**Using Photostory:**

**Step 1:**

* Find your draft work / working outline.
* Be sure all your text is COMPLETE before moving forward—it MUST be CONCISE (brief) to fit well on the slides.

**Step 2:** Open **Photostory 3** from your desktop. 🡪Begin a new story. Click Next.

**Step 3: Import pictures**

Your own (hardcopy) pictures:

* Scan originals and save to your H: drive.
* Locate your digital images via flashdrive, etc.

Other pictures:

* For Microsoft Office Photos

1. Go to - <http://office.microsoft.com/en-us/clipart>
2. Type key words in search field AND select Search 🡪Photos
3. Collect pictures in the basket
4. Pictures will download to My Documents 🡪My Pictures 🡪My Clip Organizer
5. Import to Photostory right away since My Documents will not back up overnight.

* If you use other images

1. Save to My documents or a flash drive.
2. Write down website, publisher, and published date (for resources page).
3. Import to Photostory right away since My Documents will not back up overnight.

* For blank slides
  1. Start 🡪Programs 🡪 Accessories 🡪Paint
  2. Choose a color.
  3. Fill with color (paint bucket).
  4. File save as “color” and save to your My Docs folder or a flash drive.
  5. Import to Photostory right away since My Documents will not back up overnight.

**\*\*\*SAVE WORK\*\*\***

* **Save Project**… button
* Name project
* Direct to **H: drive** OR **flash drive**! (be aware that the default save is to “my videos” and will be lost!)

**Step 4: Edit pictures**

* Move pictures on the storyboard.
* Click the edit button and make changes (crop, effect choices) and save.
* Remember to LEAVE SPACE FOR TEXT

**Step 5: Add text (“title”) info**

* Use the “Add a title to your pictures” screen
* Make text readable (dark on light).
* Select appropriate font size and text (the larger the better).
* **RE-READ** for spelling/grammatical errors.

**Step 6: Narrate and customize motion**

* Use the “Narrate your pictures and customize motion” screen
* For **voice recording**:
  + Plug in the orange earphones with boom mic.
  + Click on the red screen button
  + You may need to test the earphones. Click on the microphone icon to the right.
* For **motion**:
  + Click on Customize Motion
  + ONLY use the TRANSITION tab (your timing will be established by your voice recording)

***NOT REQUIRED* Step 7: Add background music**

* Click on Select music (bring in from outside)

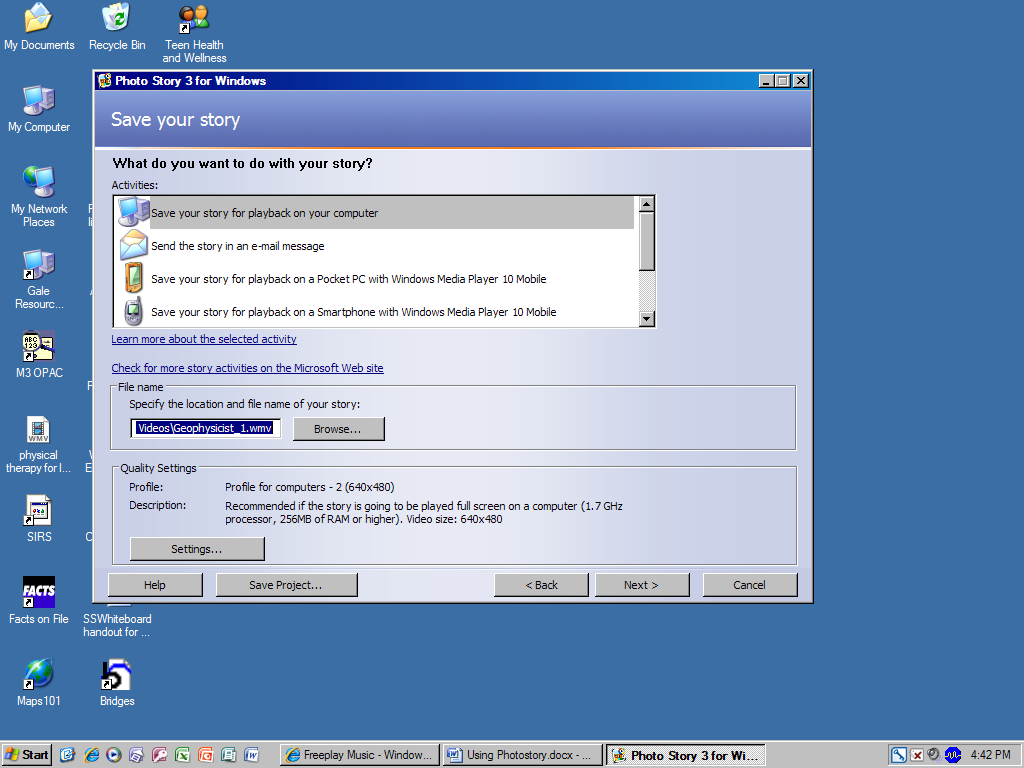
**\*\*\*Music must meet fair use guidelines\*\*\***

**\*\*\*(30 seconds MAX for copyrighted music)\*\*\***

1. Try <http://freeplaymusic.com/> (Free Student Educational Use, no public broadcasting)
2. Preview first.
3. Save MP3 target as…
4. Save to My Documents folder or a flash drive.
5. Import to Photostory right away since My Documents will not back up overnight.

* Create music (use Photostory selections).

**FINAL STEP: Save for Playback (DO LAST AFTER FINAL EDITING!)**



If you have content to ADD or plan to EDIT, **save project**… each day (overwrite previous file)