

# TIPS

# Online Publishing

[edprint.edpal.com/cusd](http://edprint.edpal.com/cusd)

## Easy Does It!

### Go Digital.

#### Save Time.

Use a digital camera instead of scanning prints. Are students using KidPix or doing other work on the computer? Have them save the final work to a JPEG file. (Most computer systems offer a "save as," "Print Screen" or "export" function that allows you to do this. Check your operating manual.)

### Darker Writing; Faster Scanning.

Younger students often write very lightly in pencil, which can be difficult to read once the page is scanned and printed. Invite students to go over their writing with pencil or pen so that it is a little darker.

### Know Your Colors.

Pale and pastel colors sometimes require adjustments during scanning or they appear

too faded. Markers and bold digital colors scan easily without extra adjustments.

### Great Writing Requires Rewriting.

Reward a student with an opportunity to publish if s/he creates a perfect revision—free of errors—and bonus points if s/he types the text in him/herself.

### Scan for Resolution.

"Dots per inch," or dpi, is an important publishing term that relates to how clear your images will appear when printed. Set your scanner to 300 dpi for best results.

### Plan Ahead.

Create a sample/mock-up of the piece you'd like to do so you know exactly what you'll need—photos, captions, text—when it comes time to publish.

### Learn More Features for MS Word and PowerPoint.

You'll save time if you're already familiar with copying and pasting text between files, using and adjusting text boxes, inserting photos/clip art onto pages, and adjusting images after they are inserted.

### Attend a Workshop.

Campbell Union School District conducts training through its Professional Development program.

For the next scheduled training, contact Michael O'Laughlin, at 341-7275.

### Try it Yourself.

Create an account and give it a try.

You'll find the Online Publishing link on the district's home page, or go to:

<http://edprint.edpal.com/cusd>

## Voices of Experience

"I found that artwork done with markers or on computer saves time later. Light pencil was hard to scan and read."

—*edPrint Author Zibi Jamal, Parent*

"Next time, I'll have my students save their KidPix work as jpeg files so I won't need to scan prints of their work."

—*edPrint Author Michelle Campbell, Capri Kindergarten teacher*

"I wish I had done a 'mock up' of my family's book to know exactly how many pages I had and how big or small the photos needed to be."

—*edPrint Author Marla Olszewski, CUSD Communications Specialist*

"Make sure the digital pictures are NOT set to the highest resolution. It increases the size of the file, and the web-site only accepts files that are under 75 mb."

— *edPrint Author Barbara Ryan, edPal*