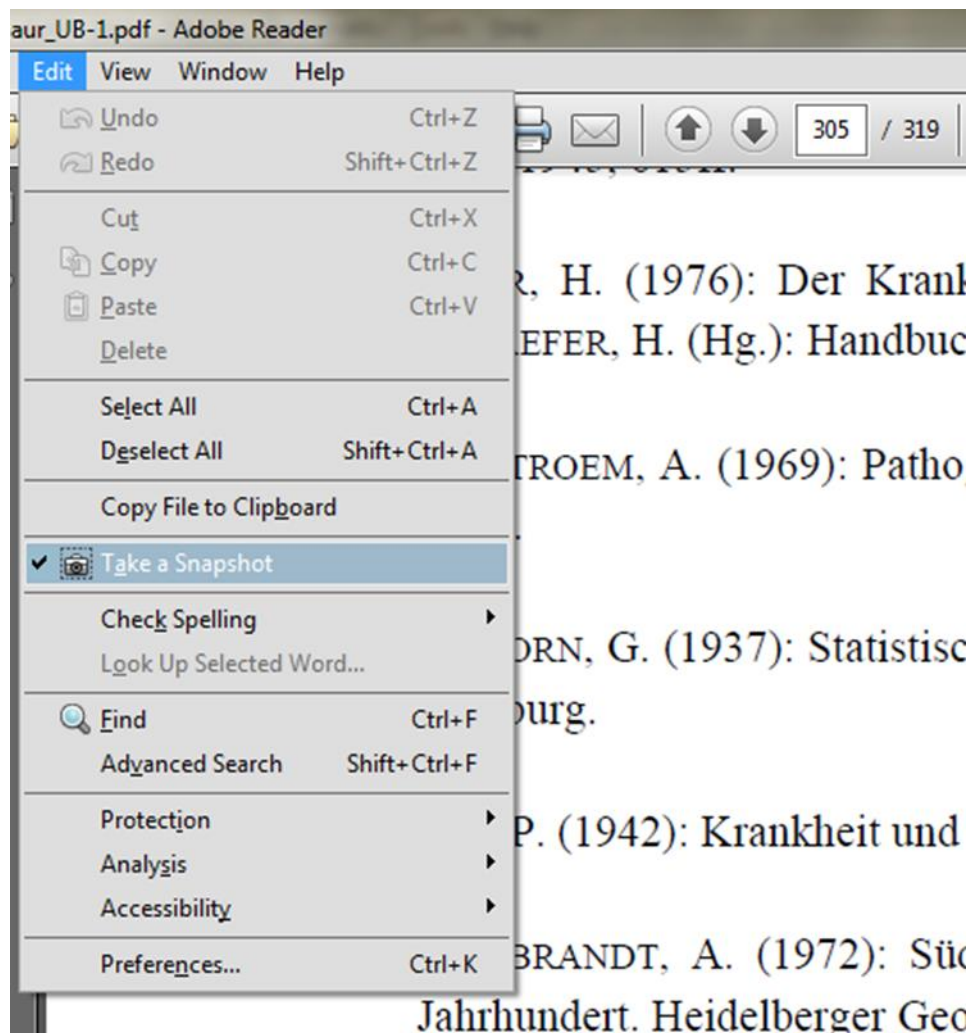


Preparing the jpg document for Omeka

Step 1: Open your pdf document and select 'Edit' from the top menu. Then select 'Take a snapshot'.



Step 2: While holding down the left mouse key, highlight the area you would like to take the snapshot of.

If the sound on your computer is turned on, you should hear a jingle telling you that the shot has been taken. If you have your notifications turned on, a little window will pop up, telling you that the selected area has been copied.

SAVAGE, W. (1945): Public Health's Debt to Experimental Research. In: British Medical Journal, 3. Nov. 1945, 615ff.

SCHAEFER, H. (1976): Der Krankheitsbegriff. In: BLOHMKE, M.; v. FERBER, Ch.; KISKER, K. & SCHAEFER, H. (Hg.): Handbuch der Sozialmedizin III. Stuttgart.

SCHAERSTROEM, A. (1969): Pathogenic Paths? A time geographical approach in Medical Geography. Lund.

SCHELLHORN, G. (1937): Statistische Untersuchungen über die Diphtherie in den Jahren 1907 – 1936. Hamburg.

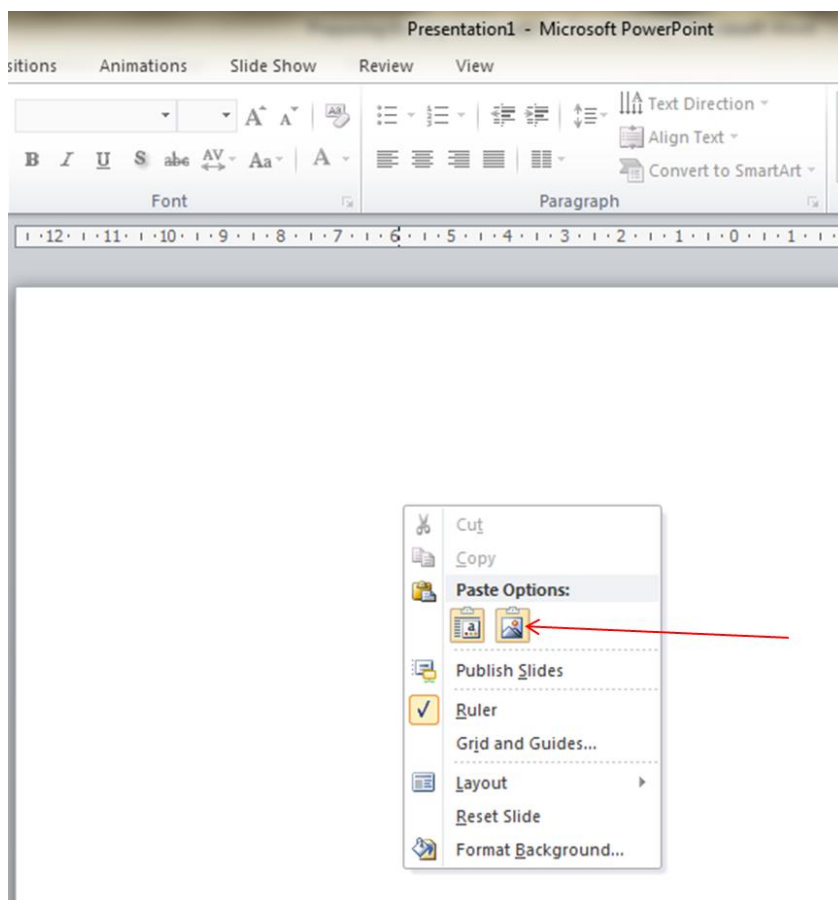
SCHENK, P. (1942): Krankheit und Kultur im Leben der Völker. Leipzig.

SCHUEERBRANDT, A. (1972): Südwestdeutsche Stadttypen und Städtegruppen bis zum frühen 19. Jahrhundert. Heidelberger Geographische Arbeiten (HGA) 32. Heidelberg.

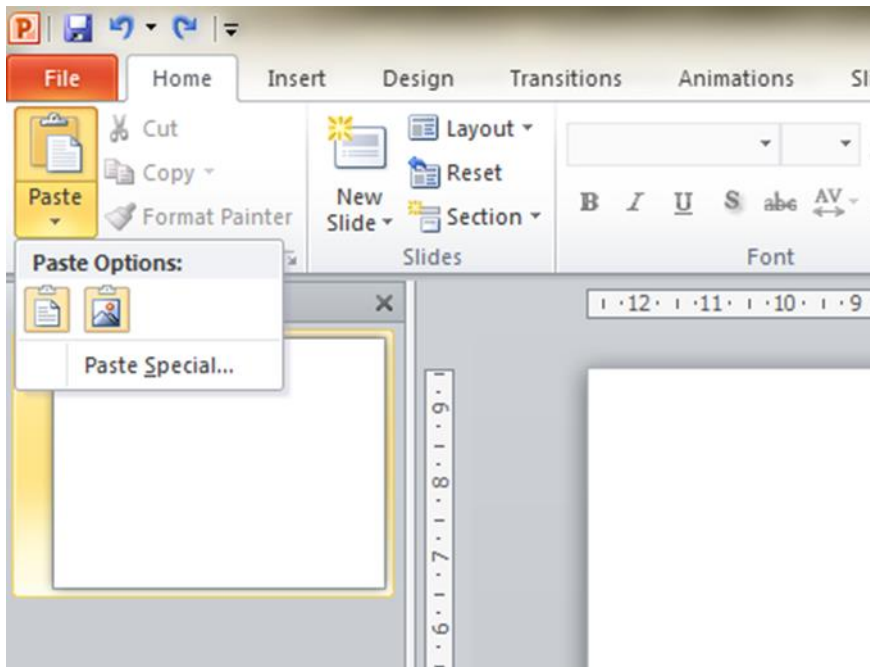
Step 3: Open Power Point

Step 4: Copy the snapshot onto the Power Point slide. There are various ways to do this.

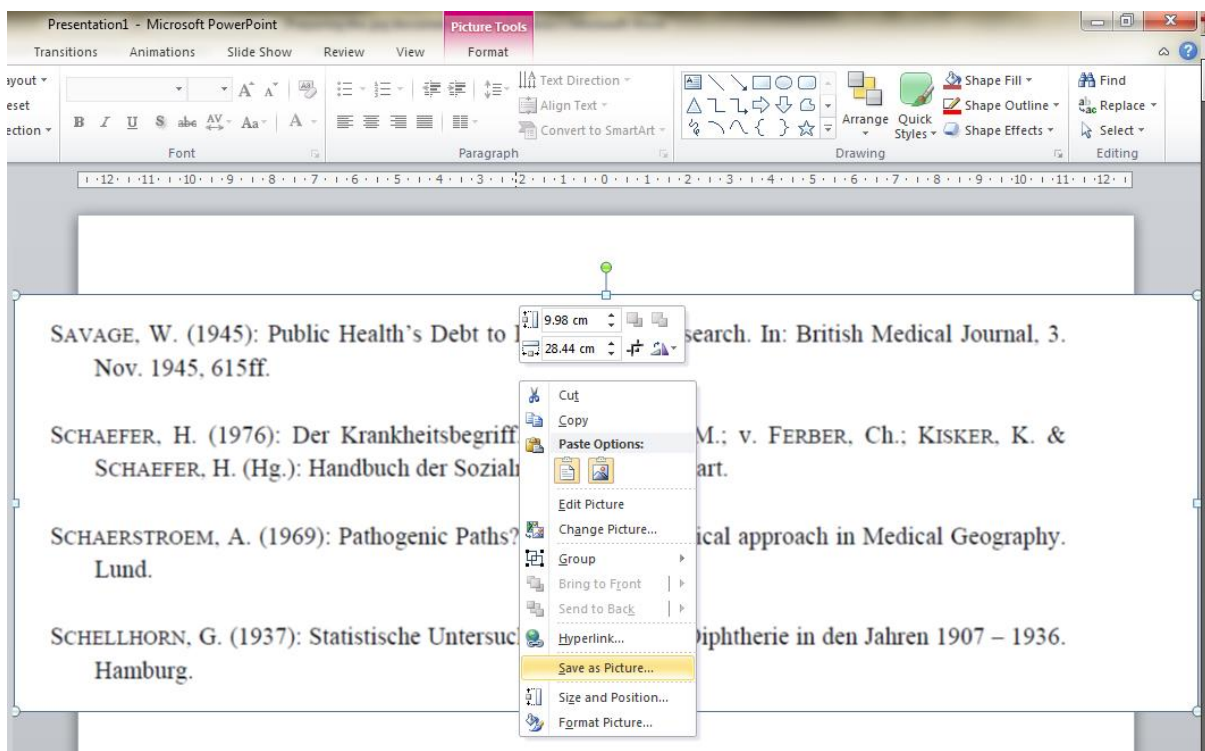
- a) Put your mouse on the slide, right-click, then select the little picture under the heading 'Paste Options' (see below) Your snapshot will then appear in Power Point.



- b) If you do not want to use the mouse to past your picture into Power Point, you can do the following:
Select 'File' from the top menu, then click on the little arrow underneath 'Paste'. Finally, select the picture option under the heading 'Paste Options'. Your snapshot will then appear in Power Point



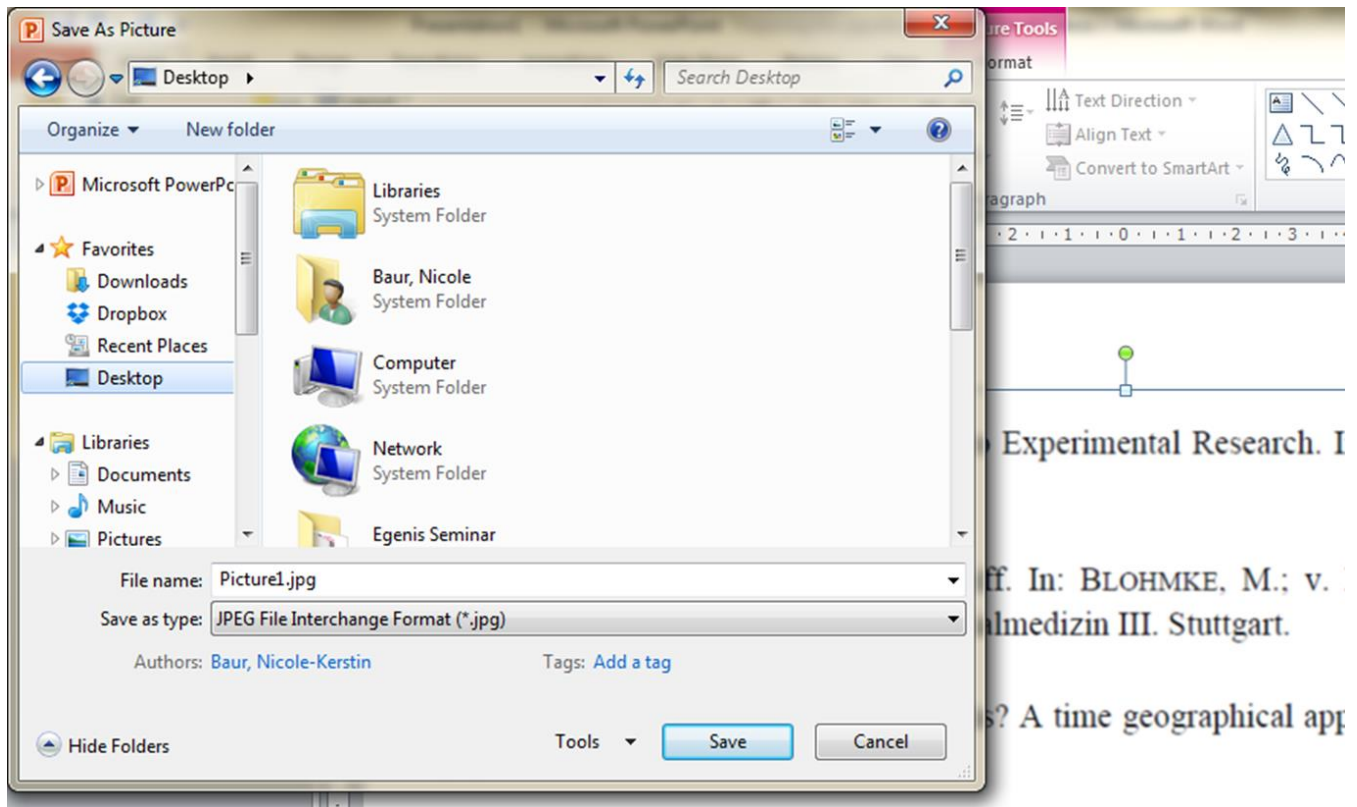
Step 5: Right-click on your snapshot and select 'Save as picture'.



A window will now open, asking you where you want to save the picture. Choose your preferred location and select 'JPEG File Interchange Format (*.jpg)' from the bottom menu. When you choose a name for the picture, please follow this guideline:

[first name]_[last name]_001 (e.g. John_Smith_001)

[first name]_[last name]_002 (e.g. John_Smith_002) and so on...

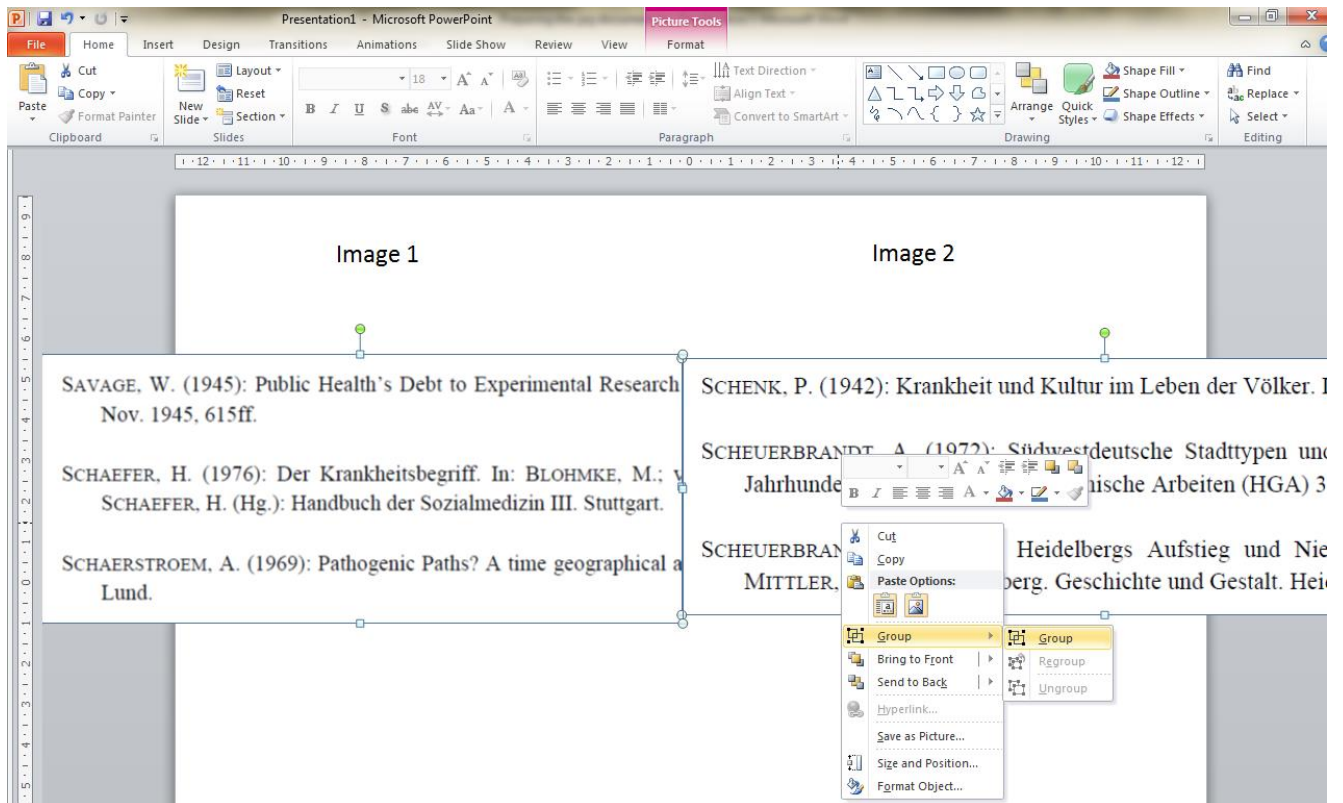


Combining pages in Power Point

Follow Steps 1-4 for the first image. Then do the same for the second one. Move the two images around on the Power Point slide, so that they line up nicely. They are usually bigger than the slide, but this doesn't matter.

Select one of the images. Now, hold down the shift key on your keyboard and click on the second image. Both images should now be selected.

Let go of the shift key and right-click on one of the images. A little submenu should pop up. From there select 'Group' and again 'Group'



You will see that the middle line separating the two images has now disappeared and both images have been combined into one.

Now continue with [Step 5](#) above to save the image.

It is **not advisable to combine more than two images**. If you have longer letters, e.g. four pages, combine 2x2 images and upload the two newly created files.