pictures. This is because pictures are stamped on the Paint layer (i.e., the background layer).
 11. Click Next Page.

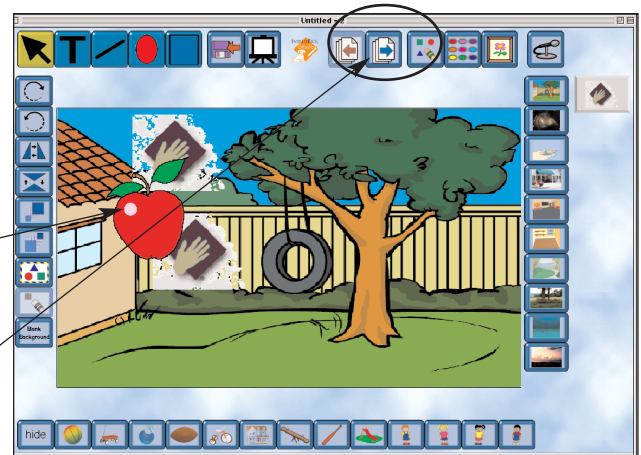


Stamp

Edit Item dialog box



Paint layer (above), Design layer (below)



Part 3: Inserting and Importing Pictures



The following tutorial requires that the reader has a basic knowledge of Windows or Macintosh standard computer navigation techniques.

IntelliPics Studio includes an Insert Picture option that allows users to navigate to a picture located on the user's hard drive, a CD, the Internet, etc.

Inserting a Picture From a CD

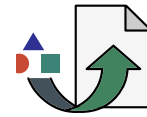
1. Select Design from the View menu.
2. Select Insert Picture from the Edit menu. A navigation dialog box displays.
3. Insert a CD that contains picture files. You can import the following common file formats: GIF, JPG/JPEG, DIB, BMP, PICT, and WMF.
For this tutorial, insert the *IntelliPics Studio* CD, as it includes hundreds of useful picture files.
4. Open the CD and navigate to the Pictures folder. Open the People sub-folder and select bicyclist.GIF
5. Click Open. The navigation dialog box closes and the selected picture displays on the page.

Importing a Picture into a Properties Dialog Box

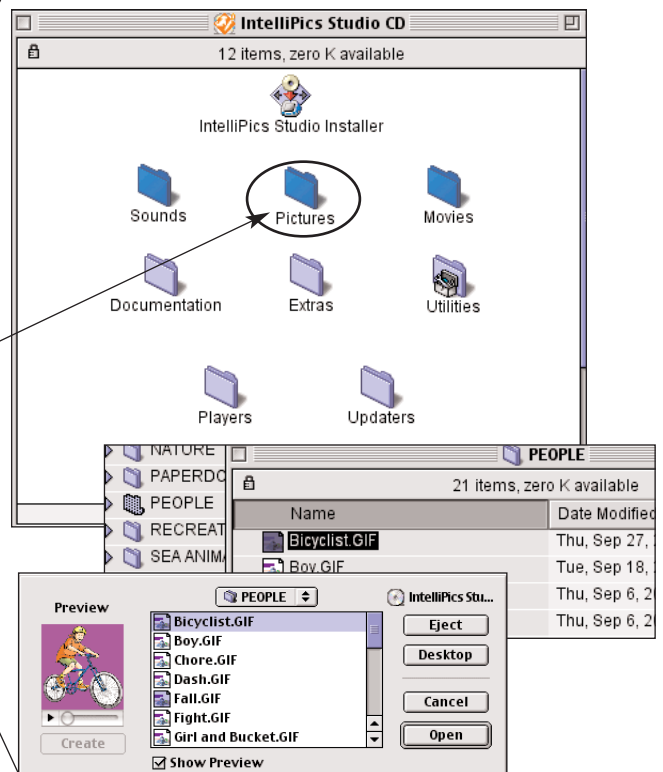
The Import icon is included in a row of buttons that appear in the Picture section of the Edit Item and the Properties of Button dialog boxes, and the Background Picture section of the Page Properties dialog box. Use the Import feature to add a picture to a palette item, a button, or to make a Background.

Importing a Picture from the *IntelliPics Studio* CD

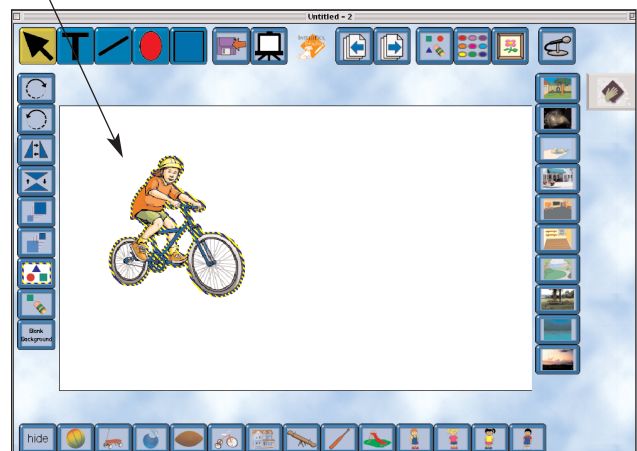
1. Insert the *IntelliPics Studio* CD in your CD-ROM drive.
2. Select Page Properties from the Pages menu and Click the Background tab.
3. Click the Import button (the opening folder icon).
4. Open the CD and find the Pictures folder. Navigate to, and open the Background sub-folder. Open the Photos sub-folder within it.
5. Select and open the Road1.jpg picture.
6. Click OK. The selected background picture will be imported into the page.



The Insert Picture Tool displays in some predefined documents



Locating a picture on a CD (Macintosh)



Part 4: Modifying a Picture on a Page

Setting Picture Properties

It is useful to become familiar with this Properties dialog box, as it contains incremental positioning controls, scanning options, and other useful settings.

1. Select a picture on the Design layer of a page (e.g., the bicyclist).
 2. Select Properties from the Design menu. The Properties of Picture “bicyclist” dialog box displays.
 3. Review the following options and make the desired selections (but do not Lock the picture, as you will resize it later in the tutorial).
- Name text box – Enter a picture name here (not necessary to do at this time).
 - Edit Item button – Click to display the Edit Item dialog box. (View the dialog box but do not make changes at this time.)
 - Settings tab – Click to display these settings:

Design Layer – Enter a lesser value to move the selected picture towards the back or enter a greater value to move the selected picture towards the front.

Rotation Angle (degrees) – Enter a positive number to move the selected picture clockwise. Enter a negative number to move the selected picture counterclockwise.

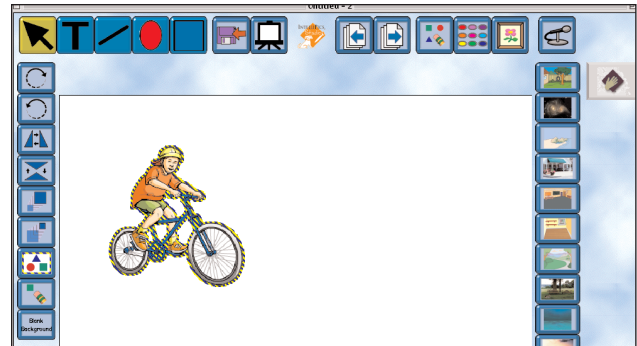
Horizontal Scaling (percent) – Enter a number less than 100 to decrease the width of the selection. Enter a number more than 100 to increase the width of the selection.

Vertical Scaling (percent) – Enter a number less than 100 to decrease the height of the selection. Enter a number more than 100 to increase the height of the selection.

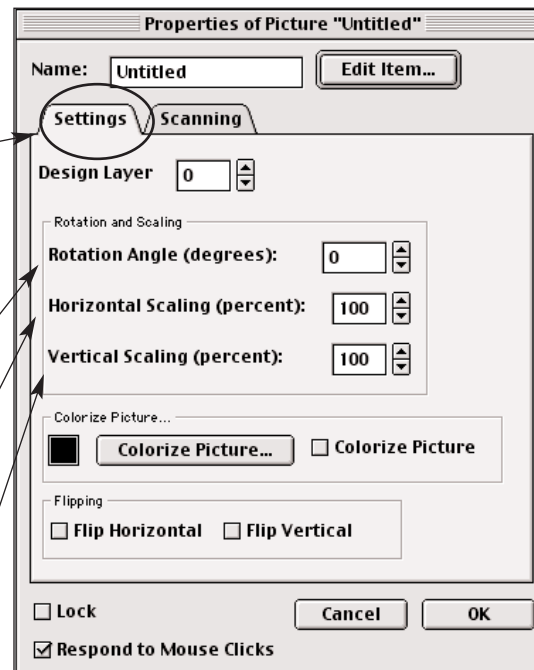
Colorize Picture preview box – displays the selected picture color.

Colorize Picture button – Click to open the Pick Color dialog box. Pick a color from the Standard Colors drop-down list or click Other.... to open a dialog box with more color choices.

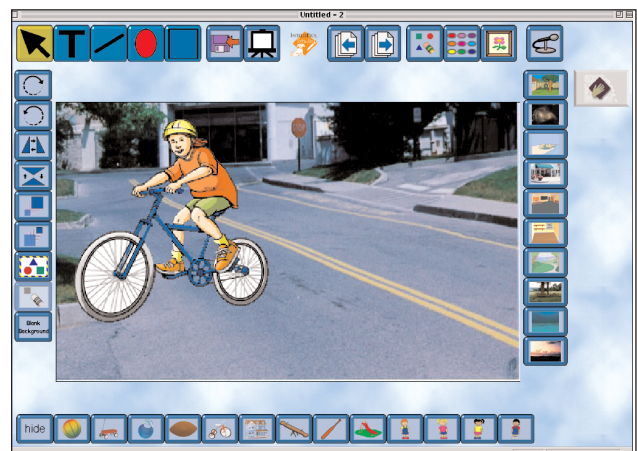
Colorize Picture check box – if checked, the selected picture will fill with the color displayed in the Colorize Picture preview box.



Picture on page (original size and orientation)



Settings section of Properties of Picture dialog box



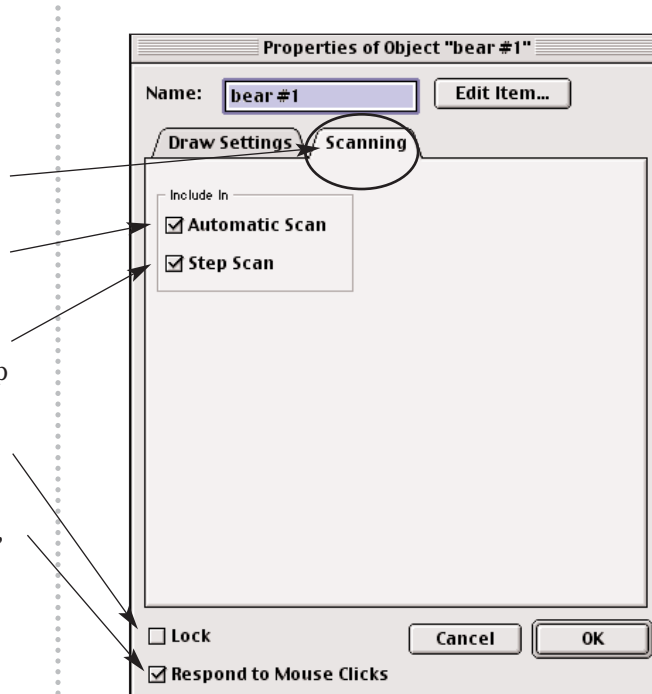
Picture flipped and resized

Part 4: Modifying a Picture on a Page

Flip Horizontal check box – if checked, the selection will flip along a vertical axis.

Flip Vertical check box – if checked, the selection will flip along a horizontal axis.

- Scanning tab – Click to display these settings:
 - Automatic Scan check box – if checked, the selected picture will be included during an automatic scan.
 - Step Scan check box – if checked, the selected picture will be included during a step scan.
 - Lock check box – if checked, selected picture cannot be resized or repositioned.
 - Respond to Mouse Clicks check box – if checked, the selected picture will remain selectable and will be included in a scan.
4. Click OK. The Properties dialog box closes. The modified (bicyclist) picture displays.
 5. Open the Properties dialog box again and make more changes to the picture or return it to its original state. Click OK.

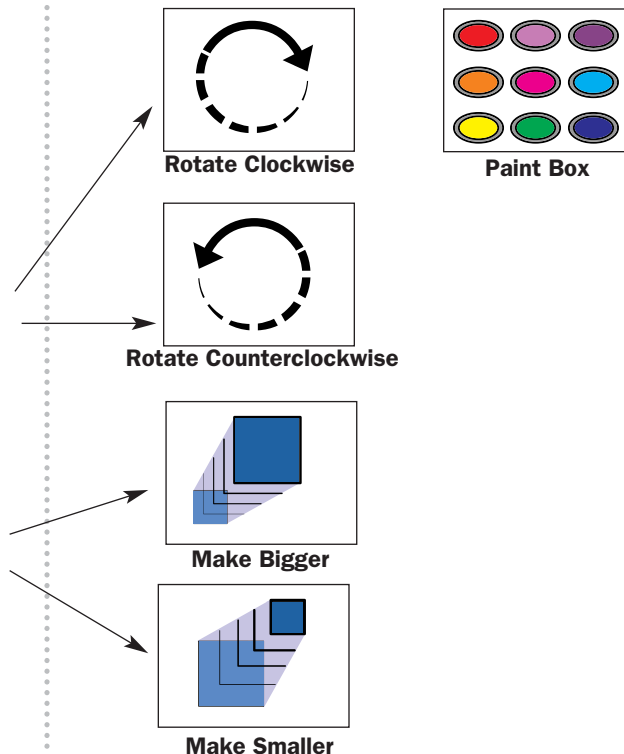


Scanning section of Properties of Picture dialog box

Modifying a Picture Using Transform Tools

Unlocked pictures on a page can also be rotated, flipped, and resized using the tools on the Transform Tools palette. This palette is to the left of the page.

1. Select the bicyclist picture.
2. Click the Rotate Clockwise Tool in the Transform Tools palette several times. Then the Rotate Counterclockwise the same amount of times.
3. Click the Flip Horizontally Tool in the Transform Tools palette twice. Then click the Flip Vertically Tool twice.
4. Click the Make Bigger Tool in the Transform Tools palette several times. Then click the Make Smaller the same amount of times.
5. Click the Wagon palette item to insert a wagon picture on the page.
6. (Optional) Click the Paint Box palette item (located above the page). A palette of colors displays below the page. The Wagon is still selected. Change the wagon's color by clicking choices in the Paint Box palette. Color the wagon red. Click Hide on the Paint Box palette.



Part 5: Positioning a Picture on a Page

Pictures on a page can be repositioned once they are pasted, imported, or inserted on a page. Pictures can also be moved from the Design Layer to the Paint Layer.

Relocating a Picture on a Page

Any unlocked picture on a page can be relocated.

1. Place your cursor on an unlocked picture (e.g., the wagon).
2. Drag the picture to the desired place on the page.

Moving a Picture Front and Back

Sometimes it is useful to have pictures on a page overlap, travel beneath each other, and/or travel over each other. For instance, you might create a scene that includes an animal hiding behind a rock, presents in a box, or create an animation that includes a bird flying between trees.

The Design layer is analogous to a stack of transparent sheets positioned over the Paint layer. You can move a picture on the Design layer toward the front (the foreground) or toward the back (the background).

Moving a Picture Forward and Backward Using Menus

1. Click the Ball item to insert it on the page.
2. Drag the ball, the wagon and the bicyclist pictures together so they overlap a bit.
3. Select the picture you want to move to the front or back (e.g., the wagon).
4. Select one of the following menu options from the Design menu:
 - Send to Back – moves selected picture to the rear Design layer.
 - Send Backward – moves selected picture back one layer.
 - Bring Forward – moves selected picture forward one layer.
 - Bring to Front – moves selected picture to the front Design layer.
5. Try moving all three pictures front and back using these Design menu options.



Pictures repositioned on a page.
Note that the pictures in the two lower figures overlap differently, as they are on different layers.

Part 5: Positioning a Picture on a Page

Moving a Picture Forward and Backward Using Dialog Boxes

1. Select a picture on a page.
2. Select Properties from the Design menu. The Properties of Picture “[insert picture name]” dialog box displays.
3. Click the Settings tab to display the Picture Settings section of this dialog box.
4. Change the setting displayed in the Design Layer box. A decreased value or negative number moves the picture back; an increased value or positive number moves the picture forward.
5. Click OK.
6. Set all the pictures on the page to Design Layer 0.
7. Separate the pictures by repositioning them.

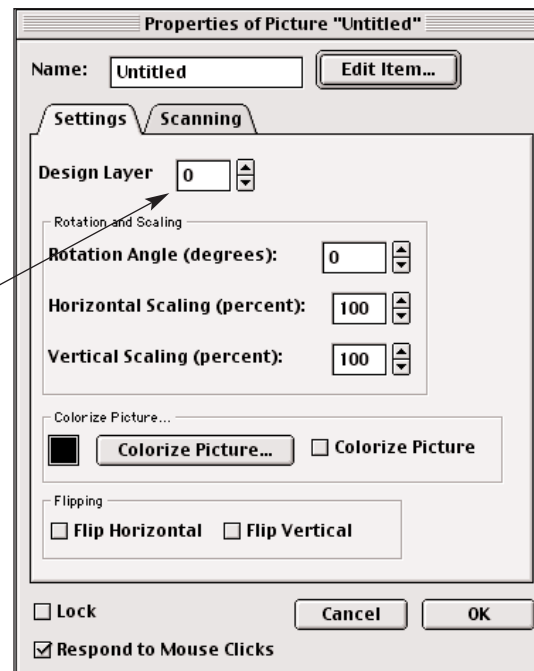
Moving a Picture to the Paint Layer

Pictures are initially placed on the Design Layer of a page. You can move a picture to the Paint Layer, making it part of the background image (i.e., fix it to the background). The picture loses its properties and can no longer be selected, modified, or manipulated.

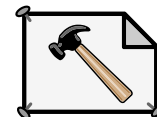
You might choose this option if you need to add a customized picture to a background scene on a page in an activity. For instance, you could paste a picture of a building on the Design layer of the page, change its size (using picture property settings), and then fix it to the background to make it a “permanent” part of the page content. Once something is fixed to the background (i.e., the Paint layer) the only way to remove it is to switch to Paint mode and erase it (or erase the entire page).

Fixing a Picture to the Background

1. Select the picture that you want to add to the background (e.g., the wagon).
2. Select Fix to Background from the Design menu or click the Fix to Background tool if it is displayed. The selected picture will move to the Paint layer.
3. Try and reposition the wagon—you can't.



Settings section of Properties of Picture dialog box



The Fix to Background Tool is displayed on some pre-designed documents

Part 5: Positioning a Picture on a Page

Copying A Picture to the Background

You can copy a picture from the Design layer to the Paint Layer, making the copy the background image (i.e., copy to the background).

The picture copied to the background loses its properties and can no longer be modified or manipulated. The original picture remains on the Design layer and will mask the copy underneath it until the original picture is repositioned or deleted.

You might choose the Copy to Background feature if you need to use Design tools to build an entire background scene on a page's Paint layer. For instance, you could paste numerous pictures on the Design layer, modify them using picture property settings, then copy the entire scene to the background to make it a "permanent" part of the Paint layer. You might then delete all the pictures on the Design layer (the original composition). Once a scene is fixed to the background the only way to remove it is to switch to Paint mode and erase it (or erase the entire page).

1. Select the picture you want to copy to the Paint layer (e.g., the ball).
2. Select Copy to Background from the Design menu or click the Copy to Background tool.
3. The copy of the ball picture that moved to the Paint layer is hidden beneath the original ball picture on the Design layer. Drag the "top" ball so it doesn't overlap the background.

The difference between Copy to Background and Fix to Background is that the former command leaves the original on the Design layer (and sends a copy back).

Working with Lock

Locked pictures cannot be resized or repositioned.

1. Select the bicyclist.
2. Select Lock from the Design menu.
3. Note that you can't reposition or resize the picture since it is locked.

Congratulations

Congratulations! You have learned many ways to use graphics. Be sure to check the IntelliTools Web site, www.intellitools.com, for more ideas and activities related to using *IntelliPics Studio*.

