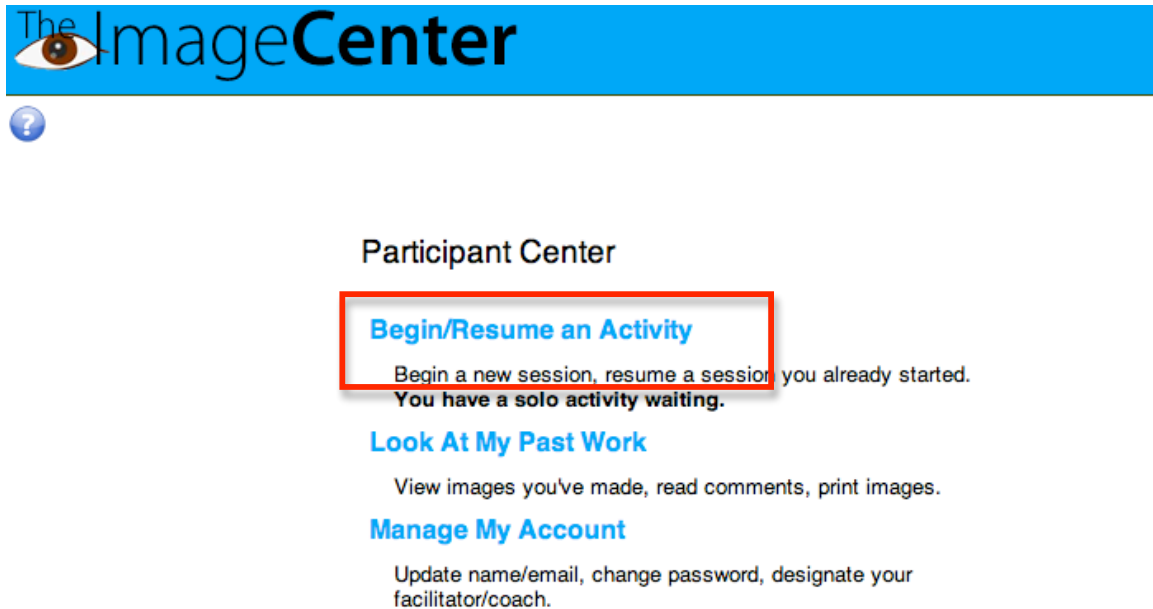


Using the VisualsSpeak Image Center

Accessing an Activity in the Image Center

1. To access an activity, make sure you are logged in and on the **Main Menu Page** and then select **Begin/Resume an Activity**.



The ImageCenter

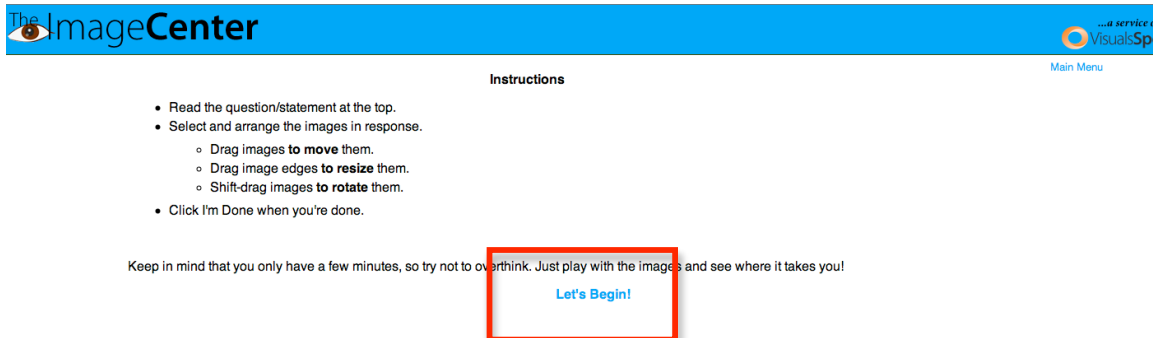
Participant Center

Begin/Resume an Activity
Begin a new session, resume a session you already started.
You have a solo activity waiting.

Look At My Past Work
View images you've made, read comments, print images.

Manage My Account
Update name/email, change password, designate your facilitator/coach.

2. This will take you to an instruction page and a link to “Let’s Begin.” **Review the instructions so that you understand how to move, resize and rotate the images. Then click on “Let’s Begin.”**



The ImageCenter ...a service of VisualsSpeak

Instructions

- Read the question/statement at the top.
- Select and arrange the images in response.
 - Drag images **to move** them.
 - Drag image edges **to resize** them.
 - Shift-drag images **to rotate** them.
- Click I'm Done when you're done.

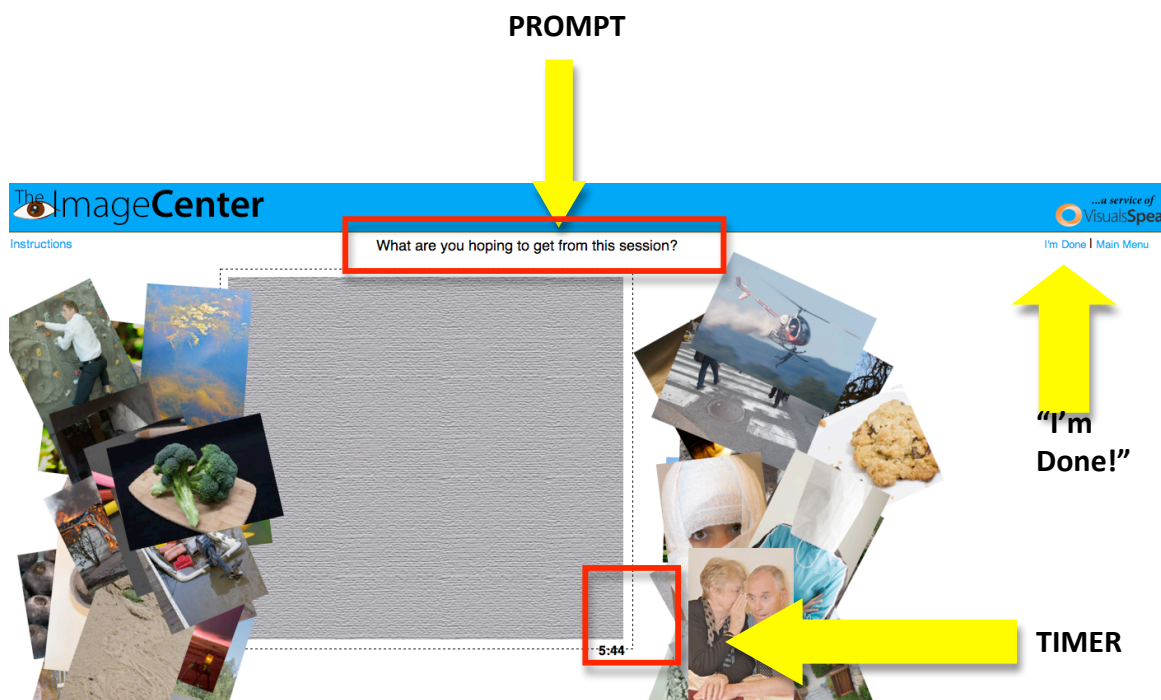
Keep in mind that you only have a few minutes, so try not to overthink. Just play with the images and see where it takes you!

Let's Begin!

Working with Your Images to Create a Collage

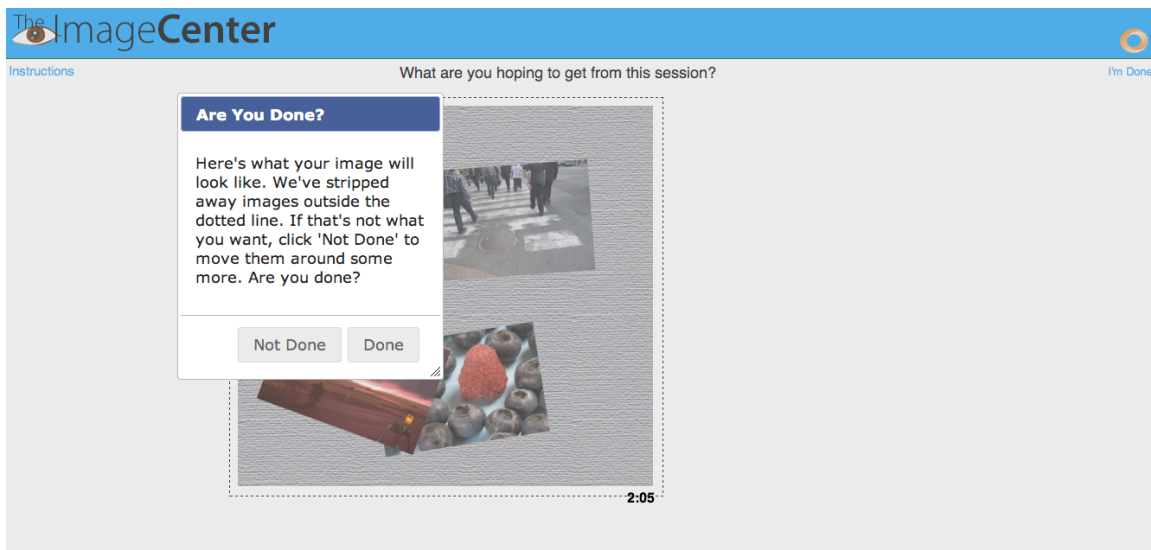
3. Note the layout of the screen below.

- **At the top of the screen is the “Prompt”**—this is where we will have the question we are working with. In this case, I have an icebreaker prompt.
- **In the middle, you see a grey area and then a number of images around it.** You will be dragging and arranging these images into the gray box to form your collage in response to the Prompt.
 - **To move an image**, grab it with your mouse and move it to where you want to place it.
 - **To resize an image (make it larger or smaller)**, grab the corners of the image and move them in (to make smaller) or out (to make larger).
 - **To rotate an image (turn it in the direction you want)**, press the SHIFT key, grab the image with your mouse, and then turn the image in the direction you want.
- **At the bottom right hand corner of the gray box, you’ll notice the timer.** It will be counting down, letting you know how much time you have left to create your collage.
- On the top right hand corner of your screen, you’ll see a link that says “I’m Done.” **When you have completed your collage to your satisfaction, and removed all of the other images you don’t want to use so that they are not touching the gray box, click on “I’m Done.”**

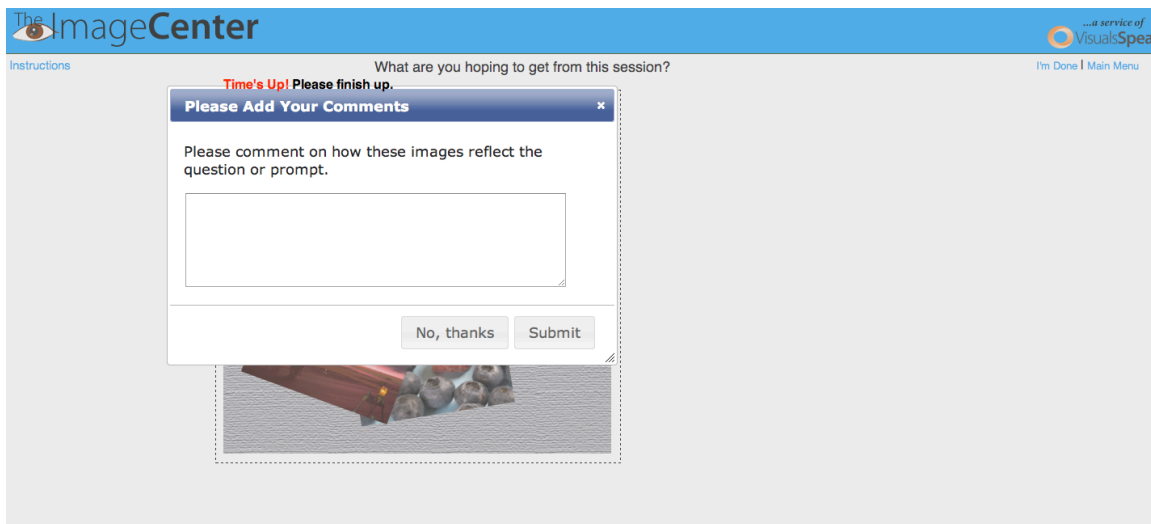


4. Once you click on the “I’m Done,” link, you will see the screen below, where you will be able to preview your collage.

- If all of the images on the outside of the gray box have been stripped away and your collage is arranged to your satisfaction, click on “Done.”
- If your collage is not satisfactory or there still stray images in the picture, click on “Not Done” and this will take you back into the Image Center where you can re-arranged the images in the gray box or move stray images out of the way. Once you are satisfied, click on “I’m Done” in the right corner and then when you come to this screen again, click on “Done.”



5. You will now be provided with an opportunity to add comments to your image. For our session, don't worry about adding any comments. Just click on “No Thanks.”



Some Tips for Success

- ***Make sure that ALL other programs on your computer are closed before you log in to the VisualsSpeak Image Center.*** The quality of your experience will be severely impacted if you are running multiple programs (such as Word, Excel, Outlook, etc) and/or have multiple browser windows open.
- **When you click on a link in the Image Center, (such as “Begin/Resume Activity, etc.) only click once!** Do not click multiple times, as this may interfere with your browser’s ability to respond with the correct information. If you do not get to the page within 30 seconds or so, then try clicking the link again—but only one time.
- **When you have finished a collage, make sure that you click on the “I’m Done” button in the upper right hand corner of the page.** This submits your collage to your facilitator and allows us to share your work with the rest of the group during the debrief.
- You will be able to access and print out your past work after the live session ends by logging in to the Image Center and clicking on the link to “Look at my Past Work.”
 - Click on the link to the date of the session you want to review.
 - If you want to print out this session, click on the link to “Print Version” in the right hand corner of the page and then use your browser’s print function to print out.