



Mobile Tech Lab (MTL) Software FAQ and Activities

Hawaii 2010

Hallmark Card Studio

- Software to create cards, e-cards, stickers, labels, calendars
- Choose from a variety of projects
- Print or email personalized cards with sound
- Contains kid stuff

Getting Started

Use the Hallmark Card Studio Home screen to begin new cards, other projects and open projects you've saved in the past. When you click the Hallmark icon, the program opens the following window.



Choose from a variety of predesigned cards

Step-by- Step Basics of Hallmark Card

1. Choose an **occasion/theme** (e.g. birthdays, holidays) from the Hallmark Card Studio home screen.
2. Choose a card **category** (e.g. Aunt) on the left to refine your choice and find the perfect card from among many options.
3. Browse through the cards from the category you selected, and click the card that's right for your own message.
4. You can edit the text on the front, back, top or bottom of the card by clicking the text and begin typing yours; click OK when you are done.
5. You can move text box to the location you want on the card by clicking on it and then clicking on the arrow keys on the screen or on the keyboard.
6. After selecting your card, you can click the **Art Studio** (bottom left of the screen) or tools menu (if you want to start with a blank card) to embellish an existing design.
 - a. The art studio features art and text tools which lets you size, move and color different parts of your design.

- b. The left side of the art studio screen consist of tools for adding text, greeting, clip art, shapes and photos.
 - c. The right side consists of select and past tools. Clicking on Select will show tools to select, copy, paste, move, size, rotate, erase and undo objects/mistakes.
 - d. Also clicking on the Select tool will alternate between text and graphic options which are shown on the left.
7. There are three ways to bring text into the art studio:
 - a. You can choose a message from the greeting list by clicking on Greeting.
 - b. Write a message of your own by clicking on Text.
 - c. Bring in a complete card from one of the Hallmark Card Studio collections.
 - o Click on the Art Studio button at the bottom left of the screen.
 - o Double click on the text to change all or some of the text.
 - o Choose different color for the interior of text characters or for the text outline by clicking on color.
 - o Use the control buttons on the left and right to edit your card.
 - o Click check spelling to spell check your work.
 8. You can click on Clip Art to get access to tons of art images:
 - a. Click on Clip Art to extract custom arts onto your card (you cannot edit the art though you can move it to where you want to add it to your card and you can add text to it too).
 - b. To browse by category, click the Browse tab.
 - c. To search by keyword, click the Find tab.
 - d. When you find an image you like, just click on it and it will be added to your project.
 9. Click on Greetings to extract custom greetings to any part of your card.
 10. Click on Shape to add either open or closed shapes to your card.
 11. Click the Kid stuff to browse only projects for kids.

To add Photo to your card

1. In the art studio, click Photo to add picture(s) to your card.
2. Select the picture from the My Picture folder, or where your saved pictures are, by choosing it and clicking OK or by double clicking the picture.
3. The Picture is inserted in the card.

To add Voice or Music to your card

1. Click on Email at the bottom of the screen in the occasion/theme you are working.
2. Your card opens with the Add sound icon below it.
3. Click on the Add sound icon and select any of the options provided. You can listen to each option.
4. To select from a prerecorded sound on a file, click on My Sound.
5. Select a prerecorded sound from a folder on the computer or from a CD.
6. To record your own voice, click Record; the sound recording tab appears.
7. Activate the microphone by clicking on the red dot record button.
8. Record your voice by using the microphone headset or talking to the computer; listen to your recorded voice and save it in a folder. Close the sound recorder.
9. In Hallmark Card, search for the folder with your recorded voice, Click on Open and the

sound icon will appear in your card.

10. Select the sound you want to attach and click on Add Sound.
11. You can listen to it in Hallmark and select how the sound will play back.
12. Save your card.

To Print your card

1. Click the Print button and select paper size in 1 and print format in 2 (we recommend that you use quarter-fold or single-fold 2 page to avoid step 5).
2. At other (4), if printer reads Dell Laser printer, leave it that way.
3. Select number of copies in 6 and press print now in 7.
4. If you select single-fold 1 page printing in print format 2, follow these steps and click on Next at each step: select laser, paper is fed through the front, center, X page on bottom, four, print.
5. When the first page prints, flip the paper over, put it back into the printer tray with front page facing up and into the printer.

To Save your card

1. Click on file and then save as...
2. In the save in drop down window, select the folder to save the file.
3. Name your file and click OK.

To save your card so that other people without the Hallmark program can access it:

1. Click on printer setup (optional) in 4.
2. Change the printer name to Microsoft Office Document Image Writer and click OK.
3. Click Print now in 7.
4. Save in – MTLuser Document, select the county or event folder, name your file, click OK and then click Print.
5. Your file is saved; close the Microsoft Office Document Imaging when it opens. If you want to write file to CD

To write your files to a CD

1. Click on start on the status bar, select My Computer or on the desk top click on the My Computer icon.
2. Double click on MTLuser documents.
3. Double click on the county or event folder where your file is saved.
4. Click on the file you want to write to a CD.
5. On the left where you have Task, click on Copy this file or Copy to CD.
6. Click on the balloon (bottom right corner) that reads 'files are ready to write to CD' on the window's status bar.
7. You will see your file with a downward pointing arrow; click on Write these files to disc.
8. When the file(s) are written, the CD will eject ready for use or view.

OMK Mobile Technology Lab Experience

Cover Kid

Grade Level: 5th - 12th

Project/Life Skills

- ★ Communications
- ★ Managing feelings
- ★ Sharing

Activity Overview *Create a magazine cover that's all about you!*

Time Needed for Volunteer Training: 2 hours

Lesson Time: 2 hours

Prep Time Needed: 20 minutes

Space needed: Mobile Technology Lab

Software Needed: Hallmark Card Studio

Get Ready

Roles for Volunteers

- Input images from camera and/or take more pictures.
- Work with youth to make a magazine cover with unique name and story titles.

Roles for Uniformed Military Personnel

- Work with youth on choice of images and story titles.
- Share a story about being the "Cover Story" in their unit while they were deployed
- Share a story about how it is important for everyone to be recognized for what they are doing

Volunteer Training Needed

- Lab set up and use
- Use of Hallmark Card Studio
- Printing of magazine covers
- Use of digital camera

Do Ahead

- ★ Read through activity and gather the necessary materials
- ★ Test the Mobile Technology Lab's wireless printing functionality

Equipment

- Laptop
- Wireless network with printer
- Digital camera

Supplies

- Folder of magazine covers to show the youth
- Makers/Pens

Background

Being the center of attention is important for teens. When someone is on the cover of a magazine, it is telling the world that they are a 'star'. Making a magazine cover that features the youth is broadcasting to the deployed

loved one that they are important and here is why. Having a magazine cover format and choosing the feature headlines will help a teen sit down and process their feelings and communicate what is going on in their lives. It is a great way for kids who don't like to write letters or send cards to send clues as to what is happening in the world around them. In addition, some youth might be inspired to write one of the articles they have featured on the cover and can attach the article to the magazine cover. The Mobile Technology Lab and Operation Military Kids help to connect kids with each other and with the deployed soldier. Making a magazine cover is a way to put the youth front and center in the deployed loved ones heart and mind!

TIPS:

- ★ Encourage the youth to feature themselves on the cover. They may use an image from home or the one taken in the MTL.
- ★ Have them make a list of activities and events that are going on in their lives and write one- to six words about each activity. Encourage phrases that go noun-verb-noun. For example:
 - Sam sounds off on college choice!
 - Buys Beware: Grandpa Sells Car- to ME!
 - Sneak preview: The Prom Dress
 - The Battle for Curfew Enforcement-Who will win?
- ★ Titles should be fun and catchy
- ★ Encourage the youth to write up one of the stories for the magazine in Microsoft Word to send along.
- ★ Save your project before you print
- ★ When finished, copy the project onto the storage device to take home

WHAT TO	<i>Cover Kid</i>
<ol style="list-style-type: none"> 1. Take a digital picture of each youth as they arrive 2. Each youth chooses a computer and fills out the registration log. (A volunteer can help them with this is they are having trouble) 3. Brief Orientation by MTL coordinator on rules and regulations 	Steps 1-3 = 5 minutes
<p>Discuss the following with the group:</p> <ul style="list-style-type: none"> • <i>Magazine covers are always captivating. They are designed for you to pick them up and take a look.</i> • <i>Magazine covers do many things. They market the publication, provide information and create and attitude.</i> • <i>Today you are going to make your own magazine cover. You need to decide on a name of the magazine, what image you are going to put on it and what the stories would be if you flipped the page.</i> • <i>Let's take a look at some covers of magazines to get some ideas</i> <p>(Show the magazine covers)</p> <ul style="list-style-type: none"> • <i>First think of a title of your magazine and then jot down some story ideas.</i> • <i>Then go to Hallmark Card Studio and go to 'other projects' and choose magazine covers. It is always fun to start with a template.</i> • <i>Insert your photo first. The the name of your publication and the stories covered.</i> • <i>Don't forget to put a date on your cover! If you need help, raise your hand"</i> 	
<ol style="list-style-type: none"> 4. Work with the youth to produce their magazine cover 5. Youth Raises hand when they are ready to print 	Step 4 & 5 = 50 minutes
<ol style="list-style-type: none"> 6. Have Youth share project with group 7. Facilitate TALK IT OVER section 	Steps 6 & 7 = 25 minutes

Talk It Over

- ★ **Reflect** What was your favorite part of making the magazine cover?
What surprised you?

What image and stories did you choose for your magazine cover?
Why?
What did you learn about yourself
How did making the magazine cover make you feel?

- ★ **Process** What was the most challenging part of the project?
Why? How did you solve it?
What suggestions would you have for someone else who wanted to do this project?
What did you learn through sharing with others?
How do you think your deployed loved one will feel when they receive your magazine?
How did this project help you organize the important stories you wanted to tell?
- ★ **Generalize** Who else in your 'web of support might want a copy of this calendar?
How does this experience help you tell your story in another way?
How can you share your magazine with other kids in the same situation?
How did you show your deployed loved one that you are resilient and that you 'Never Give Up?'
- ★ **Apply** What did you learn about images and what they tell us when you produce the magazine cover?
How can you use this knowledge with other projects to communicate with your deployed loved one.

Enhancement

- ★ Send regular editions of your magazine to your deployed loved one.
- ★ Keep a journal and digital pictures of important events and news.
- ★ Write a magazine as a post deployment present.

Parent Take-Home Piece

Today your youth made a magazine cover with them as the main feature. Teenagers like being the center of attention. Sometimes they feel that they are not getting enough of your time and that they have too much responsibility. Being on the cover of a magazine makes them a star. Your youth chose the name of the magazine and all the articles that might be inside. Have them show you their magazine cover. Ask them to share one thing about the cover that is important to them. By looking at the choices your youth made on the magazine cover, they are communicating what they are thinking, how they are feeling and what they are doing. You may want to check out the websites below or check with your branch of the military to help support your youth in communicating their feelings by sharing the information that is important to them.

Credits/Sources

<http://mentalhealth.samhsa.gov/>
<http://www.guardfamily.org/Youth>

OMK Mobile Technology Lab Experience Favorite Things Calendar

Grade Level: 6th - 12th

Project/Life Skills

- ★ Communications
- ★ Managing feelings
- ★ Sharing

Activity Overview *Make a special calendar using dates and images that are unique to you and your deployed loved one.*

Time Needed for Volunteer Training: 2 hours

Lesson Time: 2 hours

Prep Time Needed: 20 minutes

Space needed: Mobile Technology Lab

Software Needed: Hallmark Card Studio

Get Ready

Roles for Volunteers

- Work with youth on putting dates into the calendar.
- Input images from camera or scanner to calendar.
- Help with saving and printing of calendars.

Roles for Uniformed Military Personnel

- Work with youth on selecting important dates for their calendars.
- Bring a date book with dates that are specifically important to the military or deployment
- Share a story about using calendars while they were deployed
- Share a story about how time feels when they are deployed and how calendars help.

Volunteer Training Needed

- Lab set up and use
- Use of Hallmark Card Studio
- Setup and printing of calendars
- Saving of calendars
- Use of digital camera
- Use of scanner

Do Ahead

- ★ Read through activity and gather the necessary materials
- ★ Test the Mobile Technology Lab's wireless printing functionality

Equipment

- Laptop and wireless network with printer
- Digital camera
- Scanner
- Color printer

Supplies

- Calendar samples to show.
- Paper for printer/photo paper

- makers/pens
- Self-Adhesive or gummed-back stars – silver or gold, other assorted stickers, Glue sticks

Background

Making a calendar of support reminds the soldier of important dates in the youth's life. This is important for the spirits of the soldier and for the youth. It also sets up a structure through their youth eyes, in a timelier manner. Encourage the youth to send the calendar, even if 'everything' is not on it yet. Remind the youth to send e-mail updates to add new information to the calendar.

The Mobile Technology Lab and Operation Military Kids help kids connect with each other and their deployed loved one. Making a calendar is an important communication tool for staying in touch.

TIPS:

- ★ Work with the youth to insert dates and images that are appropriate for the calendar. (This project may take more time than allotted)
- ★ Save the calendar project to the computer and the network before you print.
- ★ When finished, copy the project onto the storage device to take home.
- ★ Decorate the calendar with important artifacts from home or stickers
- ★ Use glue stick to add additional images.

WHAT TO	<i>Favorite Things Calendar</i>
<ol style="list-style-type: none"> 1. Take a digital picture of each youth as they arrive 2. Each youth chooses a computer and fills out the registration log. (A volunteer can help them with this if they are having trouble) 3. Brief Orientation by MTL coordinator on rules and regulations 	Steps 1-3 = 5 minutes
Discuss the following with the group:	
<ul style="list-style-type: none"> • <i>Time can sometimes get away from you. Especially when you are away from home. Calendars can help structure the days and weeks. Having a calendar of dates and images from home can really help you feel connected.</i> • <i>Each of you has special dates that are for just your family, your community, or just for you! Let your deployed loved one know some of these dates and show them images that are important to them as well.</i> • <i>Today you will make a Favorite Things Calendar for your deployed loved one.</i> 	
<ol style="list-style-type: none"> 4. Show samples of calendars 5. Work with the youth to produce their personalized calendars 	Steps 4 & 5 = 5 minutes
<ol style="list-style-type: none"> 6. Youth Raises hand when they are ready to print 7. Have Youth share Favorite Things Calendar with group 	Steps 6 & 7 = 50 minutes
<ol style="list-style-type: none"> 8. Facilitate TALK IT OVER section 	Step 8 = 25 minutes

Talk It Over

- ★ **Reflect**
 - What was your favorite part of making the calendar?
 - What surprised you?
 - How did making the calendar make you feel?
 - How do you think your deployed loved one will feel when they receive this calendar?
- ★ **Process**
 - What was the most challenging part of the project?
 - Why? How did you solve it?
 - What does your completed calendar say about your life?

What suggestions would you have for someone else who wanted to do this project?
What did you learn through sharing with others?

- ★ **Generalize** Who else in your 'web of support might want a copy of this calendar?
How does sharing your calendar help your family?
How can you share your calendar with other kids in the same situations?
Does your calendar reflect the people and things that are important to you?
How does your calendar show your deployed loved one that you are resilient and that you 'Never Give Up'?
- ★ **Apply** What did you learn about scheduling and management by using a calendar of events and images that are important in your life?
What other ways can you reach your deployed loved one with important dates and events?

Enhancement

- ★ What other ways can you connect with your deployed loved one using technology?
- ★ Keep a journal of digital pictures and important events to share your important dates and news post-deployment.

Parent Take-Home Piece

Today your youth made a calendar of dates, events, and images that are important to them to send their deployed loved one. Regular updates to the calendar should be encouraged and sent via e-mail so that the calendar can be updated in the field. Choosing images for each month and tracking dates, help your youth organize their time and structure and 'end date' for the deployment. It can make it easier, or sometimes harder, to see what lies in the future. Take time to talk about their feelings about the project. Encourage them to work with you to update the calendar for the home front as well as for your deployed loved one.

Through these calendars your youth communicates what they are thinking, how they are feeling and what they are doing. You may want to check out the websites below or check with your branch of the military to help support your youth in communicating their feelings through the sharing the new that is important to them.

Credits/Sources

<http://mentalhealth.samhsa.gov/>
<http://www.guardfamily.org/Youth>

OMK Mobile Technology Lab Experience

A Passion For Poetry

Grade Level: 5th - 12th

Project/Life Skills

- ★ Communications
- ★ Managing feelings
- ★ Sharing

Activity Overview *Learn about poetry and make a unique card to send your deployed loved one.*

Time Needed for Volunteer Training: 2 hours

Lesson Time: 2 hours

Prep Time Needed: 20 minutes

Space needed: Mobile Technology Lab

Software Needed: Hallmark Card Studio

Get Ready

Roles for Volunteers

- Work with youth on creating poems
- Input images from camera or scanner to cards.
- Help with saving, printing, or sending electronic cards.

Roles for Uniformed Military Personnel

- Work with youth on poems
- Share a story about a unique card they have received while they were deployed

Volunteer Training Needed

- Lab set up and use
- Use of Hallmark Card Studio
- Printing of cards
- Use of digital camera
- Use of scanner

Do Ahead

- ★ Read through activity and gather the necessary materials
- ★ Test the Mobile Technology Lab's wireless printing functionality

Equipment

- Laptop
- Wireless network with printer
- Digital camera
- Scanner

Supplies

- 15 copies of 'Types of Poems' handout.
- Folder of Poem card samples
- Paper for printing
- Makers/pens
- Self-Adhesive or gum-backed stars – silver or gold, other assorted stickers, glue sticks

Background

Writing a poem to express your feelings can be a powerful experience. Poems have specific structures that youth can use. You may be more comfortable using these structures than trying to find a card that someone else has written. Encourage the youth to use a specific structure of poetry. These structures may include: Acrostic, Autobiographical, Ballad, Cinquain, Limerick, or a Wish Poem. (See attached 'Types of Poems')

Encourage the youth to make cards as often as possible. Sending a card is important for the spirits of the deployed loved one and the youth. It is important to convey that the youth doesn't need a special occasion to let their deployed loved one know that they are thinking of them. The Mobile Technology Lab and Operation military Kids help kids connect with each other and their deployed loved ones. Making a card, whether it is with a quality printer, electronic, or hand-made is an important communication tool for staying in touch.

TIPS:

- ★ Read through the "Types of Poetry" sheet before you present it to the group.
- ★ Work with the youth to insert picture after they write their poem.
- ★ Save your project before you print
- ★ Decorate your card with important artifacts from home or stickers

WHAT TO

A Passion For Poetry

1. Take a digital picture of each youth as they arrive
2. Each youth chooses a computer and fills out the registration log. (A volunteer can help them with this if they are having trouble)
3. Brief Orientation by MTL coordinator on rules and regulations

Steps 1-3 = 5 minutes

Discuss the following with the group:

- *Writing a poem to express your feelings can be a powerful experience. Poems have a specific structures that can help you express your feelings and thoughts.*
- *These structures may include: Acrostic, Autobiographical, Ballad, Cinquain, Limerick, or Wish Poem.*

4. Review the Types of Poem sheet
5. Show samples of printed Poem Cards

Step 4 & 5 = 10 minutes

6. Work with the youth to produce their Poetry cards.
7. Have youth raise hand when ready to print

Steps 6 & 7 = 50 minutes

8. Have Youth share project with group
9. Facilitate **TALK IT OVER** section

Steps 8 & 9 = 25 minutes

Talk It Over

- ★ **Reflect**
 - Why did you select the type of poem you did?
 - What was your favorite part of writing your poem?
 - What surprised you?
 - How did you feel when you wrote your poem? Why?
 - Did you choose to illustrate your poetry? Why? Why not?
 - What did you learn about yourself?
- ★ **Process**
 - What was the most challenging part of the project?
 - Why? How did you solve it?
 - What suggestions would you have for someone else who wanted to do this project?
 - What did you learn through sharing with others?

How do you think your deployed loved one will feel when they receive your poem card?

★ **Generalize** Why do you think poetry is a good way to express your feelings?
How can you find ways to share your poetry with others?
Can you think of another place you might write and use poetry?

★ **Apply** How can poetry help you share your feelings with others?
How can you use poetry everyday to express your feelings?

Enhancement

- ★ What other ways can you connect with your deployed loved one using technology and poetry?
- ★ Keep a daily/weekly poetry journal and digital pictures of important events to share your news post-deployment

Parent Take-Home Piece

Today your youth wrote a poem. This poem was then put on a card to send to your deployed loved one. Poetry is a powerful vehicle to express feelings. Types of poetry were briefly discussed and your youth will have a resource sheet called 'Types of Poems' to use at home, if they would like to continue writing poetry for cards, or just for themselves. Using poetry Idea Engine that was developed for Scholastic and goCyberCamp by 4-H. In addition you may want to check out the websites below or check with your branch of the military to help support your youth in communicating their feeling through sharing their poetry.

Credits/Sources

<http://mentalhealth.samhsa.gov/>

<http://www.guardfamily.org/Youth>

Types of Poems

Acrostic

In Acrostic poems, the first letter of a word is lined up vertically. The word is the subject of the poem.

For example:

Be the best you can be
Rally each day anew
As we stand strong and firm
Very tall and proud
Everyday we pray, in our hearts we are with you

Autobiographical

Write a Poem about yourself.

For example:

Sara

Strong, Resilient, Funny
Sister of Jon, daughter of Sue and Joe
Who loves Dad, Bella the dog and pizza
Who feels proud
Who needs friends, my bike and ice cream
Who gives hugs, makes candy, and loves to laugh
Who fears spiders, tornadoes, and loud noises
Who likes to see Dad
Who dreams of exploding stars
A kid that is holding up on the home front

Sara

Your Name

3 personal characteristics
Sister/brother of: son/daughter of:
Who loves 3 things
who feels 1 thing
Who needs 3 things
Who shares 3 things
Who fears 3 things
Who'd like to see 1 person
Who dreams of 1 thing/idea
A kid that is 1 idea
Nickname or repeat your name

Ballad

Retell an event in your life as a ballad.

It can be as many verses as you want and rhyme where you want

For example:

Prom

the day was old
All gowns cost gold
We left for the event
it took place in a large tent

Jim was so nervous
About the restaurant service
but it was fine
So we life with others to make
The event on time.

But the wind was blowing
It felt like it should have been snowing
My hair flew around
Looked like spaghetti noodles spilled on the
ground

Then the tent started to shake
And the dust started to stir
The lights all went out
The rest was a blur

Cinquain

A cinquain has five lines

For example:

Mom,
Funny, Strong
Loves to Sing
Proud of our country
Soldier

Title(noun) – 1 word
Description – 2 words
Action – 3 words
Feeling (phrase) – 4 words
Title (synonym of the title) – 1 word

Limerick

a limeric has five lines

The last words of lines 1, 2, and 5 rhyme and the last words of 3 and 4 rhyme

It should have a funny type of story

For example:

There was a small girl who loved to eat
All food was a yummy treat
Her tummy was full
when she got hit by a bull
And now she will not eat red meat

I Wish Poems:

Each line of the poem begins with "I Wish" and then you say your ideas

The poem should be 8-10 lines long

For example

I wish we could be like you
I wish I could be so brave and true
I wish that you would not be away
I wish you could be here today
I wish there was peace dear mom
I wish for you are not harmed
I wish for you to come home soon
I wish for peace under every moon

To get ideas on poetry try these websites:

http://teacher.scholastic.com/writewit/poetry/poetry_engine.htm

<http://www.gigglepoetry.com/>

<http://teacher.scholastic.com/writewit/poetry/index.htm>

<http://www.poetry4kids.com/index.php>

<http://www.gigglepotz.com/kidsmorepoetry.htm>

Kid Pix Deluxe

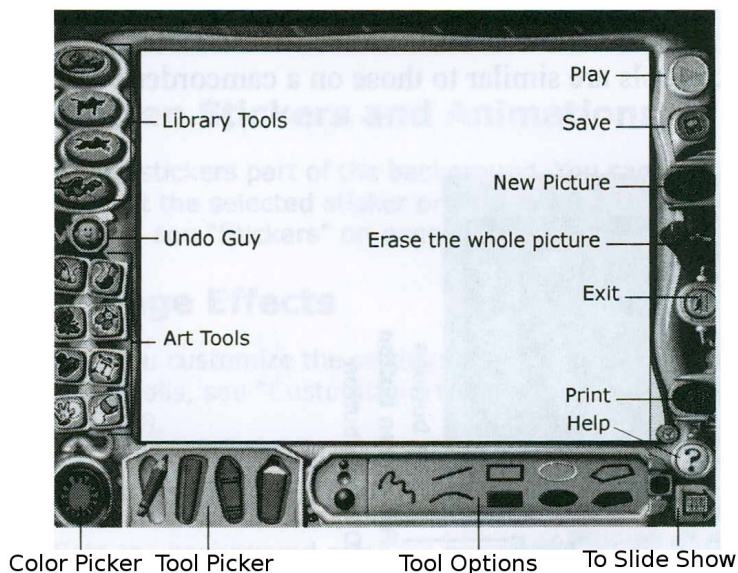
- Software for children to express their natural creativity with innovative, fun, and wacky art tools.
- These arts can be animated, emailed or made into stickers. It comes with text editing tools, spell checker and pronunciation guide.

It has two windows:

- The paint zone lets kids create pictures with drawing and painting tools.
- Slideshow lets kids put pictures into a presentation with visual transitions and sounds.

Paint zone - Getting Started

In Kid Pix, tons of art work can be created. This brief overview is only an introduction to the software. When you access Kid Pix, it opens the **paint zone** as shown.



Step-by-Step Basics of Kid Pix (Paint Zone)

Click on the Kid Pix icon on the desktop. Wait for the program to open the Enter name page:

- 1 Enter your name and click go. The paint zone opens.
- 2 Click the question mark (?) at the bottom right corner, slide question mark over any icon on the left or right of the screen and then click when the arrow changes to question mark to know what the icon is and what it does.
- 3 When you click on an icon on the left a submenu opens at the bottom of the screen whose functions you can know by clicking on the question mark (?) and then on any of them.
- 4 All art tools are on the left (except the undo and erase) and the editing tools on the right (except the start a new page).

Click on any icon on the left (they are arranged in the following order from the top)

- *Background*: add background page to your picture from a variety of selections.
- *Sticker*: add stickers to your picture.
- *Animate*: add an animation to your picture.
- *Sound*: add sound to your picture or record your own voice.
- *Undo*: click to undo or redo the last thing you did to your picture.
- *Pencil*: use to draw lines and shapes. Draws free form lines, use option bar at bottom to change size and color.
- *Paint brush*: to paint, produce sound art by talking in the microphone or computer and spray paint.
- *Paint Can*: pour paint in a defined area with colors and patterns.
- *Electric Mixer*: add interesting effects by transforming all or part of your picture.
- *Rubber stamp*: ready made pictures to stamp into your drawing.
- *Text*: add words to your picture. You can edit your words or read them aloud.
- *Hand grabber*: grab, cut and move selected portion of your drawing from one spot to another. You can also select and delete portions into the bin at the bottom.
- *Eraser*: fun ways to change your mind and erase part or all of your drawing.
- *Color Picker*: to choose a color.

Click on any icon on the right (they are arranged in the following order from the top)

- *Player*: play the animation, sound and movies in your picture.
- *Save*: save your picture when you are done or need a break.
- *Start*: start a new picture.
- *Eraser*: fun way to erase your whole picture.
- *Exit*: exit when you are done with using Kid Pix.
- *Printer*: print your picture.
- *Question*: help with any part of the screen; when you click on it and click on any icon on the left or right of the screen.

Add Picture, Movie or Sound

- 1 Move the cursor to the top of the screen to reveal a black triangle. Left clicking reveals the menu bar while right clicking reveals the minimize bar.
- 2 Left click to reveal the menu bar and then click on Add.
 1. Select Add Graphic, if you want to add picture to your drawing.
 2. Select Add Movie if you want to add movie.
 3. Select Import Sound if you want to add sound.
 4. Select Import Background if you want to import a picture as background for your drawing.
- 3 For any of the selections, select the folder in the dialogue box that appears, and double click on the item you want to insert into your drawing.
- 4 You can resize your picture by selecting the options provided in the dialogue box.

Print Your Drawing

1. Click the Print button on the right or from the menu click File, Print.

2. Select one of the printing modes:
 - *Full Page*: prints the picture on a page of paper.
 - *Poster*: prints each portion of your drawing on each sheet of paper which can be later put together.
 - 2 x 2 prints on four sheet of paper.
 - 3 x 3 prints on nine sheets of paper.

Save Your Picture

1. Click the Save button or File, Save as...
2. Type a name for your file in your selected folder.
3. Click Save.

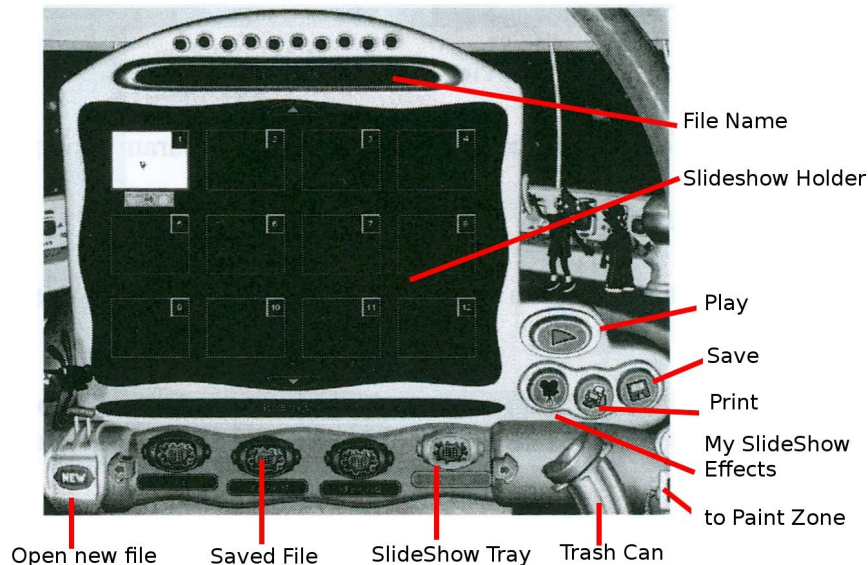
If you want to save and send your file to someone without kid Pix:

1. Click File, Export...
2. Select My Pictures folder in the save in drop down window or a folder of your choice.
3. Type a name for the picture.
4. Select an export format (we recommend JPEG or GIF).
5. Click Save.

Slide Show – Getting Started

- This is a completely separate program, launched by clicking on the Slide Show in the bottom right hand corner of the paint zone.
- You can go back and forth between the Paint Zone and SlideShow.
- To go to SlideShow, click the SlideShow button in the Paint Zone or choose Go to SlideShow from the menu bar.

When you click on the slide show button, it opens into a window as shown:



Step-by-Step Basics of Kid Pix (SlideShow)

If in Paint Zone, click on the SlideShow button at the bottom right of the screen. The SlideShow screen opens with slide 1 highlighted.

1. Click on a location in the slideshow where you want to place your picture.
2. Click on the folder icon (load button at the bottom of the slideholder) to upload a Kid Pix picture into your slideshow.
3. In the look in dialogue box select My Slide Shows folder and double click on the file.
4. Your Kid Pix picture/drawing loads into the selected slideholder.
5. To change a picture you loaded or to create a new picture, go back to the Paint Zone by clicking on the Paint Zone button at the bottom right hand corner of the slideshow or choose Go to Paint Zone from the Controls menu.
6. Move a picture/slide to any location within the slide show by clicking on the slide and then dragging it to the new location.
7. When you drop a slide on a filled slideholder, the old picture moves over to make room for the new one.
8. You can also move a picture by pasting:
 - a. Click the picture to move.
 - b. Click the Edit menu and click Copy or Cut.
 - c. Click a new slideholder for the picture.
 - d. Click the Edit menu and choose Paste.
9. SlideShow plays pictures in the order they appear. The slideholders are numbered so you can tell the order. Drag or move pictures into the order you want.
10. Use the scroll arrows of the picture slideholders to scroll your SlideShow.
11. To delete a picture from your SlideShow:
 - a. Click the picture to delete.
 - b. Drag it to the Trash Can (located at the bottom of the screen) or press the Delete key on the keyboard.

If you have saved files of slideshow, when you open slideshow your saved files appear in the SlideShow tray at the bottom of the screen.

To open a SlideShow, double-click the file icon in the SlideShow tray for the SlideShow you want.

Adding Effects to your Slideshow

Adding Transition

1. Click the My Slideshow effects button. Arrows (Transition effects) appear in between slides. 7 seconds (Advance effects) and microphone (Audio options) will be at the bottom edge of each slide.
2. Click on an arrow in front of a slide to change the transition into that slide, or click the arrow after the slide to change the transition out of that slide and into the next one.
3. Choose the transition or the sound effect you want. Each transition is associated with a sound effect in the bottom list which scrolls to show you the sound for that visual transition effect.
4. You can leave the sound as it is, click a different sound, or cancel the sound by

clicking on the No Sound icon (the last icon in the series).

5. Click Preview to preview any effect that you add.
6. Click OK to add the effect between slides.
7. Click on the Play button to play your slideshow.

Add Audio Options

Audio options tell SlideShow which sound to play for each slide.

1. To set audio options make sure that Text to Speech and Play Attached Sounds are on in the Controls menu.
2. Click the microphone for the slide you want to change.
3. Choose Play Sound to play the sound attached to the selected slide.
4. Choose Play Text to read the text on the slide out loud.

Adding Slide Advance Effects

1. If you don't set any slide advance options, each slide will show for 7 seconds.
2. Click the 7 seconds (Advance Settings button) for the slide you want to change.
 - o Choose Timer and type the number of seconds to wait between the selected slide and the next one.
 - o Choose Mouse Click for the SlideShow to wait until you click the mouse before the next slide displays.
 - o Choose Key Down for the SlideShow to wait until you press any key on your keyboard (except escape) before the next slide displays.
 - o Choose Read Text Done for the SlideShow to read any text on the slide and then display the next slide.
3. Click OK when you are done.

To Change the Background Color

1. Click the Toolbox menu and click Pick Background Color.
2. Pick a color and click OK.

To Save the SlideShow

1. Click on the Save icon or File, Save as... in the controls menu.
2. Name the slideshow in the My Slide Shows folder.
3. Click OK.

Playing Your SlideShow

1. Click the Play button.
2. If your slide advance options are set to wait for a mouse click or a keyboard key, click the mouse or type a key to advance the slides.
3. To stop playing before the SlideShow ends, press the Escape key.

Printing Your Slideshow

1. Click the Print icon.
2. Click one of these formats and click OK when you are done:
 - o *Full Page* prints each picture on its own piece of paper, one at a time.
 - o *Comic Book* prints six pictures on each piece of paper. To print the next six pictures, choose Print again and type 7 in the Starting Picture box and 12 in the Ending Picture box, and so on.

- *Card/Booklet* prints each page on one panel of a piece of paper folded into quarters.
- To make a card, put your drawing or picture onto the first slide/panel and write on the other panels.
- To print the next four pictures, choose Print again and type 5 in the Starting Picture box and 8 in the Ending Picture box, and so on.
- *Thumbnail* prints twenty-four pictures on each piece of paper.

Exporting Your SlideShow

You can export a copy of your SlideShow to play on another computer with or without Kid Pix. Exported SlideShows don't include the Text-to-Speech feature. To Export your SlideShow:

1. Click the File menu.
2. Click Export.
3. Open the folder where you want to save your SlideShow.
4. Type a name for the SlideShow.
5. Choose an export format:
 - *SlideShow to Go* Creates a folder with everything you need to run your SlideShow on another computer with Kid Pix.
 - *QuickTime Movie* Can be played on any computer with QuickTime. Only timing advance options are supported. Transitions are not included.
6. Click Save.

OMK Mobile Technology Lab Experience

I Spy--

Grade Level: K - 5th

Project/Life Skills

- ★ Communications
- ★ Managing feelings
- ★ Sharing

Activity Overview *Create an 'I Spy' game with favorite objects found on Kid Pix Deluxe for deployed loved ones to play*

Time Needed for Volunteer Training: 2 hours

Lesson Time: 2 hours

Prep Time Needed: 20 minutes

Space needed: Mobile Technology Lab

Software Needed: Kid Pix Deluxe

Get Ready

Roles for Volunteers

- Take digital pictures of youth at OMK workshop or retreat
- Help load digital pictures
- Assist with organizing the youth's images and choices
- Help choose and write the "I Spy" list of objects
- Help with printing of page

Roles for Uniformed Military Personnel

- Assist with choosing positive images
- Discuss the "erase" function, if disturbing to youth
- lead the printing of the "I Spy" page(s)
- Talk about the objects that were important to them when they were deployed

Volunteer Training Needed

- Lab set up and use
- Use of digital camera
- Use of Kid Pix software
- Printing of pages

Do Ahead

- ★ Read through activity and gather the necessary materials
- ★ Test the Mobile Technology Lab's wireless printing functionality

Equipment

- Laptop
- Wireless network with printer
- Digital camera

Supplies

- An assortment of "I Spy" books for examples
- Makers/Pens

- Glue sticks
- Self-adhesive stars – silver/gold, other assorted stickers

Background

Operation Military kids and the Mobile Technology Lab help kids connect with each other and their deployed loved ones. Using common and familiar objects in a collage, which have a meaning for the youth, helps the person who is playing the “I Spy” know what is important and meaningful to the lives of those back home. It is a simple activity that can facilitate discussion with both the youth and the deployed loved one. Each “I Spy” will include a digital picture of the youth. While the youth is working, print out a thumbnail of each youth to attach with glue sticks and “hide” on their “I Spy” page. Refer to the “Kid Pix Deluxe” introduction and step by step directions within this handbook.

TIPS:

- ★ Warning Kid Pix has two ways to erase your work. Try to encourage the “eraser” and not the “stick of dynamite”. It might be very disturbing to the youth with all the bombs being reported in the news. It may make some youth very upset
- ★ Younger kids may not be able to do the “text” function very well. Use the volunteer to work with the youth to write out the list of objects and glue it to the bottom of the picture.
- ★ Save your project before printing.

WHAT TO	<i>Cover Kid</i>
<ol style="list-style-type: none"> 1. Take a digital picture of each youth as they arrive 2. Each youth chooses a computer and fills out the registration log. (A volunteer can help them with this if they are having trouble) 3. Brief Orientation by MTL coordinator on rules and regulations 	Steps 1-3 = 10 minutes
<p>Discuss the following with the group:</p> <ul style="list-style-type: none"> • <i>Magazine covers are always captivating. They are designed for you to pick them up and take a look.</i> • <i>Magazine covers do many things. They market the publication, provide information and create an attitude.</i> • <i>Today you are going to make your own magazine cover. You need to decide on a name for the magazine, what image you are going to put on it and what the stories would be if you flipped the page.</i> • <i>Let's take a look at some covers of magazines to get some ideas</i> <p>(Show the magazine covers)</p> <ul style="list-style-type: none"> • <i>First think of a title for your magazine and then jot down some story ideas.</i> • <i>Then go to Hallmark Card Studio and go to 'other projects' and choose magazine covers. It is always fun to start with a template.</i> • <i>Insert your photo first. Then the name of your publication and the stories covered.</i> • <i>Don't forget to put a date on your cover! If you need help, raise your hand"</i> 	
<ol style="list-style-type: none"> 4. Do “I Spy” Activity 5. Write out “I Spy” instructions # of items/objects + name (ex 4 black dogs) 6. Save your project and raise your hand to print 	Step 4 - 6 = 50 minutes
<ol style="list-style-type: none"> 7. Have Youth share their “I Spy” project with the group 8. Facilitate TALK IT OVER section 	Steps 6 & 7 = 25 minutes

Talk It Over

- ★ **Reflect**
 - What objects did you choose?
 - Why did you choose them?
 - What was the most surprising thing you chose? Why?
 - How does sharing this activity with others make you feel?

- ★ **Process** Did you like using Kid Pix Deluxe?
What part of the process was the most fun for you? Most Frustrating? How did you get through the frustration?
What suggestions would you have for someone else who wanted to do this project?
What did you learn through sharing with others?
- ★ **Generalize** How can you use the I Spy Game at home?
Why do you think it is important to show important objects in your life?
What did you learn about frustration/success that can help in other areas of your life?
How can you share the things you care about with other youth who are in the same situation?
- ★ **Apply** What objects from home are important to you? Why?
What did you learn from the I Spy game that will help you tell your friends and family about how you are doing?
What other ways can you think of to share your life with your deployed loved one?

Enhancement

- ★ What other games could you make to share with your deployed loved one?
- ★ Keep a journal or digital pictures of important events and things so that you can share your life post-deployment.

Parent Take-Home Piece

“I Spy” is an activity where you child makes a game filled with familiar objects and challenges for the deployed loved one who receives their game to “find” the specific object(s) in the image. Your youth has been asked to put together object that have some meaning to them and communicate this meaning by having the person playing the game find the important object(s). It is a way to use images as a touchstone for memories and feelings, and prompt both the creator and the user to think about important objects and people in their lives. It is also a concrete way for the youth to share and have fun with their deployed loved one.

This activity also helps them communicate what they are thinking, how they are feeling and what they are doing. You may want to check out the websites below or check with your branch of the military to help support your youth communicate their feelings.

Credits/Sources

<http://mentalhealth.samhsa.gov/>

<http://www.guardfamily.org/Youth>