

## TFT Help Me Tips and Tricks Sheet



## TaskStream: Things to Understand about Images and Attachments.



You have scanned in either a picture, or a paper document and you need to know what the next steps are for integrating the newly created digital file into your TaskStream Portfolio.

### WHAT IS THE DIFFERENCE BETWEEN IMAGE/EYE-CANDY AND ARTIFACTS/ATTACHMENTS?

- ◆ The difference between these two types of digital files is as follows: If you want a decorative image that introduces a page in your portfolio, you will use the image function. If you want your file to act as an artifact or attachment related to a content area in your portfolio, then you will use the attachment function.

### HOW TO RESIZE A DIGITAL IMAGE FOR USE WITH TASKSTREAM. (Student artwork, Digital Picture, etc)

1. Open Photoshop Elements.
2. Open your picture by:
  - File > Open
  - Find your picture.
  - Click OPEN
3. Resize your digital image by:
  - Image > Resize > Image Size
  - MAKE SURE THAT THE RESAMPLE IMAGE BOX IS CHECKED!
  - MAKE SURE THAT THE CONSTRAIN PROPORTIONS BOX IS CHECKED!
  - Type in 72 for the resolution setting (dpi) in the bottom box
  - Type in 450 pixels in the top box.

### HOW TO RESIZE A DIGITAL FILE FOR USE WITH TASKSTREAM (Letter of recommendation, Printed lesson plan, etc)

1. Open Photoshop Elements.
2. Open your picture by:
  - File > Open
  - Find your picture.
  - Click OPEN
3. Resize your digital image by:
  - Image > Resize > Image Size
  - MAKE SURE THAT THE RESAMPLE IMAGE BOX IS CHECKED!
  - MAKE SURE THAT THE CONSTRAIN PROPORTIONS BOX IS CHECKED!
  - Type in 150 for the resolution setting (dpi) in the bottom box.

