



# Karlen Communications

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Adding Images to Training Material

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## Introduction

Whether you are working with students with or without disabilities it is important to include some images of computer or screen based activities in the training material you develop.

Adding Alt Text and captions to images is key to the accessibility of your training material as is the use of contextual links and footnotes or endnotes to show the entire web addresses. This level of accessibility is documented in my books on logical document structure and general document accessibility. For more information on the books available or workshops for your organization visit the Karlen Communications web site or contact me directly. The contact information is on the cover page of this document.

The purpose of this document is to provide an overview of the tools you have on the Windows based computer system that let you create images from the computer screen for your training material.

These tools include:

- The Print Screen button on your keyboard.
- The Vista or Windows 7 operating system Snipping Tool.
- The Screen Clipping Tool in Microsoft OneNote if you don't have Vista or Windows 7.
- The Paint program to save your images in PNG format.

Keep in mind that copying images directly into documents increases the file size substantially. It also means that you don't have an archive of images to work with. Trying to remember what document you copied an image into gets tiring. ☺

## Creating Pictures with Print Screen

A tool that has been around as long as we've had keyboards is the Print Screen key on the keyboard. Typically it is located with the Scroll Lock and Pause buttons and this group of three keys is usually set aside from other groups of keys on the keyboard.

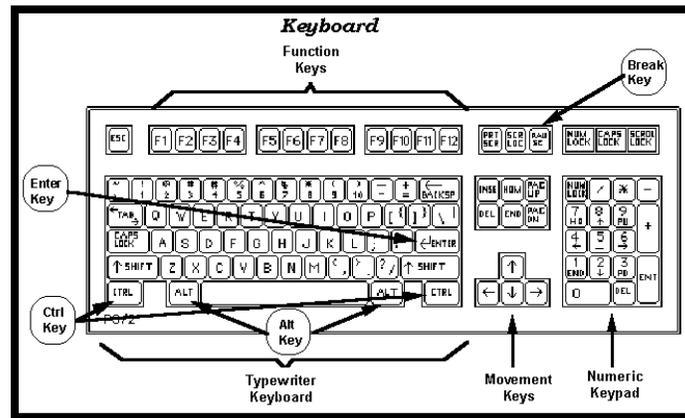


Figure 1 Diagram of a standard keyboard.

The preceding image is from the [Web by Design Introduction to Windows 95 web page](#)<sup>1</sup>.

In figure 1 the Print Screen key is in the group of three keys just above the "six pack" that has the Insert, Delete, Home, End, Page Up and Page Down keys. It is the key on the left of the group of three.

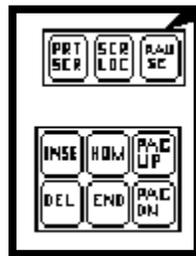


Figure 2 Close up of the Print Screen key.

The preceding image was taken from the [diagram of the keyboard on the Web by Design Introduction to Windows 95 web page](#)<sup>2</sup>.

If you press the Print Screen key on its own you will put an image of the application that is open on the Windows Clipboard. You can then copy it to other places such as a Word document or Paint.

<sup>1</sup> Web by Design Introduction to Windows 95 web page:  
[http://www.iupui.edu/~webtrain/tutorials/win\\_95\\_intro.html](http://www.iupui.edu/~webtrain/tutorials/win_95_intro.html)

<sup>2</sup> Web by Design Introduction to Windows 95 web page:  
[http://www.iupui.edu/~webtrain/tutorials/win\\_95\\_intro.html](http://www.iupui.edu/~webtrain/tutorials/win_95_intro.html)

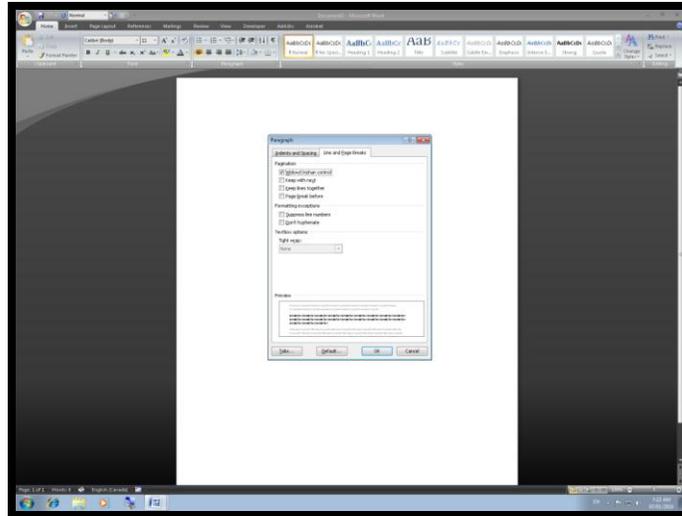


Figure 3 Image of Word with the Paragraph dialog open.

If you press Alt + Print Screen you will put an image of the element with focus on the Windows Clipboard. For the following image I ensured that the Paragraph dialog had focus. You can then copy it to Paint.

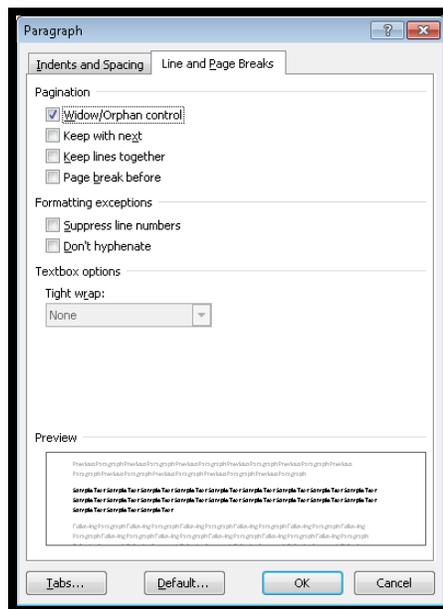


Figure 4 Paragraph dialog on its own.

The Print Screen key lets you take elements of the computer screen and use them as images in your training material. The Snipping Tool and Screen Clippings Tool let you take pieces of the computer screen to create close-up views of elements of the screen or application.

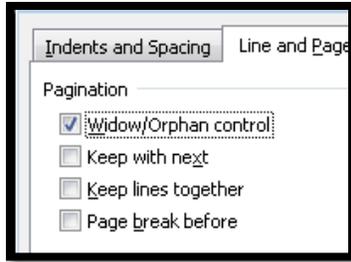


Figure 5 Close-up of the first options in the Line and Page Break tab of the Paragraph dialog.

Let's look at how to do this. Once we understand how to get the images we will look at creating image files in Paint and then adding Alt text and captions to images in Word or Office documents..

## Creating Pictures with the Snipping Tool and Screen Clippings

There are two “built-in” tools that can be used to create a single image from a group of objects or images. One is found in the Windows Vista or Windows 7 operating system [not in the Home Basic version], and the other is found in Microsoft OneNote (both 2003 and 2007). OneNote 2003 is a standalone program and OneNote 2007 is included with the Microsoft Home/Student version of Microsoft Office.

This topic provides the steps for using both. Both of these tools are mouse dependent activities.

### Windows Vista and Windows 7 Snipping Tool

This is a great tool for taking parts or "snips" of what is on the screen.

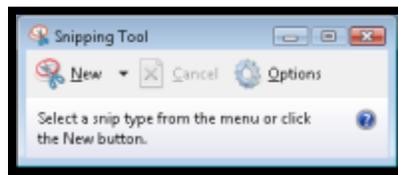
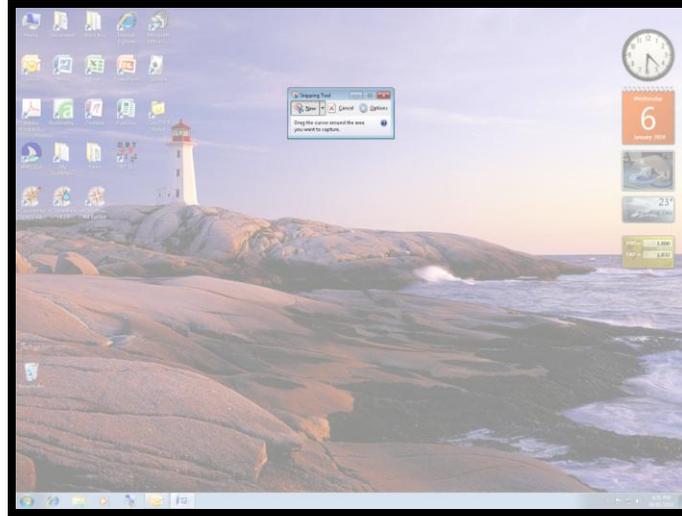


Figure 6 Snipping Tool Window.

You might want to put this item in the Taskbar, Start Menu list of programs or on the Desktop as an icon so it is easy to find.

To launch the Windows Snipping Tool:

1. Press Windows key to open the start Menu.
2. In the Start Menu Search edit box, type Snipping Tool.
3. The Snipping Tool should be the first item found.
4. Press Enter on it to launch it.
5. When the Snipping Tool launches, the desktop screen “dims” and you are ready to use the mouse to outline the part of the screen you want to use as an image.

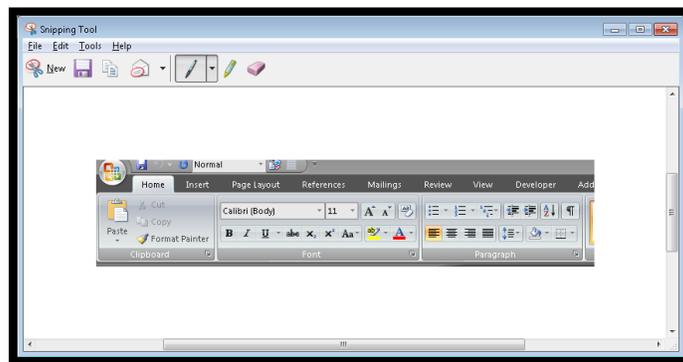


**Figure 7 Computer screen with Snipping Tool active.**

6. Hold down the left mouse button and drag the mouse diagonally across the screen over the part of the screen you want to use as an image.
7. Once you select the area of the screen you want to create the image from and let go of the mouse button, the Snipping Tool window opens and the “snip” is displayed.
8. Use File, Save As to save the image as a PNG file.

You can press the Escape key To exit Snipping Tool mode but the snipping Tool will still be on your screen. Press Alt + F4 to close it in the same way you would any other application.

The Snipping Tool uses the Windows Clipboard to display and copy content to.



**Figure 8 Snipping Tool Window with snip of Word Ribbon.**

While the image is in the Snipping Tool window, you can add information to it. Unlike laying arrows or circles on images as other objects or layers, when the modified image is saved the additional information is part of the image as shown in the following image.

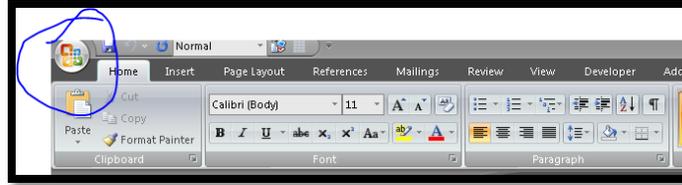


Figure 9 Screen snipping with Office Button circled.

The preceding image shows the Word Ribbons with the Office button circled in blue. This came from the Snipping Tool. With practice, these types of additions will be less awkward looking. You can also do this on a tablet computer with a pen instead of a desktop computer with a mouse...or add a tablet style pen to your desktop computer for working with images.

There are options for the Snipping Tool. Almost all of them are selected by default. The exception is to hide the text instructions for the Snipping Tool.

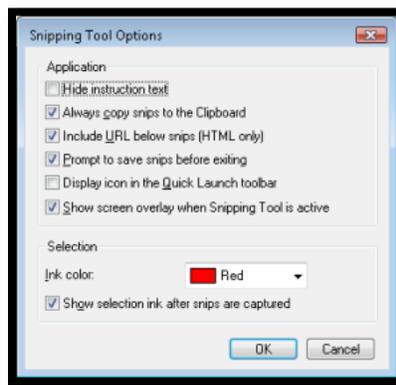


Figure 10 Snipping Tool options.

The colour of the outline of the “snip” can also be changed from red to one of the other colours in the palette.

By using the Snipping Tool to create a single image from grouped objects, the individual pieces of the grouped object will not be identified as images with no Alt Text when the document is converted to tagged PDF or when someone using a screen reader comes across them in your document and you will not have to add Alt Text to every piece of the set of grouped objects. Nor will you have to arrange the grouped objects into a logical Tab Order. You will just have to add one piece of Alt Text to the single image.

## OneNote Screen Clippings

Microsoft OneNote is a free form writing tool that has many interesting applications for both academic and business environments. One of the most useful tools within OneNote is the ability to create “screen clippings” from any content on the screen. In this example, four pictures were added to a PowerPoint slide and the OneNote screen Clipping tool was used to create one single image.



Figure 11 Single image taken from PowerPoint slide using OneNote Screen Clipping.

The first thing to do once you launch Microsoft OneNote is to go to Tools, Options and the “Other” category. Make sure that the option to place the OneNote icon in the taskbar is checked. This will let you create images of the screen as you need them without having to launch OneNote.

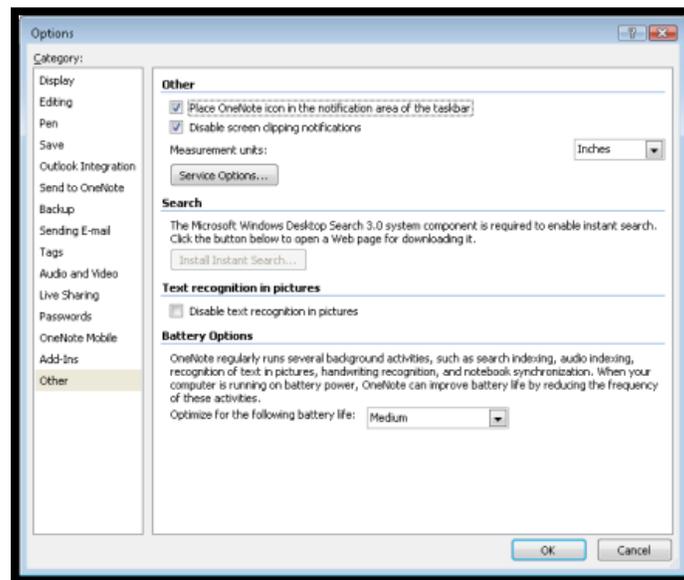


Figure 12 OneNote options for System Tray.

To use the OneNote screen clipping tool:

1. Press Windows key + S or click the OneNote icon in the System Tray.
2. The screen “dims.”
3. Use the mouse to select an area of the screen by holding down the left mouse button and dragging diagonally until you have the content you want selected.
4. When the mouse button is released, OneNote opens and the screen clipping is on its own “Side Note.”
5. Select the screen clipping (not the associated text).
6. Right mouse click on the plus sign to the left of the screen clipping and choose Cut.
7. Switch to your image editing software such as Paint and create a new image.
8. Press Ctrl + V to paste the screen clipping into your imaging software.
9. Save the image in the file format you want.

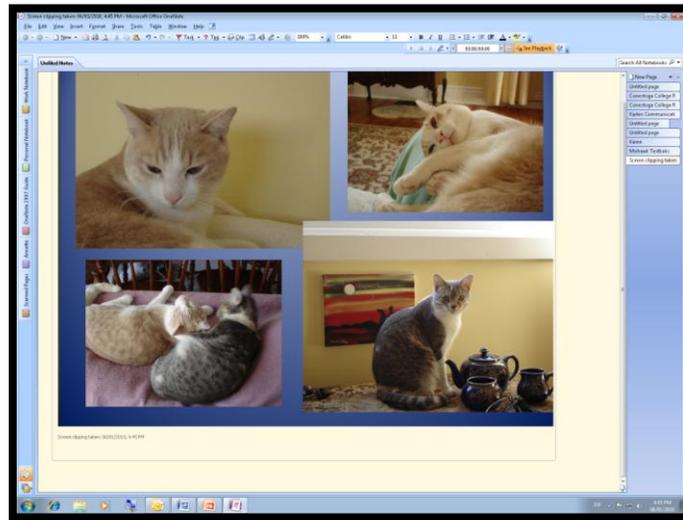


Figure 13 OneNote application Window showing screen clipping.

You can either keep this side note or delete it from the Side Notes area. The fastest way to delete the page is to press Ctrl + Shift + A and then the Delete key.

Your image is on the Windows Clipboard and can be copied directly into Word or Paint or another imaging software program such as Adobe Fireworks or Adobe PhotoShop. The Screen Clipping Tool is just the mechanism for putting it there.

Keep in mind that copying images directly into documents increases the file size substantially. It also means that you don't have an archive of images to work with. Trying to remember what document you copied an image into gets tiring. 😊

## Using Paint to save Images

Whether you are using Print Screen, the Snipping Tool or the Screen Clippings Tool, you can paste the image into Paint and save it as a PNG file and add circles or arrows or other symbols to it.

Paint comes with the Windows operating system.

To launch Paint:

1. Press the Windows key.
2. In the Search edit box type Paint.
3. It should be the first item found.
4. Press Enter to open the Paint Application.

To open Paint on a Windows XP or earlier computer:

1. Press the Windows key.
2. In the Start Menu choose All Programs and press Enter.
3. Choose Accessories and press Enter.
4. Choose Paint and press Enter.

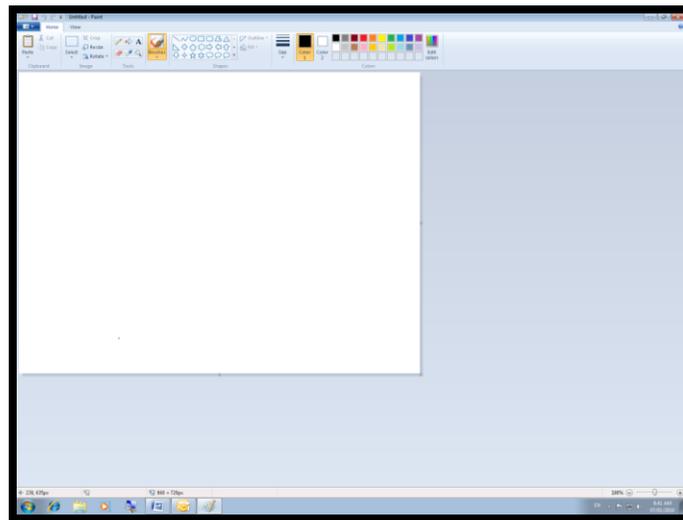


Figure 14 Paint application Window.

The image shows Paint in the Windows 7 environment. Your version might look slightly different but the tools will be the same.

The white area is the canvas and the canvas can extend to the entire document area of the application Window. You will need to keep an eye on the size of the canvas relative to the size of your image. We'll work through this to demonstrate.

If we look at the image of the Word application Window that was used earlier in this document, we can walk through the process of creating a PNG image. You can create a JPG or GIF but PNG is now pretty much the standard for creating images that can be used in both documents on and on web pages.

The first thing I am going to do is press Print Screen to snag the Word application Window. I have a blank document on the screen so that background text/noise doesn't interfere with what I am trying to demonstrate to a student.

I then switch to Paint and paste the image into the Paint "document."

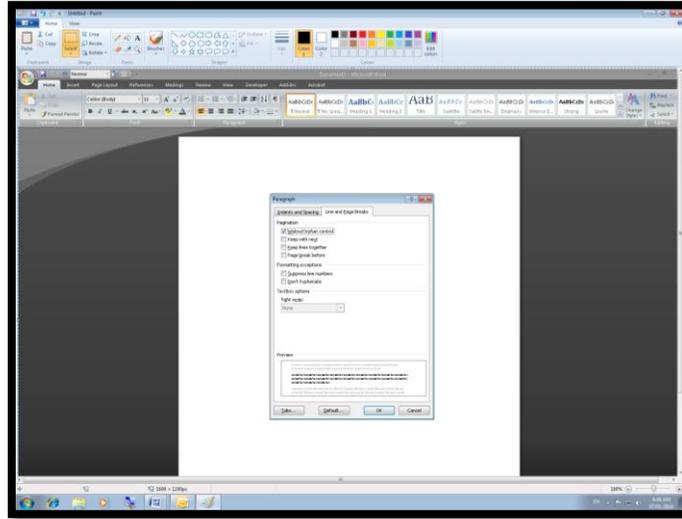


Figure 15 Paint "document" with Word application Window showing Paragraph dialog.

The image appears quite large so I chose View and Zoom Out so that I could see the entire image.

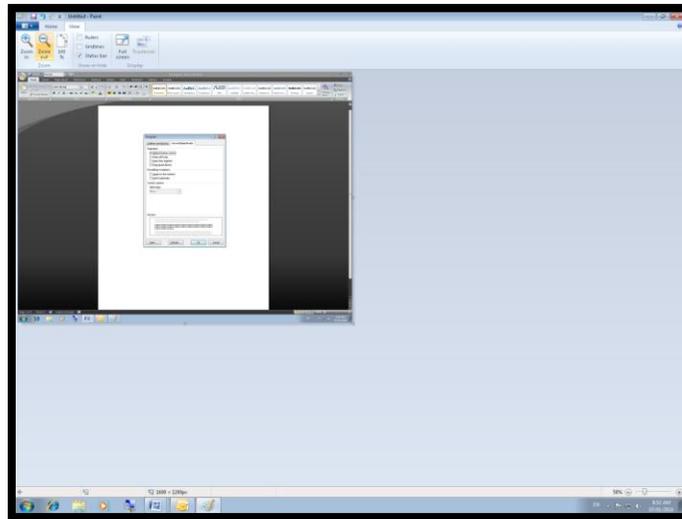


Figure 16 Zoomed out image in Paint.

I need to be able to see the entire image so that if I need to remove any surrounding white pieces of the canvas, I can use the mouse to do so. If you have white pieces of the canvas showing, it will be saved as part of the image. This creates unbalanced images or images that you can't size effectively in a document.

Choose File, Save As and expand the Save As menu to show the ability to save the picture as a PNG file.

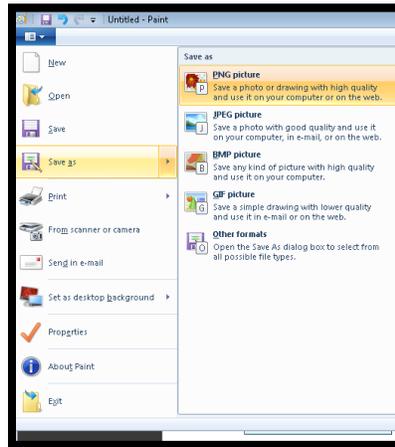


Figure 17 Save as PNG option from Save As menu item.

I usually create a file folder in My Pictures or Pictures for the project I am working on. For example in this case I created a Create Images folder to put the images in. For this document and in the future if I need images related to the creation of images, they are all there ready to use.

Now I need to isolate the Paragraph dialog and create an image of it. In this case it is the Lines and Page breaks part of the dialog that I am teaching. This is not the tab that opens by default so if you are following along, don't panic.

I use Alt + Print Screen to get this image.

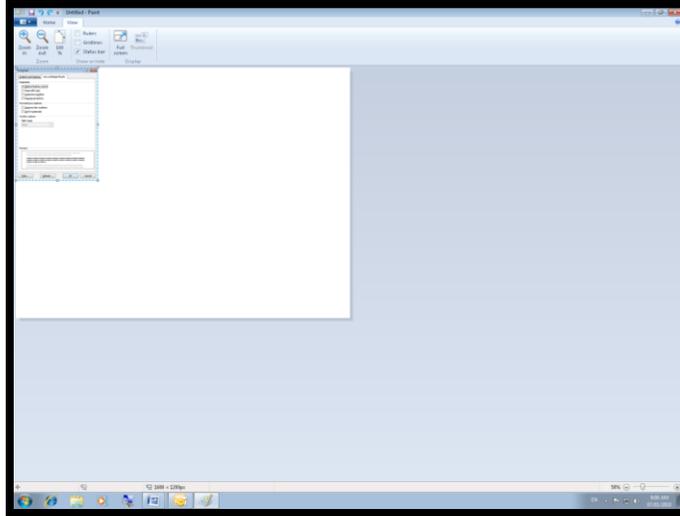


Figure 18 Paragraph dialog in a Paint document.

In this case the image is smaller than the canvas. If I were to save this image now and had to resize it in a document, the Paragraph dialog would not be visible in a way that it could be seen.

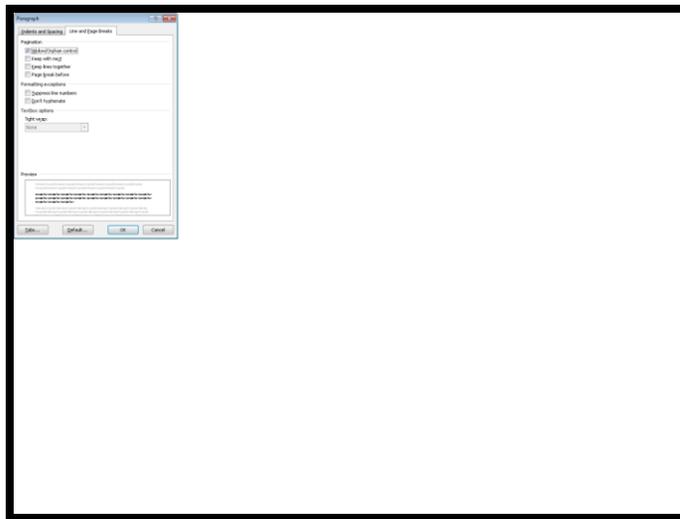


Figure 19 Paragraph dialog with canvas attached.

So I need to remove some of the canvas.

To remove some of the canvas from an image in Paint:

1. Click on one of the edges of the canvas.
2. You will see small handles that change to a double arrow when you hover the mouse over them.
3. Click on one of the handles while you have the double arrow and drag it toward the image.
4. Stop when you are at the edge of the image.

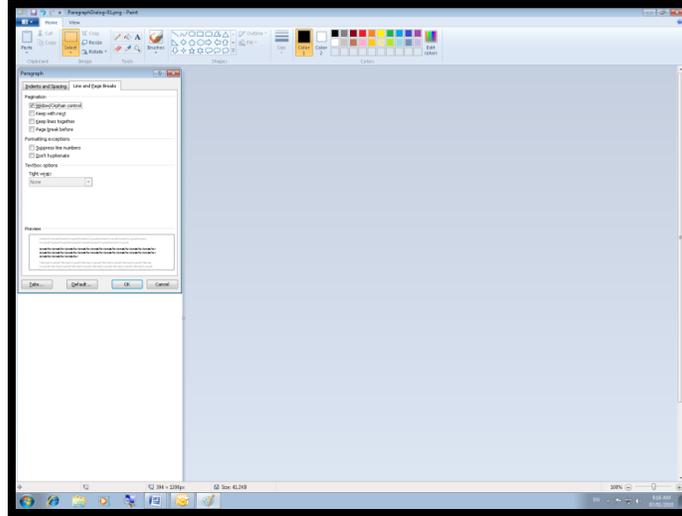


Figure 20 Paragraph dialog image with resized canvas on right.

5. You can now go to View and Zoom in to see the image clearly.
6. You may have to zoom out again to adjust the bottom edge of the canvas.

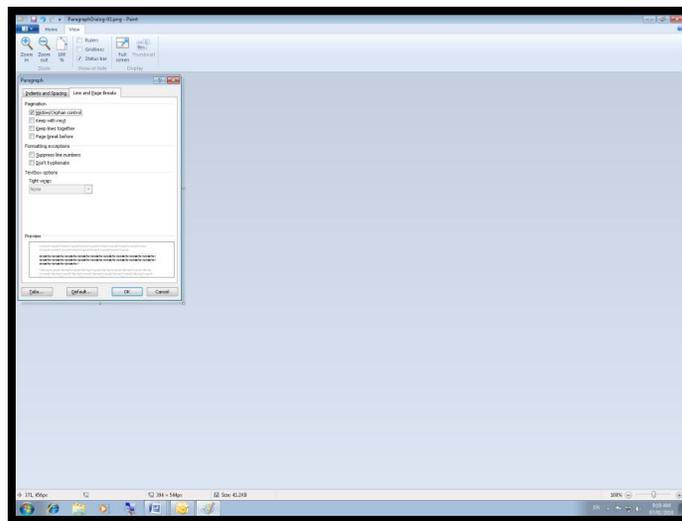


Figure 21 Paragraph dialog image with resized canvas.

You can now save the image and when it is inserted into a document, you will only have the Paragraph dialog [in this case] as the image.

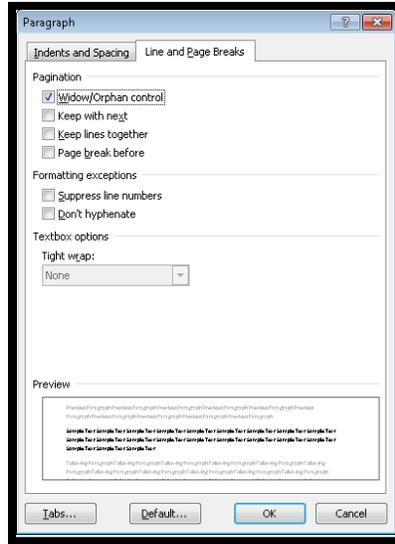


Figure 22 Paragraph dialog.

So far we've shown the student where the Paragraph dialog appears on the screen and what it looks like close up. Now we can create images that focus on specific parts of the dialog.

Note: When we resized the canvas, it will stay at that size until you resize it again.

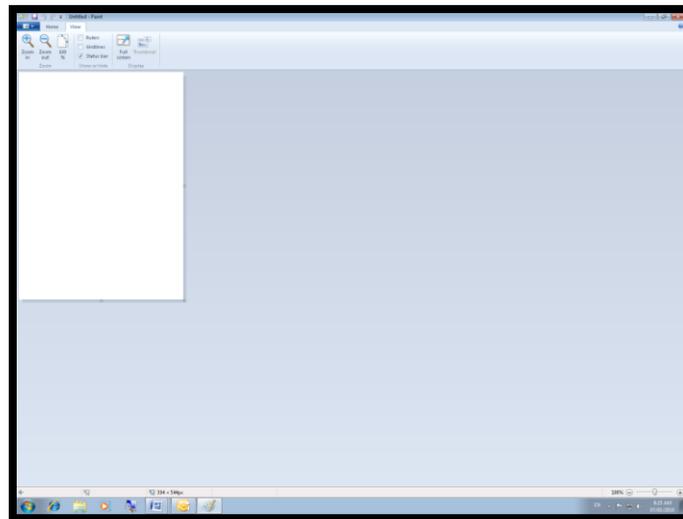


Figure 23 Resized canvas in new Paint document.

To Create the new image of a piece of the Paragraph dialog you can use two methods:

1. Use the Snipping Tool or the Screen Clippings Tool when you aren't going to have an image of the larger dialog or application Window.

2. Use the ability in Paint to cut a piece of the image out and make a new image of it if you don't have access to the Snipping Tool or the Screen Clipping Tool.

To create an image from the Snipping Tool or the Screen Clipping Tool:

1. Snag the piece of the screen you want. In this example it is the first set of options in the Paragraph Line and Page Breaks dialog.

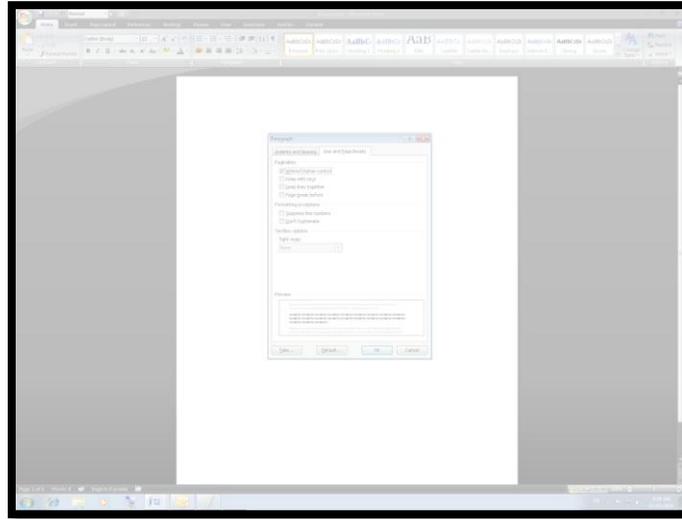


Figure 24 Screen Clipping turned to get image.

2. Switch to Paint and paste the image.
3. Resize the canvas as necessary.
4. Save the image as a PNG file.

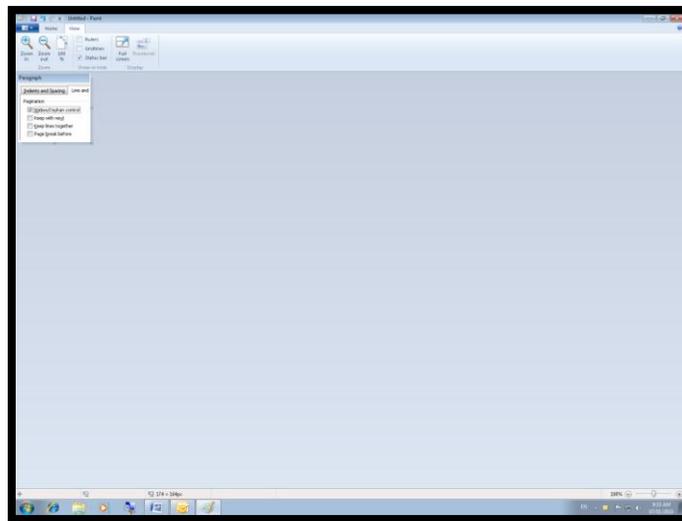


Figure 25 Piece of Paragraph dialog in Paint.

You can now insert the image into a document.



Figure 26 Keeping text together in the Paragraph dialog.

To create an image of a piece of an existing image in Paint:

1. Open the image you want to take the piece from. In this case it is the Paragraph dialog image. I've also zoomed in to make it larger.

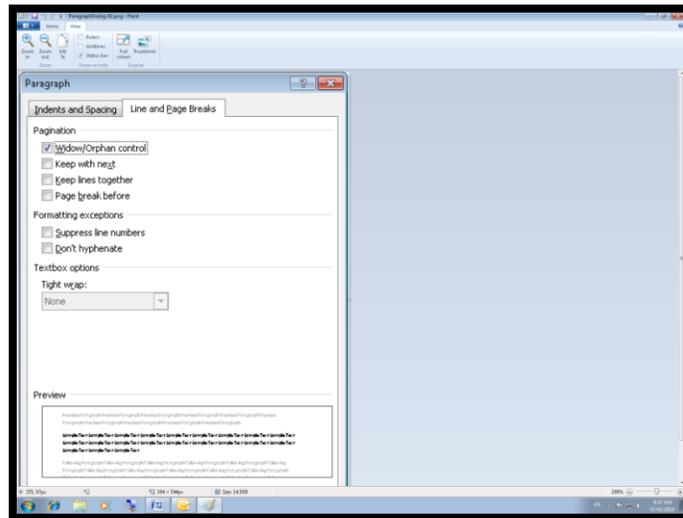


Figure 27 Paragraph dialog in Paint zoomed.

2. From the Home Ribbon choose Select and then Rectangular Selection.

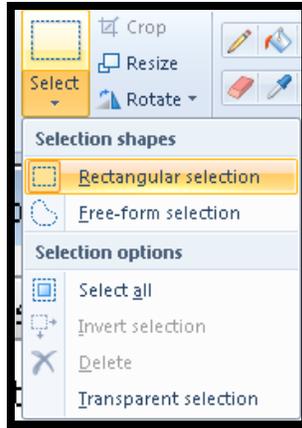


Figure 28 Rectangular Selection option from Selection button.

3. Use the mouse to drag diagonally across the image to choose what you need. In this case I'm going to select different options from the previous example.

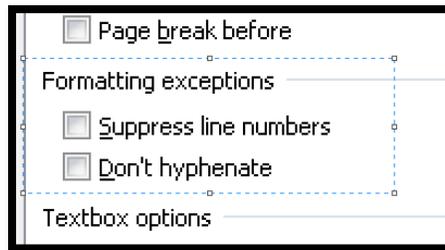


Figure 29 Section of Paragraph dialog identified to be removed from image.

4. Press Ctrl + X to cut the piece of the image out of the larger image.
5. Do not save the changes to the image when you close it.

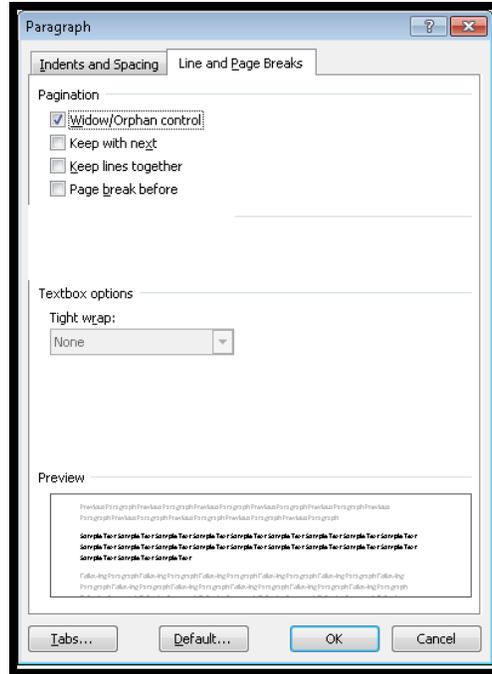


Figure 30 Paragraph dialog image with piece cut out of it.

6. Close the large image and create a new one.
7. Press Ctrl + V to paste the piece of the image into the new image document.
8. Make any adjustments to the canvas as needed.
9. Save the new image as a PNG.

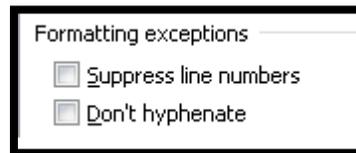


Figure 31 New image cut from Paragraph dialog.

That's it!

You now have several different ways to create images for your training material. When working with Word, use Insert, Picture, From File.

## Making Pictures Accessible

Now that we have images in our Word document we need to ensure that people with disabilities who are using screen readers or TTS/Text-to-Speech software can identify them. Imagine being able to read the text but not know what an image is other than by hearing "graphic" or "slash" [which is what you hear sometimes in Microsoft Word when you come across an image using a screen reader.].

By adding Alt Text [just as you would for HTML based documents] and captions you optimize the accessibility of your training material.

It is OK to have the Alt Text and caption be the same text. I do this all the time in case I have to make images Artifacts in a tagged PDF document...people using adaptive technology will still have access to the caption information so they will know there is an image and what it is about.

Also note that Alt Text cannot be read by screen readers in the same way that regular text is. We can read all of the Alt Text or none of it. We can't explore it or read it character by character or word by word. Ensuring that Alt text is concise and meaningful is key to an understanding of the image or object.

### Adding Alt Text in Word

It is easy to add Alt Text to images and objects in Word, PowerPoint or Excel and a good habit to get into. Alt Text should be brief and meaningful. What do you need to know about this picture if you can't see it? Images in general should only be used to support content and not to decorate pages.

To add Alt text to an image in Word 2007:

1. Select the image.
2. Press the AppKey to open the context menu.
3. Choose Size and press Enter.
4. Press Ctrl + Tab to move to the Alt Text tab.
5. Type in the Alt text for the image.
  - a. You can select the text and use Ctrl + C to copy it and use it for the caption if you want.
6. Tab to and activate the Close button by pressing Enter.

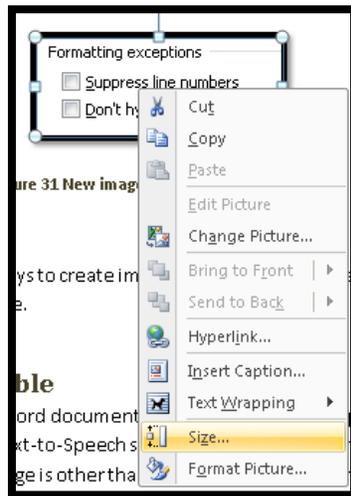


Figure 32 Context menu with Size selected.

The Size dialog has two tabs: Size and Alt Text.

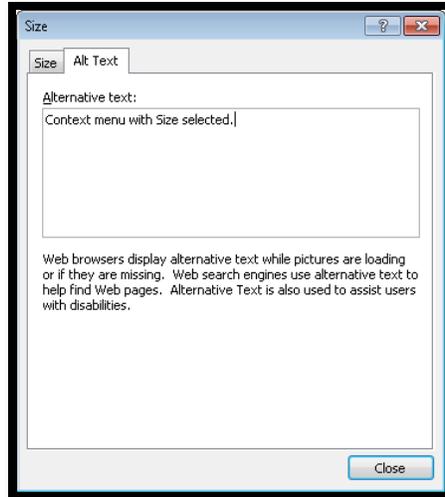


Figure 33 Size dialog with Alt text tab in focus.

Once the Alt text is entered, with the image still selected we'll add the caption.

If you are using Office 2003 the tool you'll use is Format Picture from the context menu and then move to the Web tab.

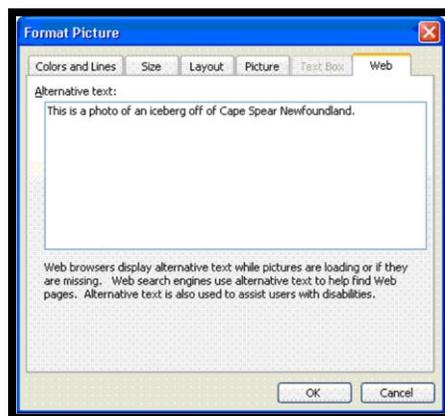


Figure 34 Format Picture dialog in Word 2003 with Web tab in focus.

## Adding a Caption to an image

If someone's printer creates a poor copy of an image or if the image is complex and confusing to someone with a visual, learning or cognitive disability, having images captioned comes in handy and optimizes the accessibility of your documents.

To add a caption in Word 2007:

1. Select the image.
2. Press the AppKey to open the Context menu.
3. Choose Insert Caption.
4. This opens a dialog where you can either type or paste in caption text.

5. The figure and its number will be entered automatically.

To add a caption in Word 2003 do the same steps as above but the Context menu item is "Caption" rather than "Insert Caption."

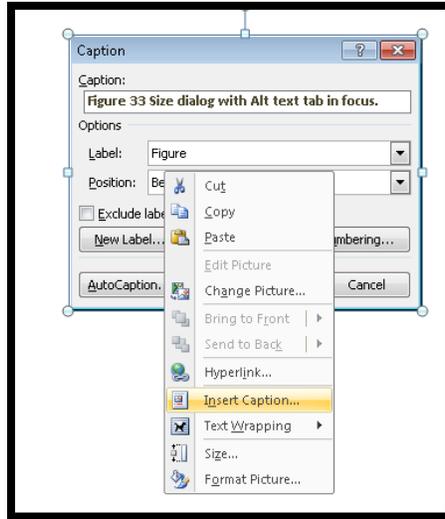


Figure 35 Context menu for an image with Insert Caption selected.

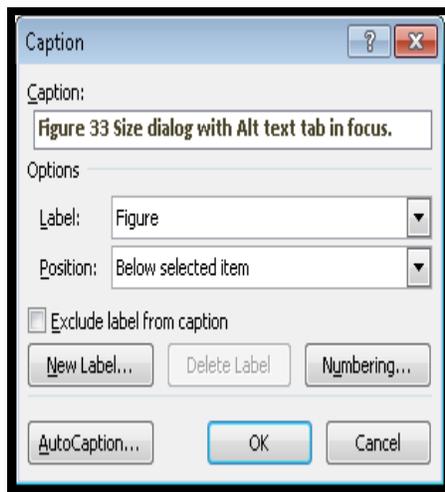


Figure 36 Caption dialog with caption text entered.

Tables and equations should also be captioned. You should be able to use the knowledge from this document to provide captions for tables and equations. Be sure to change the caption label to either Table or Equation.

have fun creating images, adding them to your documents and making them accessible for people with disabilities who are using adaptive technology!