

# PhotoStory 3 for Windows

## Save Images for Your PhotoStory

**TIP:** Before you start your PhotoStory, it is a good idea to create a project folder. Store your research, script, images, project, and final video in this folder.

1. Go to the Google website: **www.google.com**... click the **Images** link
2. Type the word(s) related to image you need... click **Search Images**
3. Click a small 'thumbnail' image... click the **See full-size image** link
4. Right-click the image... select **Save Picture As...** (or **Save Image As...**) ----->
5. Locate your PhotoStory project folder... click **Save**



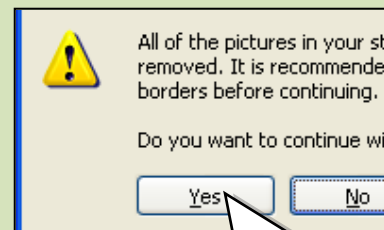
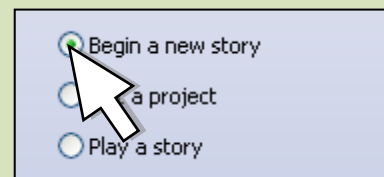
## Import and Arrange Your Pictures

1. Select the **Begin a new story** button... click the **Next >** button ----->
2. Click the **Import Pictures** button
3. Locate the folder where your pictures and images are saved
4. On your keyboard, press the **Ctrl + A** keys... this will 'Select All'

**TIP:** If you don't want to import all of the pictures, hold the **Ctrl** key on the keyboard while clicking individual pictures.

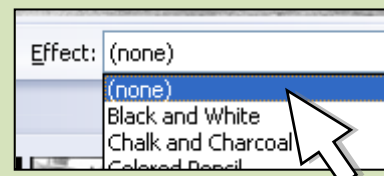
5. Click the **OK** button
6. To change the order of a picture, **click and drag** the image ----->
7. Click the **Save Project** button... locate the same picture folder... click **Save**
8. Click the **Next >** button

**TIP:** A warning may appear, "Do you want to continue without removing black borders?" Click the **Yes** button. ----->



## Add a Title to Your Pictures

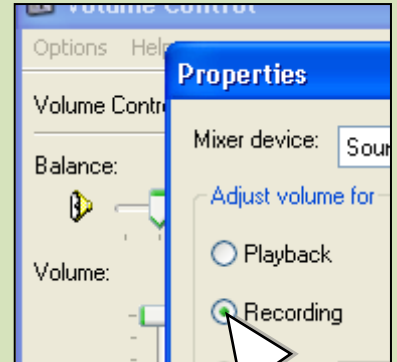
1. Select the picture to which you want to add text
2. Type a title in the text box... click the **text** buttons to modify title features ----->
3. To add an effect to your picture, click the **Effect** pull-down arrow----->
4. Click the **Next >** button



## Connect the Microphone


1. Plug the mic into the red/pink computer mic jack (front or back of computer)
2. In the lower-right corner, **double-click** the **speaker** icon ----->
3. From the top menu, click **Options**
4. If available, make sure there is a checkmark by **Advanced Controls**
5. Again, click **Options...** select **Properties...** click **Recording...** click **OK**----->
6. Make sure the **Microphone Select** box is checked
7. Set the **Volume** to about **80%**
8. In the Microphone column, click the **Advanced** button (if available)
9. Place a checkmark in the **1 Mic boost** box... click the **Close** button
10. Close the **Recording Control** window

**TIP:** Read the steps below before narrating your Photo Story.



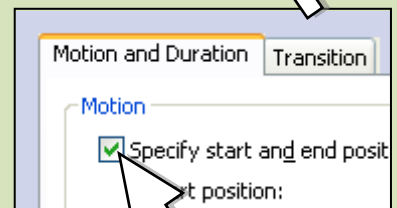
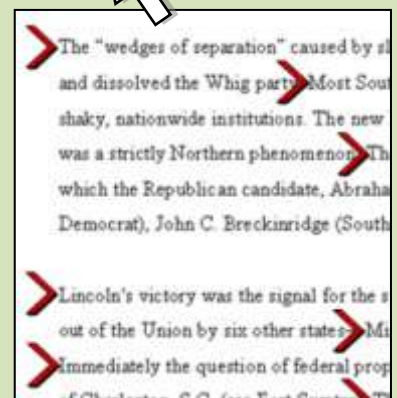
## Narrate Your Pictures and Customize Motion

**TIP:** Read all the steps in this section before you begin recording.

1. When you are ready to read your script, click the **Record** button ----->
2. Click the  button as you are reading your script to advance to the next slide

**TIP:** Print your script and place > marks each time you want to advance to the next picture. Have a partner follow along and advance your pictures while you read the script. ----->

3. Click the **Preview** button to sample your video
4. To change the audio on a picture, click the picture... click **Delete Audio**----->
5. To change the motion of a picture, click the picture... click **Customize Motion**
6. Place a checkmark in the "**Specify... motion**" box ----->
7. Click and drag the picture "handles" change the **start** and **end** positions
8. Click the **Save** button... click **Close**...lick the **Next >** button



## Insert a “Works Cited” Credit Roll

1. Go to the Technology Integration website: [www.np.k12.mn.us/TechIntegration](http://www.np.k12.mn.us/TechIntegration)
2. Click the **TIP Sheets** tab... next to PhotoStory, click the **Works Cited** link ----->
3. Click the **Open** button... a PowerPoint template will appear
4. Replace the works cited examples with your research resources ----->
5. In the upper-left corner, click the **Office Button**... select **Save As**...

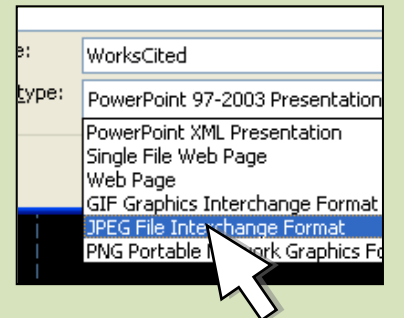
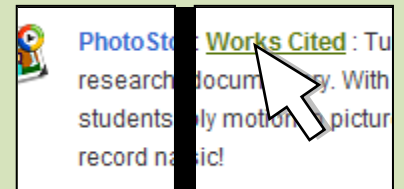
**TIP:** Using Open Office? Click the **File**... **Export** options.

6. Click the **pull-down arrow** across from “Save as type:”... select **JPEG File** --->
7. Locate your PhotoStory project folder... click the **Save** button
8. Click the **Current Slide Only** button... close PowerPoint

**TIP:** You may want to save the PowerPoint file in your PhotoStory folder. This will allow you to add additional resources or make modifications.

9. Open your PhotoStory project... insert the **WorksCited.jpg** file

**TIP:** Make sure the picture motion scrolls from top to bottom.

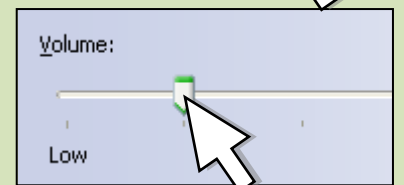
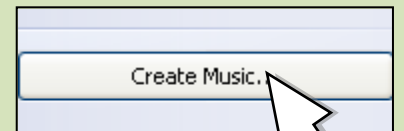


## Add Background Music

1. Click the **Create Music** button ----->
2. Customize your music selection and click the **OK** button
3. Move the **Volume** slider to the **Low** side (at about the 25% mark) ----->

**TIP:** Want to add “silence” in the middle of the PhotoStory? Click the **Create Music** button... choose **Silence: Silence** from the “Style” pull-down menu.

4. Click the **Preview** button to sample your video
5. When you are satisfied with your video, click **Save Project**... click **Next** >

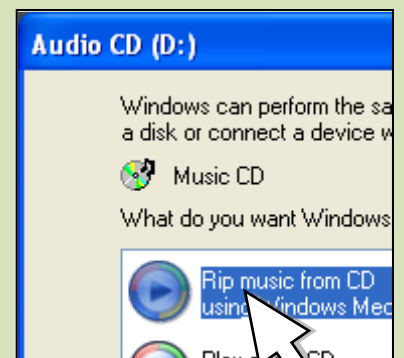


## Add Music from a CD

1. Insert the CD into the computer's CD tray
2. The “Audio CD” window will appear... select **Rip music from CD**... click **OK**-->
3. All tracks will begin ripping

**TIP:** If you do not want all tracks to rip, click the **Stop Rip** button. Remove the checkmarks next to songs you do not want saved. ----->

4. Click the **Start Rip** button... songs will be saved to your **My Music** folder



## Save Your PhotoStory as a Video File

1. Click the **Save your story for playback on your computer** activity ----->
2. In the File Name section, type the name of your video... click **Browse** ----->
3. Locate the folder where you saved your pictures and project... click **Save**
4. Click the **Next >** button
5. Click **View your story** or **Exit** to finish

## PhotoStory “Project” File vs. “Video” File

**TIP:** It is important to know the difference between the PhotoStory “project” file and the “video” file.

1. Open your PhotoStory project folder
2. Click the **Views** button... select the **Tiles** option ----->
3. You will see a variety of icons that represent different file types
4. The **project** file allows you to create, modify, and preview your PhotoStory as it is being developed ----->
5. The **video** file is used to view the final presentation ----->

