



Step-by-Step Directions to PhotoStory

1. Click **Start**, point to **All Programs**, and then click **Photo Story 3 for Windows**.
2. On the Welcome page, click **Begin a new story**, and then click **Next**.

Importing and Arranging Your Pictures

1. On the **Import and arrange your pictures** page, click **Import Pictures**.



2. In the **File Browser** dialog box, browse to the **location of your pictures (your student folder, etc.)**
3. Add all of the pictures you would like in your photo story. To add more than one picture at a time, press and hold the CTRL key and click on the pictures you want to add, and then click **OK**. All of your pictures should now be present in the filmstrip, as shown on the picture to the left.

The filmstrip in Photo Story is a great place to quickly make changes to your pictures and story. **For example, you can drag a picture in the filmstrip to change the order of the pictures.** You can click a picture in the filmstrip and click **Edit** to change the appearance of the picture by rotating it, adjusting the color, cropping, fixing

red eye or adding effects. You can also right-click a picture in the filmstrip to perform these actions. Try adding an effect to one of the pictures to see what they look like. You also may want to remove your black borders if they exist by clicking on the "Remove black borders" option found on this screen

4. When you are finished making changes to your pictures, click **Next** to continue.

Adding Text to Your Pictures

1. On the **Add a title to your pictures** page, click the first picture, and then type **your text** in the text box to the right of the picture.
2. Use the tools above the text box to change the font or placement of the text.
3. When you are finished adding text to your pictures, click **Next**.

You have the option of customizing the motion of the picture itself, and the transition from one picture to the next.

1. Click the **Customize Motion** button.
2. Click the box next to **Specify start and end position of motion**. This enables you to choose the focus point of the picture. Use the corners of the squares on the picture to set the positions.
3. You can change the length of time the picture shows in the **Duration** section. (Keep in mind that if you narrate your pictures your narration will determine how long each picture is displayed. See next section for directions on how to narrate).
4. Click the **Preview** button. Make any changes as necessary.
5. Click **Save**.
6. Click the **Transition** tab at the top in the "Customize Motion" table that you should already have open.
7. Choose any transition for your selected picture.

- 8 You can change the duration of the transition if you would like.
- 9 Preview the transition at the top of the screen or click **Preview**.
- 10 Click **Save** and **Close**.
- 11 Continue with the rest of the pictures in your **Photo Story**.

Narrating your pictures

You can easily add narration to your story – just come to the media center to check out a headset with a microphone.

1. Click a picture in the filmstrip.
2. Add any desired text in the cue card area (this text will not show up on your presentation).
3. Click the **Record Narration** button to start recording narration.

The red dot in the record button will flash indicating recording is taking place. A timer is provided to help you keep track of your narration length.



4. When you have finished narrating the picture, click the **Stop Recording** button.
5. Repeat steps 2 thru 4 for each picture for which you want to add narration. **TIP:** Narration is recorded for each picture – not the length of the photo story. Narration for each picture can not exceed 5 minutes.
6. Once you have added narration, click the first picture in the filmstrip, and then click **Preview** to see how your story looks and sounds.
7. Close the preview window, and click **Next** to continue to the next step.



Adding Music

With Photo Story 3 you can add music to your story by using Windows Media Audio (**WMA**), **MP3**, or **WAV** files or by using the **Create Music** option to create custom music that suits your story and taste.

To create music for your story

1. Click a picture in the film strip, and then click **Create Music**.
2. In the **Create Music** dialog box, you'll see several options. Use the drop-down menus to create music that best fits your photos. You can change the Genre, Style, Bands and Mood
3. Alter the **Tempo** and **Intensity** as you would like.
4. Click **Play** to hear what the music will sound like.
5. When the music has finished playing, click **OK** to close the **Create Music** dialog box.
6. Click the first picture in the filmstrip, and click **Preview**, to see how well your music fits the story.

TIP: You may need to adjust the music volume levels to accommodate your narration. To do this, simply click the picture in the filmstrip and then adjust the music volume using the volume slider bar. You may need to adjust the volume and preview your story a few times to get it just right.

7. Click **Next**, to move on to the final steps.

The music you just added is shown as a colored bar above the picture in the filmstrip, as shown in the following screen shot. This helps you determine which pictures will be shown for each piece of music you add. This is particularly helpful when you add more than one song to your story. To add more than one song to your story, just click on the picture separately and then click on "Create Music" or "Select Music" again.

To Add Pre-Recorded Music to Your Story

1. On the **Add background music** page, click the first picture in the filmstrip and then click **Select Music**.
2. On the **File Open** dialog box, click **My Documents** from the left menu.
3. Browse to **My Music\Sample Music**, click on one of the files, and then click **Open**.

Photo Story will accept .wma, .wav, or mp3 audio files. If music is copy-protected, it will be difficult to add to your photo story. Here are some options:

- 1 If you have music on a CD, it will come into the computer as a CDA file. This is not compatible with Photo Story, but it can be converted, but you must have the CD. You can convert it yourself ON YOUR HOME COMPUTER using Switch Sound Converter, available for download at <http://www.nch.com.au/switch/plus.html>. Do not download this program to a school computer
- 2 Music on your ipod, etc.: You can add .mp3 files from your ipod on your home computer.
*Try copyright-free music using **FreePlayMusic.com** where you can get around pesky copyright laws by getting free high-quality, royalty-free music. Choose from Country, Hip-Hop, Rap, Techno, search by mood and much more! You could also try www.aircraftmusiclibrary.com from home (remember that you should not download anything to a school computer- try this from home).

Saving Your Story

As you work on your photo story, you can always save by clicking the **Save Project** button. This saves your photo story as an editable file. **Do this at least once**, in case you need to make changes to your photo story. **However, when you are completely finished with your photo story, you must take one last step!**

When you save your photo story, all the pictures, narrations, and music are compiled into a video file that you can view in Windows Media Player as a WMV file. Since you will play this photo story on your computer, you can use the default options when saving your photo story.



To save your photo story for playback on your computer

1. On the **Save your story** page, verify that **Save your story for playback on your computer** is selected in the activities list.
2. Click **Browse** to specify the location of your story. TIP: Save to your student number folder.
3. In the **Filename** text box, type a title.
TIP: Be specific and include your name.
4. Click **Save**, and then click **Next**.

Viewing Your Story

When your story is built and saved, the **Completing Photo Story 3 for Windows** page will appear. You can view your newly created story or begin a new story from here. To see what you have created, click **View your story**. Windows Media Player will open and your story will begin to play.

Tips and Troubleshooting

Uploading multiple pictures: You can upload more than one picture at a time into your photo story. Just hold down the CTRL key while clicking all the photos you want to include.

Length of narration: Match each picture to your narration. Keep in mind that your picture will show as long as you are narrating. So, if you speak for two minutes, the picture will show for two minutes. Similarly, the narration must be broken up by picture – it will not run throughout the entire photo story.

Making changes: If you would like to add more pictures, add music, change the narration, etc., be sure that you open the editable photo story file. The extension should be .wp3. You must have saved your photo story at least once before finalizing it. Just open the .wp3 file to make any changes.

Picture Quality: Be sure you are using high quality pictures for your photo story – at least 500 pixels wide. If you are searching for images on the internet, this is the number that comes first. Try using **Brittanica Image Quest** (one of our county databases that is similar to Google Images, but it will give you the Works Cited information that you can copy and paste into your Easybib account. See Easybib directions on our media center help for help with a Works Cited page. Remember it is important to cite any pictures that you find that are not yours so that you are not plagiarizing and don't get in trouble with copyright. You will need a password to get to Brittanica Image Quest from home- get these from the media center or through the student portal).

Motion and Transitions: While it's fun to play with these tools, use them creatively and appropriately in order to make an impressive photo story. Don't just start and end the motion anywhere – it will be obvious that you spent little time thinking about it. Instead, focus on the motion to end on someone's face or some focal point of the picture.

Finalizing: In order for your photo story to play in Windows Media, you must make the last saving step. On the "Adding Background Music" screen, click next, and that will enable you to save your photo story as a .wmv file, which is viewable on any computer that has Windows Media Player (and most do).

Music: There are two easy options – one is to choose one of the sample music clips, and the other is to "create" your music using the options in photo story.

Volume Levels: You may need to adjust the music volume levels to accommodate your narration. To do this, simply click the picture in the filmstrip and then adjust the music volume using the volume slider bar. You may need to adjust the volume and preview your story a few times to get it just right.

Photo Story at Home: Windows Photo Story 3 is a free download. Google Photo Story 3 to find the right version for your operating system.

*You can upload your video to YouTube, or even create a DVD from your video by using Windows Movie Maker or other burning programs from home.

Feel free to use the "Help" buttons in this program to help you solve any problems you may have.
Come see Mrs. Gilman in the media center if you need help. ☺