November 2021: Capturing and Saving Images

Welcome to the Law Library's first Tech Tips newsletter! This week, we'll be focusing on saving and editing images so that you can enhance presentations, class lectures, and written works.

(Note: Remember to consider copyright implications when working with images!)

Let's start with something all law professors love: a hypo.

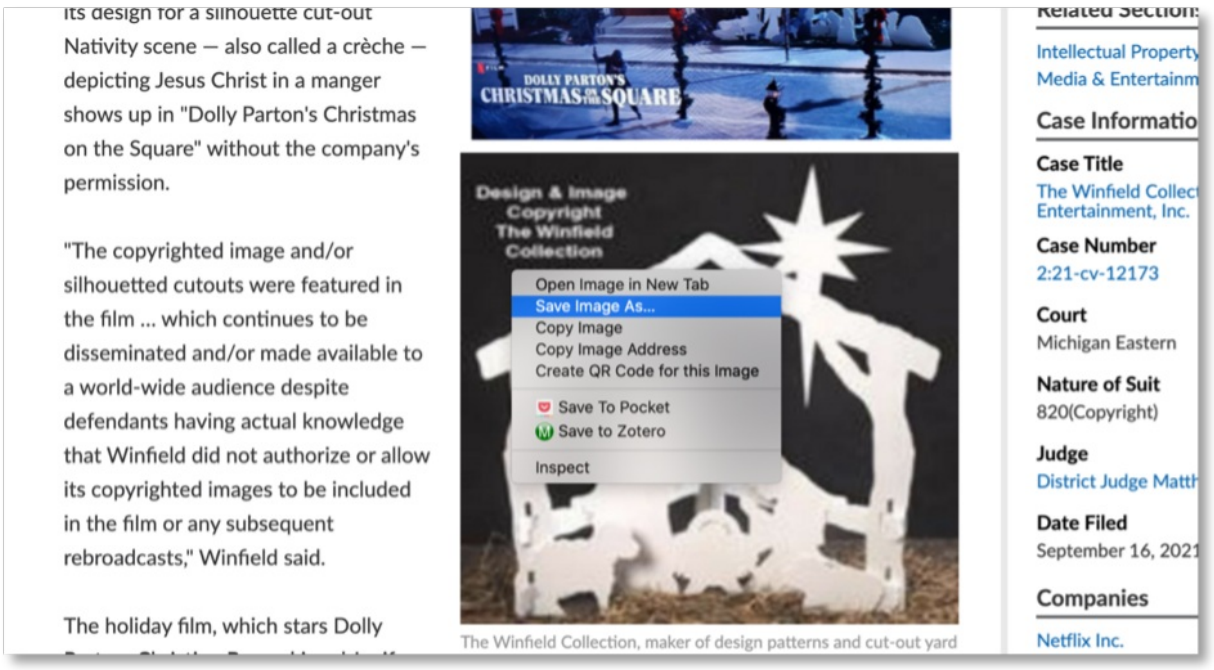
Say you've just finished **a fascinating Law360** article about an infringement suit filed against Warner Bros. for streaming a Dolly Parton Christmas movie on Netflix with an image of a copyrighted Nativity design. You want to share an image of the contested crèche with your class. There are a couple of options for you below.

Scroll through all of them, or select from easy, medium, or advanced based on your skill level.

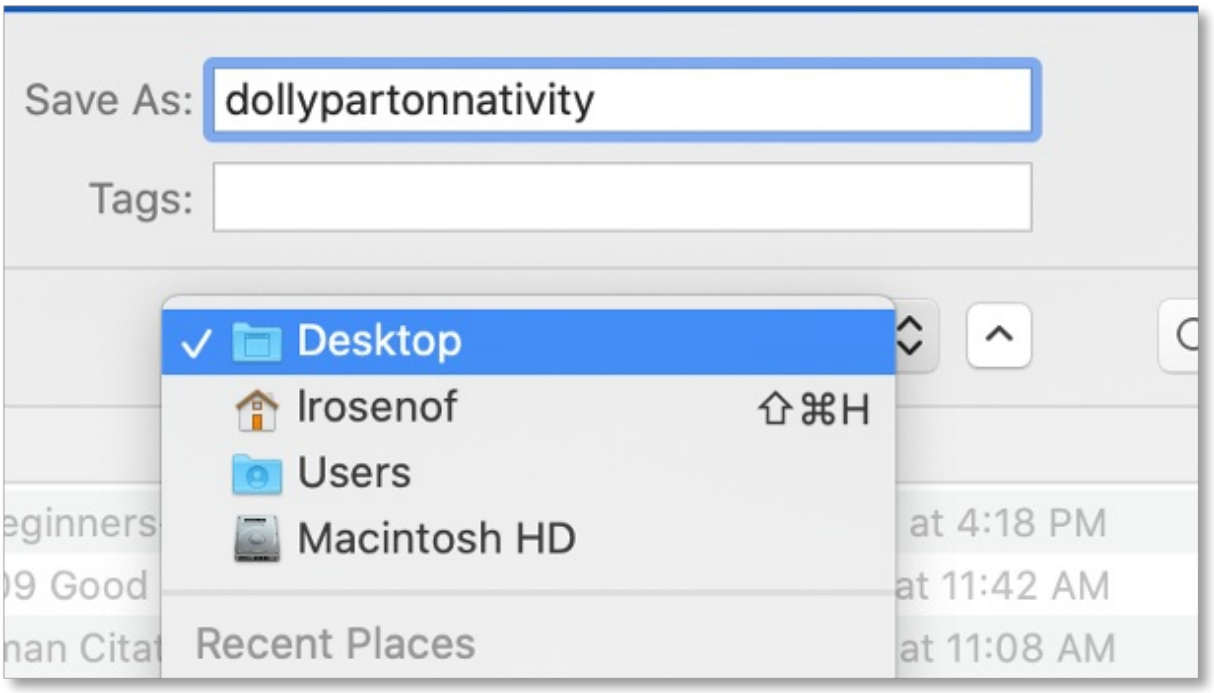
Easy

Mac and Windows Instructions

1. Right-click over the image and select "Save Image As. . ."



2. Now, when you save the image, make sure that you save it with an easy-to-remember filename, like "dollypartonnativity." Further, save it to a folder that you use frequently or your desktop. (Just make sure to clean up your desktop every now and then so that it isn't overrun.)



3. Now you'll have a nice image from the article to pop up on a slide or insert into a handout (below).

Note: Sometimes the image will not save in a file format that is easy to use or share. In that case, follow the steps from the **Medium** tip.

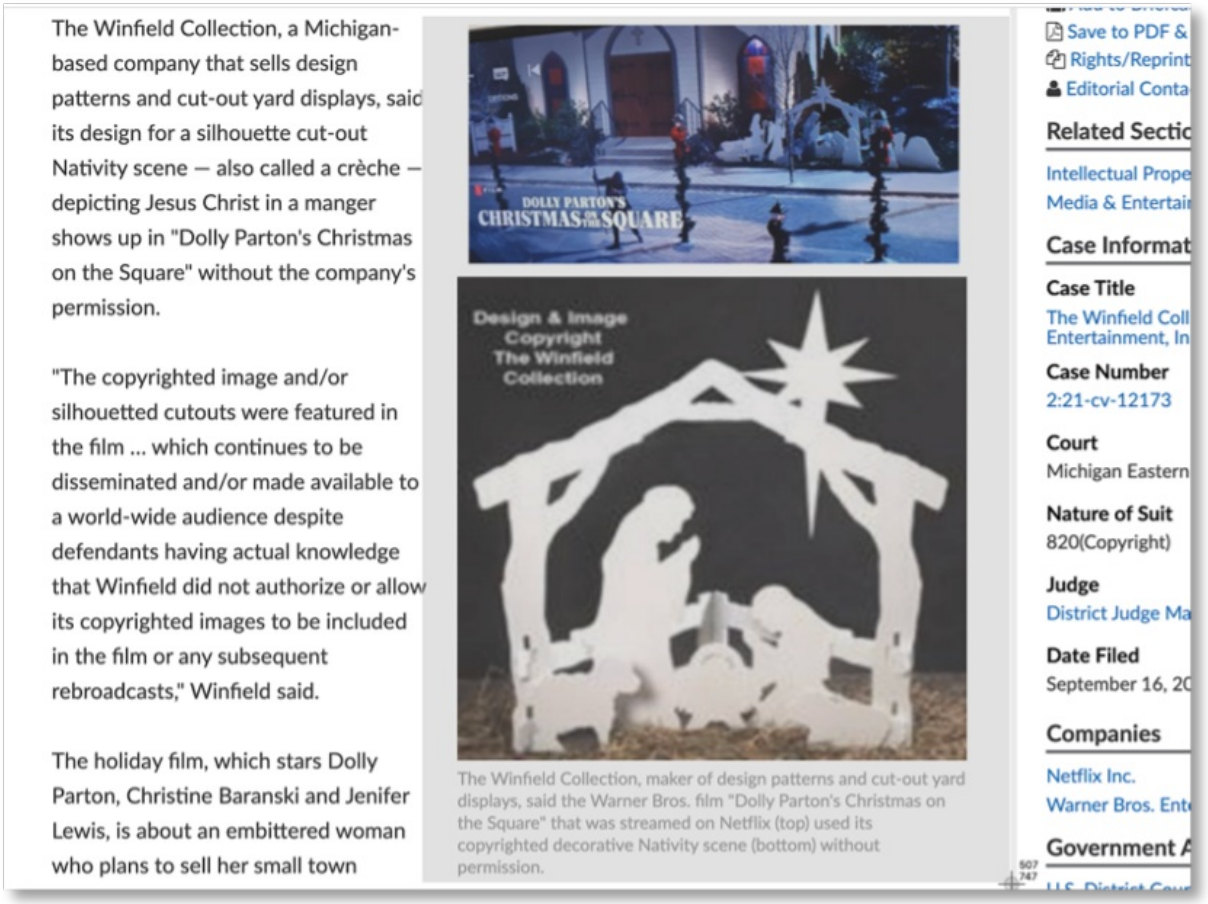
Medium

Say you're not content to share only that one image, or it's difficult to save the image as a file with the right-click method. Instead, you want to capture a portion of the screen which displays both the Nativity image itself *and* the image as it appears in the Netflix streaming special.

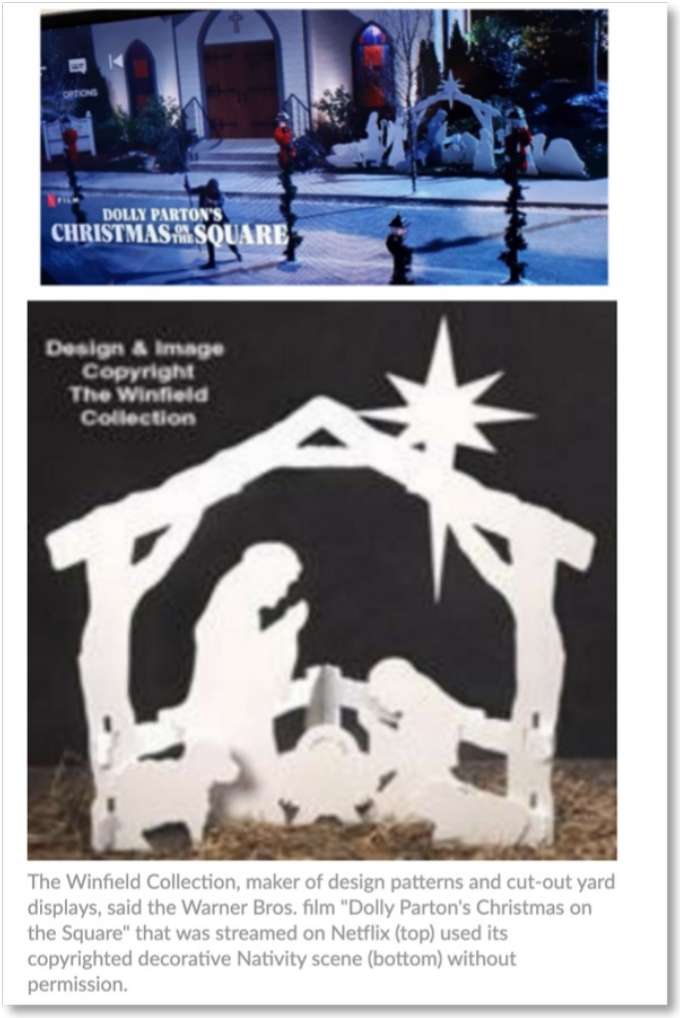
Mac Instructions

1. Hold down the "command, "shift" and "4" keys at the same time. You'll see your arrow turn into this handy new tool:

2. Drag this little guy over the portion of the screen that you would like to save as an image, like so:



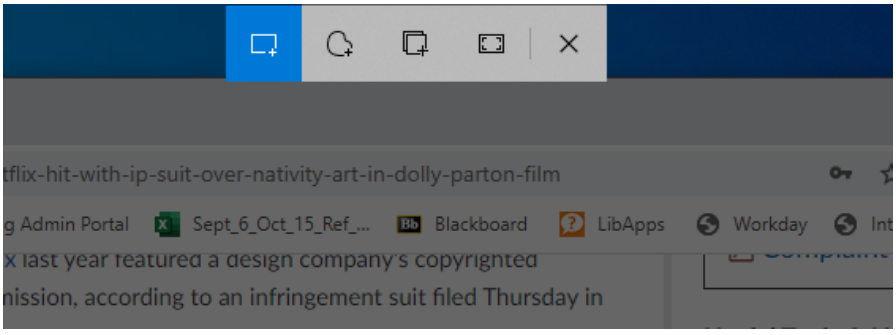
3. Now you'll have this file to save and share. Again, just save it with a memorable name and in a place where you'll know to look for it.



The Winfield Collection, maker of design patterns and cut-out yard displays, said the Warner Bros. film "Dolly Parton's Christmas on the Square" that was streamed on Netflix (top) used its copyrighted decorative Nativity scene (bottom) without permission.

Windows Instructions

1. For Windows 10 computers, hold down the Windows, "Shift" and "S" key at the same time and a new tool will appear while your screen is grayed out. Select one of the icons below to capture a portion of the screen.



2. Use the chosen tool to select part of the screen. Then save the file and use it later.

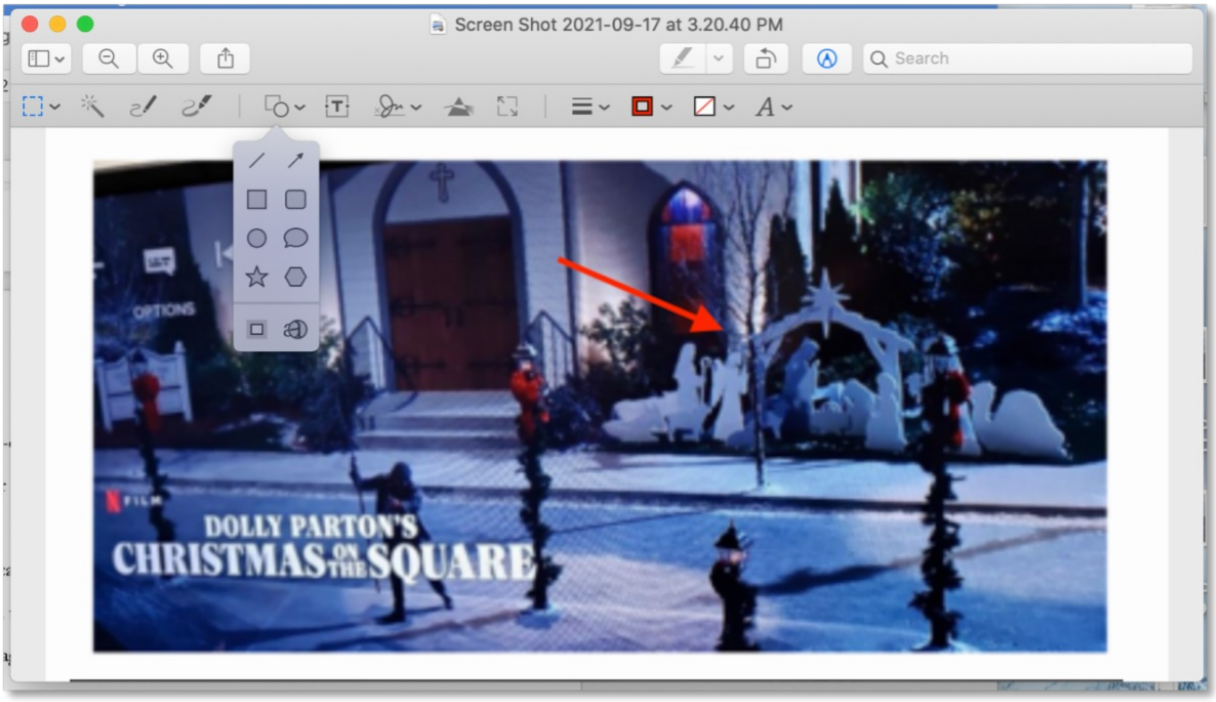
Advanced

Whether you have a Windows or a Mac computer, you have a way to edit images with a native application on your computer. Let's say we have another image of the Netflix special and we just want to point out the location of the Nativity design.

Mac Instructions

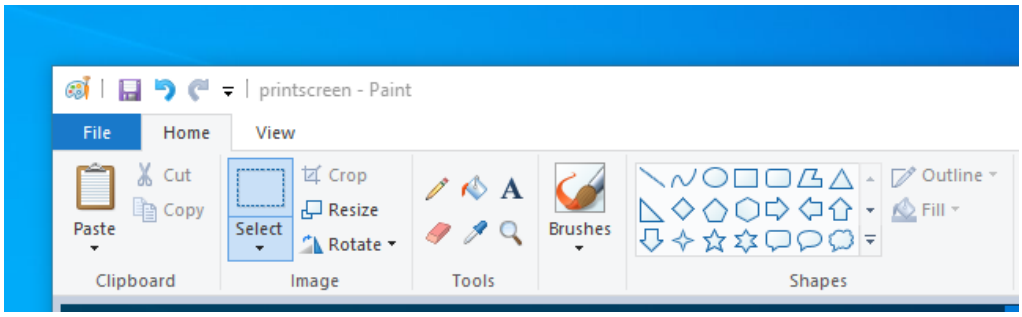
1. Simply double-click the image wherever you have it saved. If it is saved as an image file (like .jpeg or .png), it should open up automatically in an application called Preview.

2. Preview is a simple application which lets you quickly edit image files, using shapes like circles or arrows, and text. See below for an example of how you could use it to point out the Nativity image.



Windows Instructions

1. Click the image wherever you have it saved and it should open up automatically in an application called Microsoft Paint. Edit it as you please.



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