

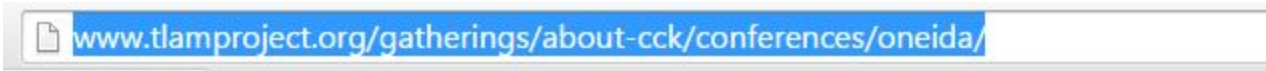
Creating a Shortened Website Link using TinyURL

There may be times you want to share a website link, called a URL (Uniform Resource Locator), but the link is too many random letters or just too long. To easily share the website with someone else, you can create a **shortened** website link. There are many websites that will shorten a link for you: TinyURL, goo.gl, Bitly, and Ow.ly, for example.

The benefit of using TinyURL is YOU can decide what the shortened URL says.

Let's say we have this longer URL that we want to share on a flyer, or through email, or write down for someone: <http://www.tlamproject.org/gatherings/about-cck/conferences/oneida/>

First, you want to **copy the long URL**. Click on the link, highlight the link, and copy it. To copy, right-click and press "Copy" OR use the keyboard shortcut: "CTRL" and "C".



Then, go to <http://www.TinyURL.com>

Paste the long link in the search box. If you want to, you can decide what the text will say after "http://tinyurl.com/_____" -- otherwise, TinyURL will generate a link of random letters and numbers.

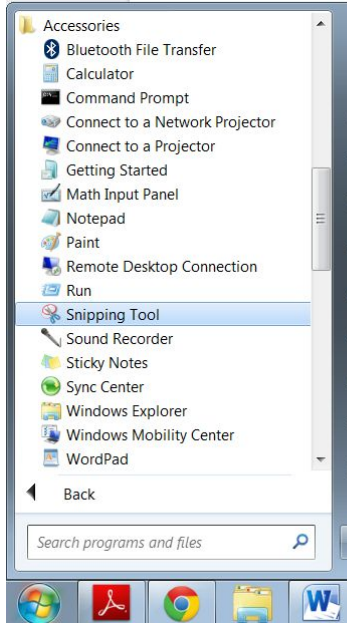
Press "Make TinyURL!"

The next screen will give you the shortened link. Click and highlight the shortened link, right-click, press "Copy", and paste the new, shortened link where necessary.

Taking a Picture of Your Computer Screen Using the Snipping Tool

The Snipping Tool is a program that comes on most PCs that allows you to take a digital picture, or screenshot, of a portion of your computer screen. The file can be saved as JPG (picture file) or edited/annotated.

To create the screenshot, you should view the area you want to take a picture of on your screen.



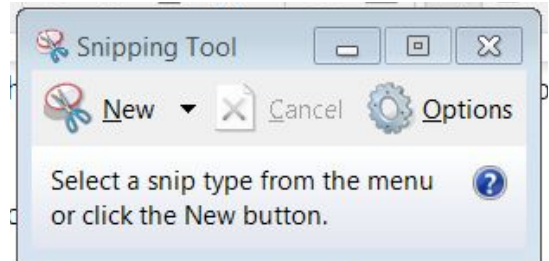
Then, to open Snipping Tool, go to the Start Menu.

Click on “All Programs” and scroll down to the folder that says “Accessories”.

Then, find “Snipping Tool” and click on it to open.

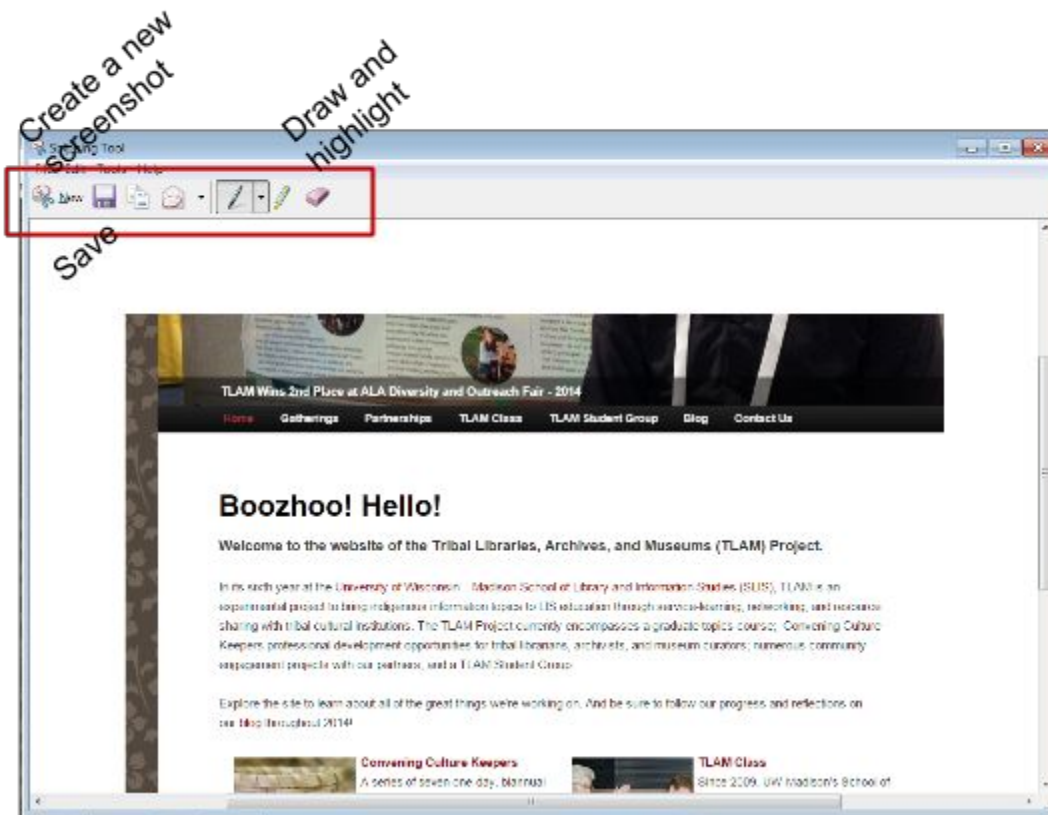
This is the window that appears.

Click on “New” and your screen will have a gray tint to it now.



Put your mouse in one of the corners you want to take your screenshot. Click, hold, and drag the mouse across the screen to make a box over the area you want to take a picture of. Let go of the mouse when you are done.

Note: When you take a screenshot, the Snipping Tool window will not get in the way or appear in your image.



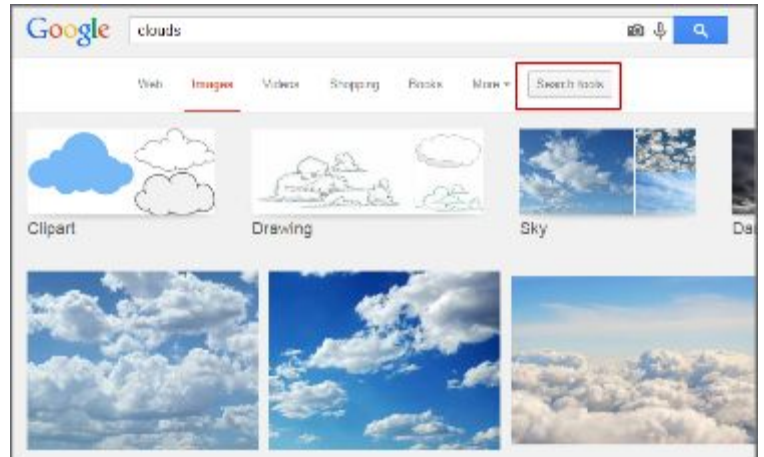
Your image will open up in a new window. You can draw or highlight on the image. You can save it and send it, or press “Edit” and “Copy” to paste into another document.

Looking for Copyright-Free Images Using Google

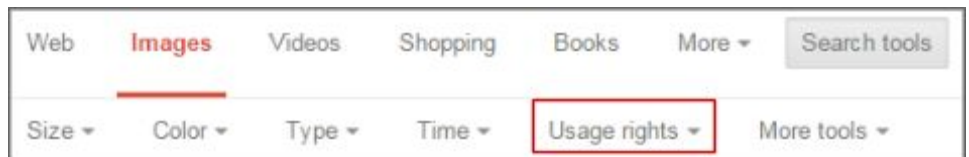
If you want to find copyright-free photos on the internet to use in a flyer or in a video for your library, you can use Google Image Search.

First, go to <https://images.google.com/>, and do a search on your topic.

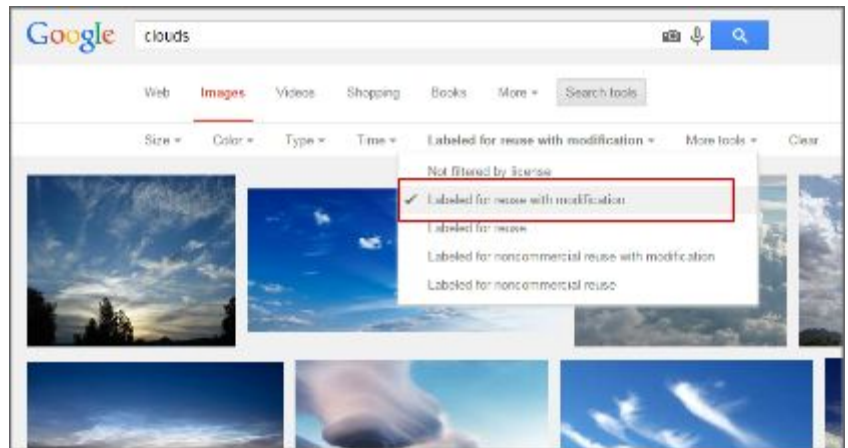
Then, click on the “Search Tools” button.



You will see a new menu appear with lots of options to narrow your search, such as Size, Color, and Type. To find copyright-free images, click on “Usage Rights.”

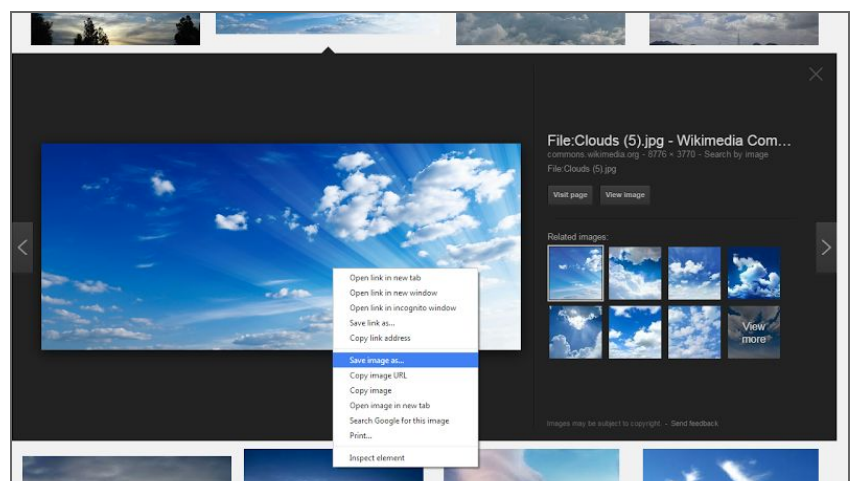


A drop-down menu will appear with some options. We recommend the most strict option: **“Labelled for reuse with modification.”** This means that the creator of that image has indicated that that image is free for others to use and edit (so you can put it in your own works, crop it, etc.).



Once you select that option, the photos in the window will update and you’ll only see photos that are copyright-free.

The best way to save an image is to click on it to expand it, then right-click on the image and choose “Save image as...”. Then, you can save it on your computer.



Putting a Video on a Website Using the Embed Code

You can put a video that is on YouTube, WeVideo or Vimeo onto your own site by “embedding” the video with an HTML code (the language used to make documents on the internet). Our example will use YouTube.

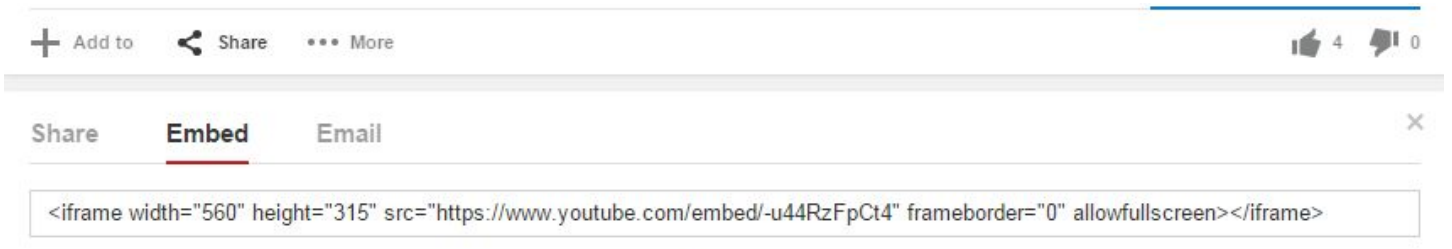


First, find the YouTube video you want.

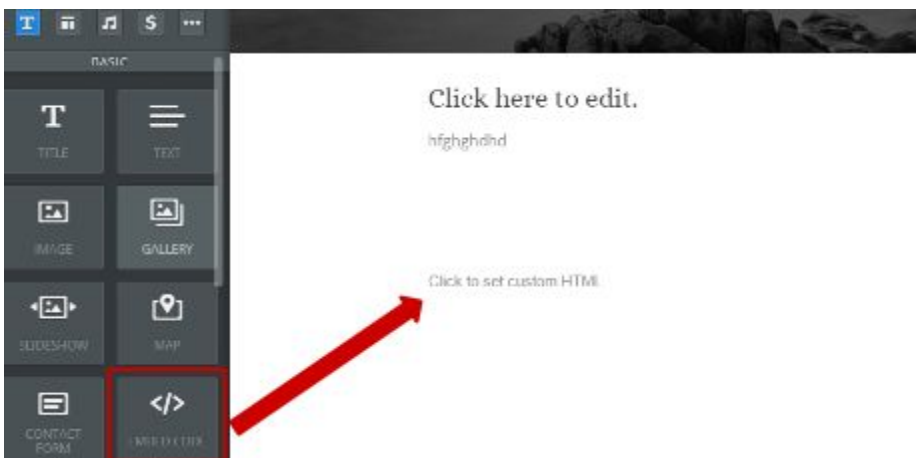
Below the video, you will see a series of text and buttons. To find the embed code, click on the “Share” button.



Then, click on “Embed” and copy the code by highlighting the text, and pressing “Ctrl” and “C”.




Now, go to your website. This example uses Weebly. Click and drag the “Embed Code” icon onto your website.



Click on the “Click to set custom HTML” on your website. Paste the embed code from YouTube by typing “Ctrl” and “V”.

When you click off the embed code you just pasted, Weebly will transform the code into a YouTube video right on your website.

 You can also find an embed code available when you publish a video in WeVideo. Embed it just like you did with the YouTube video.