

Photo Story Tutorial

For University Faculty

Created by: Ola Alhawil, Nicole Gaillard, Jamie Good, and Lindsey Hall

You have already created a PowerPoint presentation using Microsoft Office PowerPoint for your students in your class. You would like to turn it into a video for you students to view in a course management system. You will be using not only Microsoft Office PowerPoint, but Photo Story as well. For a free download, click here:

<http://www.microsoft.com/download/en/details.aspx?id=11132> .

Converting Microsoft PowerPoint to a JPEG File

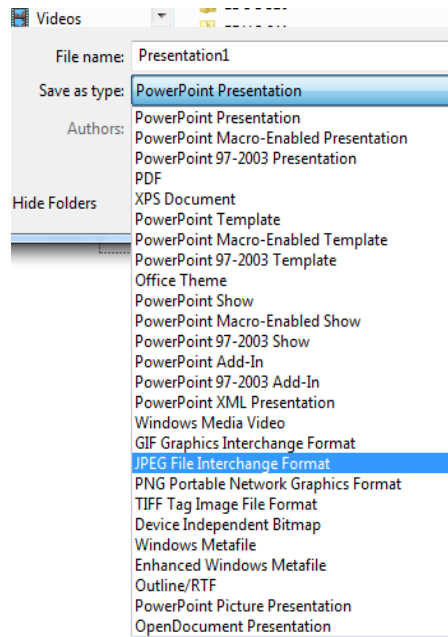
To be able to use your PowerPoint in Photo Story to create a video, you must convert each slide in the presentation to an individual JPEG image by doing the following:

1. Open your PowerPoint:
 - a. Start
 - b. All Programs
 - c. Microsoft Office 2010
 - d. Microsoft PowerPoint 2010

2. Once it has pulled up, click "File"
(located in the top left-hand side).
Scroll down and click "Open."

3. Find where you have saved your document. Select the PowerPoint presentation desired. Then click "Open" (located at the bottom right side of the pop-up box).

4. Save your PowerPoint as a JPEG file. Each individual slide will be saved as a separate image.
 - a. Click "File."
 - b. Click "Save As..."
 - c. In the "Save as type" drop down menu, click "JPEG File Interchange Format."
 - d. Click "Save."
 - e. Click "Every Slide" when pop-up box asks when exporting slides.
 - f. Click "OK."
 - g. You are now finished with PowerPoint.



NOTE: Your new images will now be saved in a folder with the same name as your PowerPoint presentation

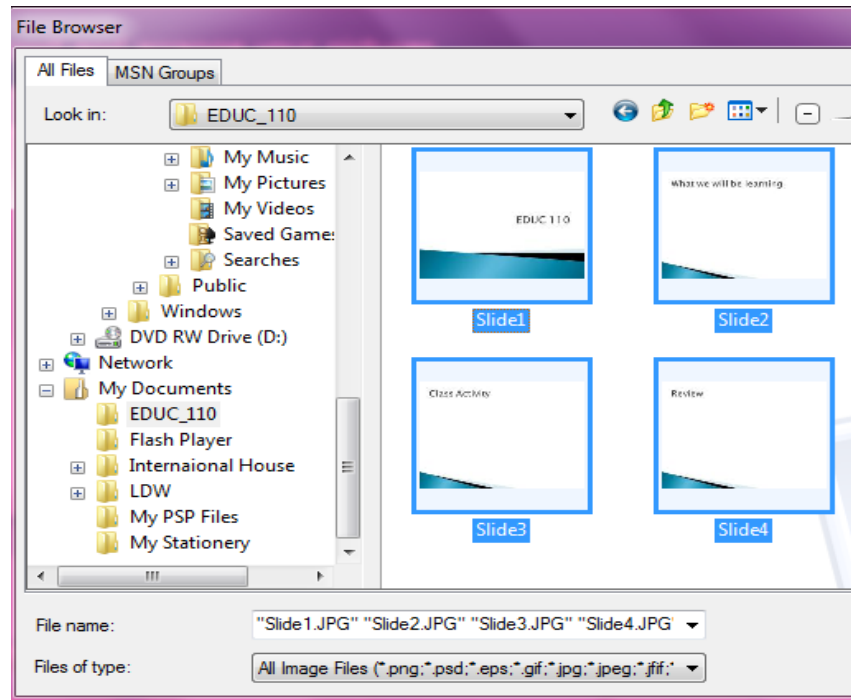
Uploading PowerPoint into Photo Story

5. Open Photo Story 3:
 - a. Click "Start."
 - b. All Programs
 - c. Photo Story 3

6. Select "Begin a new story."
 - a. Click "Next."

7. Click "Import Pictures..."

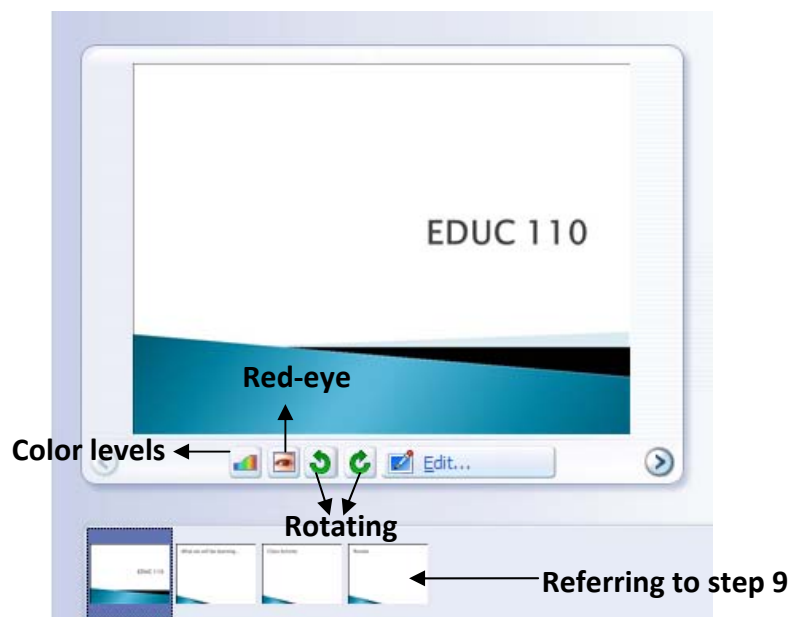
8. Open the folder where you saved your PowerPoint as a JPEG file (*you should see all your slides*).
 - a. Click the Ctrl+A keys on your keyboard to select all slides at once.
 - b. Click "OK."



Editing your Pictures

9. You will see each slide across the bottom of the screen horizontally. To select a slide, click on it. It will show in the larger box on the top left side.
10. After selecting a slide, you have several options: including correcting color levels, correcting red-eye, and rotating and cropping your picture (located on the bottom of the sample of the slide box).

NOTE: It is recommended to go ahead and click "Save Project" so that nothing is lost. Clicking this option periodically while working on your project is a good idea. This will allow you to go back and edit later as well.



11. Arrange slides by clicking and dragging the slide to desired location. If you do not wish to move them around, click "Next."

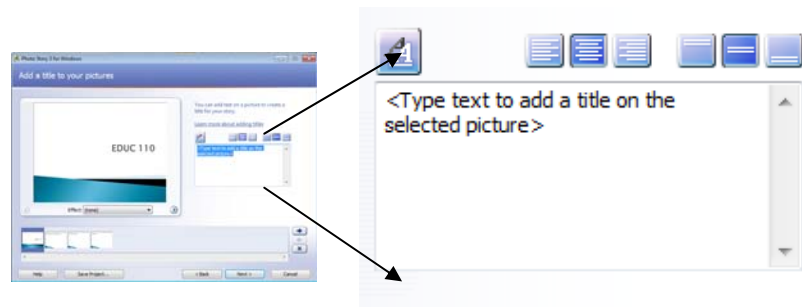
Adding Title to Slides

If you do not wish to add text or effects to any slides, click "Next."

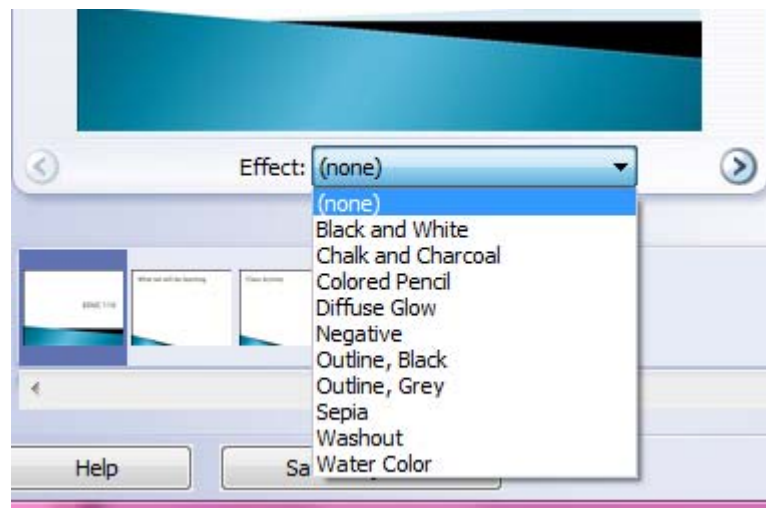
12. Click on desired slide you would like to add text.

13. Click in the white box on the right side of the screen to type desired text.

14. Edit text by using the function boxes located above the text box.



15. You also have the option of adding an effect. Click under the large box of the slide where it reads "Effects" and there will be a drop down list.



16. After adding text and effects (if desired), click "Next."

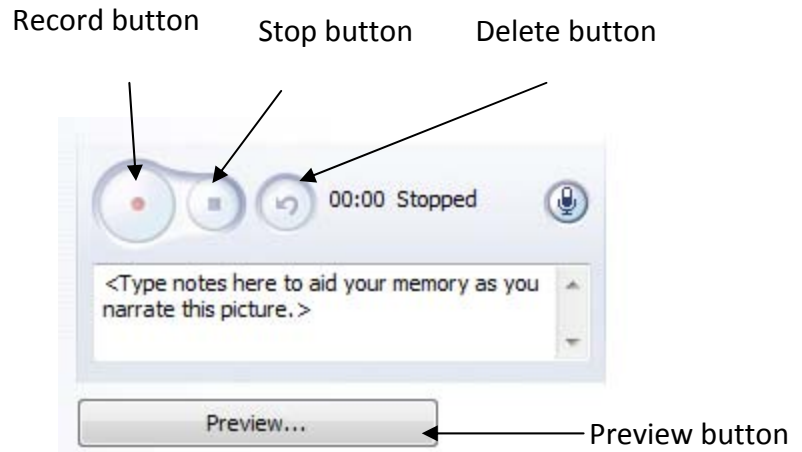
Narrating Slides

If you do not wish to add voice to any slides, click “Next.”

17. To narrate your slides, select the desired slide at the bottom of the screen you would like to narrate.
18. In the text box located on the right side, you have the option of adding notes to help you narrate the slides.

NOTE: What is typed in text box will not be shown on presentation.

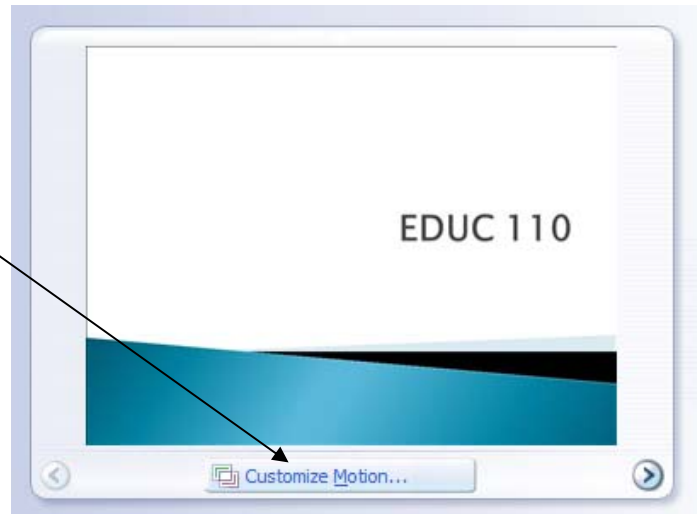
19. Using record tools:
 - a. To record, press the red record button.
 - b. To stop the recording, press the square-shaped stop button.
 - c. To delete the recorded sound, press the delete button.



20. Click “Preview...” button, located on the right side of the screen – to hear and see the recorded slides.
21. Close out of the “Preview...” pop-up by click the red “X” on the top right side of the pop-up screen.
22. Reminder: To delete the recorded sound, click on the arrow button (to the right of the stop bottom). Click “Yes” in the pop-up box if you are certain you want to delete the narration.
23. Repeat steps 17 through 22 for all desired slides.

Customizing Motion

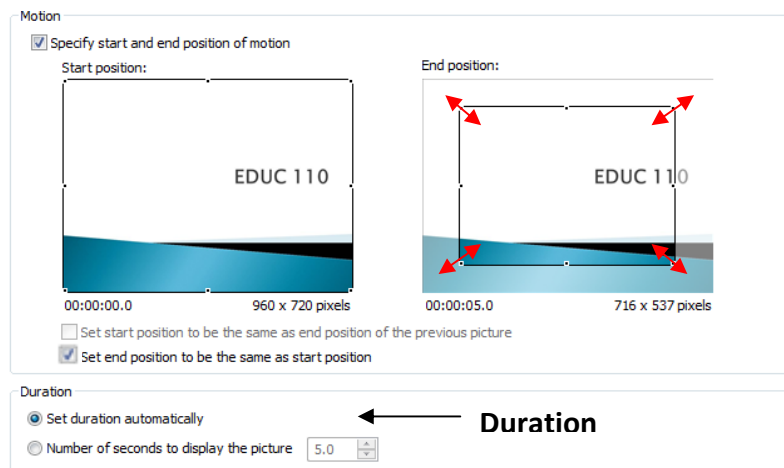
24. Click “Customize Motion” under large slide box to customize slides further.



25. Motion and Duration

- Check the box “Specify start and end position of motion.”
- Check the box “Set end position to be the same as start position”
- To adjust the position in which slides will begin and end, click on corners of selection and drag to desired position.
- Set duration of each slide manually or automatically.

NOTE: Motion means the screen is zoomed in on. Setting the start and end positions as identical means the screen does not zoom in and out.



26. Transition (Located on a tab at the top of the screen. Photo Story transitions are similar to transition in a PowerPoint presentation.)

- Allows you to modify how slides will transition from one to the next.
- Set duration of transitions automatically or manually.
- Close this window after saving changes.

27. Click “Next.”

NOTE: It is recommended to go ahead and click “Save Project” so that nothing is lost. Clicking this option periodically while working on your project is a good idea.

Adding Background Music

If you do not wish to add background music to any slides click “Next” at the bottom, right side to continue to the next options.

28. Click on desired slide.

29. Choose one option:

- a. “Select music” to select music from selection saved on computer OR
- b. “Create music” to customize music to add to your slides.

NOTE: Background music should be appropriate, so that it is not distracting.

30. Click “Next.”

Saving your Photo Story

By saving your Photo Story in this section you are creating a movie file that can be uploaded to various places, such as Blackboard or YouTube.

31. Click “Save Your Story for Playback on Computer.”

32. Click “Browse” to choose a desired location to save your story.

33. Click “Save.”

34. Click “Next.”

35. Click “Exit” or “View Your Slide.”

