

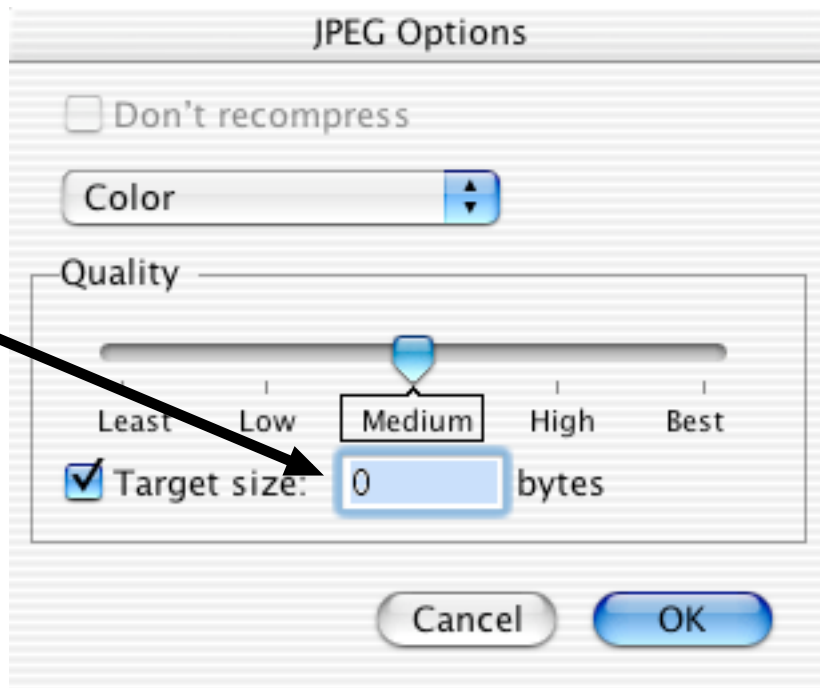
Tech Elective  
Cube Explanation & Email  
Project #3

**TASK:** Create a jpg image of your shape along with explanations to email to your teacher.

**PROCESS:**

- ◇ Open cube document
- ◇ group entire shape
- ◇ copy
- ◇ open AppleWorks drawing module and paste cube into draw document. Position cube in lower portion of document. (You'll need to resize it to allow space for the comments.)
- ◇ On the top portion of your cube write your name and a brief summary of the project. (ie: why you did/didn't like the project, how easy or difficult it was, challenges you encountered, what was unclear, etc.)
- ◇ For each face of the cube (or alternate shape) write a brief description of what is on the face. Use arrows to identify each face and text boxes for your comments.
- ◇ Vary the text size, color and font. Include any creative touches that show your skill using Appleworks.
- ◇ Save the document as a regular Appleworks document. (It will have the ".cwk" extension.)
- ◇ After completing the cube explanation Save a second version of your document as .jpeg (Do a "Save As..") When saving change the file format type to: **JPEG [QT]**.

- ◇ When prompted for a target size check the box and type in 500 in the box beside bytes.



- ◇ You'll now have two copies of the document saved as different file types.
- ◇ Send an email to your teacher. ([ml1edwards@yahoo.com](mailto:ml1edwards@yahoo.com)) Be sure to include something like "cube write up" in the subject line to clearly identify the message. Also, in the body of the email write me a brief message and include your full name. Cc yourself the same email. You will then retrieve your email on your home computer and view your cube explanation (jpeg document) with a picture viewing program on your home computer. Be prepared to report what program you have at home.

# Compose

The screenshot shows the top portion of an email compose window. At the top are buttons for 'Send', 'Save as a Draft', 'Spell Check', and 'Cancel'. Below these are fields for 'To:', 'Cc:', and 'Bcc:'. The 'To:' field is highlighted with a red border and has an arrow pointing to it with the text 'complete these fields!'. Below the 'Cc:' field is the 'Subject:' field, with an arrow pointing to it and the text 'include 'cube project' or something similar in the subject line.'. Below the subject line is the 'Attachments:' section, which contains a button labeled '[ Attach Files ]'. An arrow points to this button with the text 'click here to add the attached file'.

- ◇ Attach the jpg file you created. (Your email program will look slightly different.)

*After you click 'browse' you'll be able to navigate to your file on your disk. (Hard drive, server, etc.) Name will then appear in field. Don't forget to click "attach files" when finished, then send the email!*

## Attach Files

### Select Files

The screenshot shows the 'Attach Files' dialog box. It has a title bar and a main area with the text 'Click "Browse" to select a file. You can attach up to 3 files for a total of 3.0...'. Below this are three rows, each with a text input field labeled 'File 1:', 'File 2:', and 'File 3:' respectively, and a 'Browse...' button to the right of each field. At the bottom of the dialog, there is a message: 'Send up to 10 attachments (10MB)! Upgrade to Yahoo! Mail Plus'. Below that is a note for PC users: 'PC users: Select "All Files" for "Files of Type". If you don't see a "Browse" button...'. At the very bottom of the dialog is a large button labeled 'Attach Files'.

- ◇ Send off the email!
- ◇ Check you email for a reply from me indicating I received the email. I'll also let you know your score for the completed cube and the

email/cube explanation assignment.