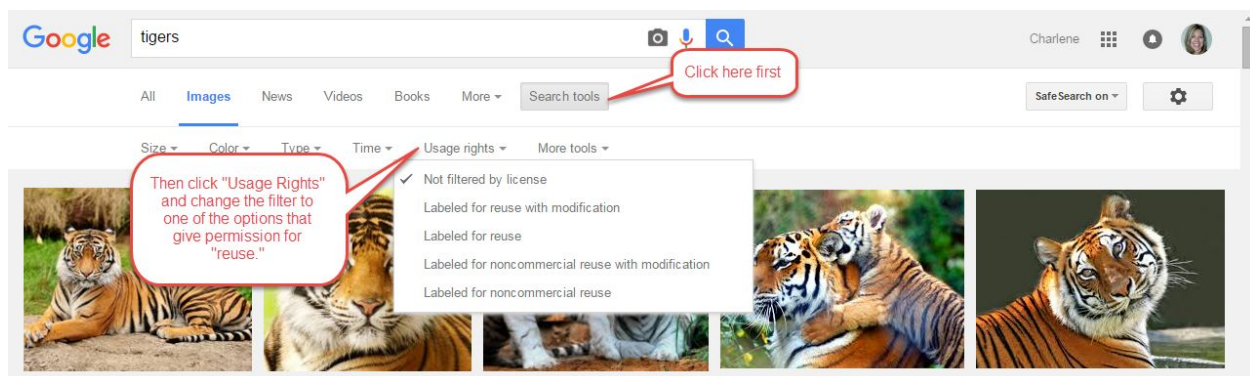
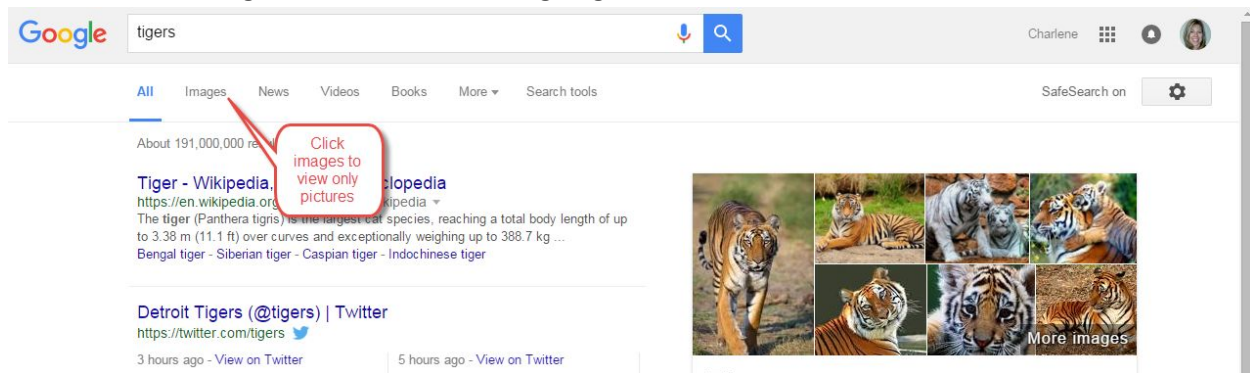


## Photo Story Tutorial

To teach citation, to include images, insert a table in a Word document or have students create a Word document and save as "Sources."

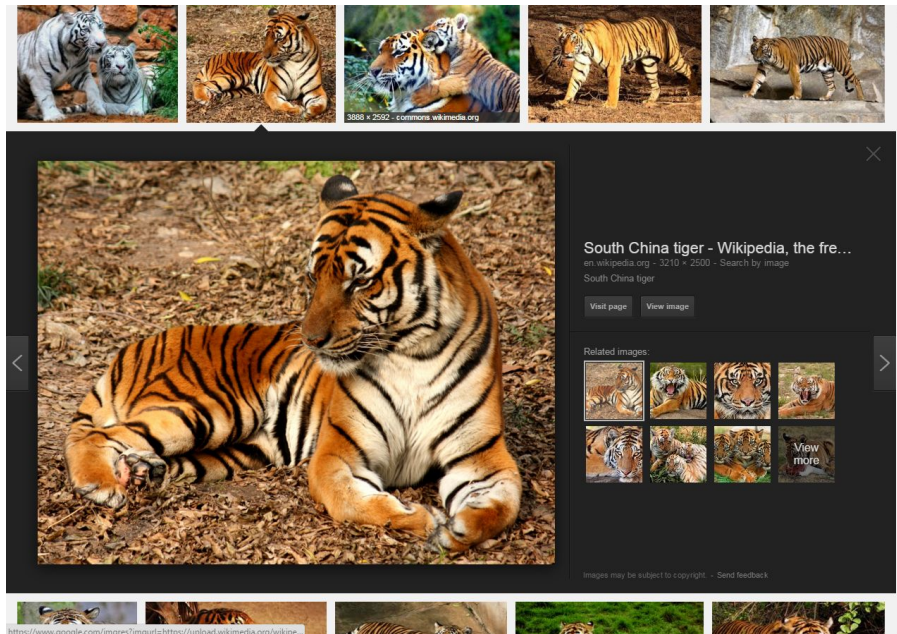
Students have a couple options for collecting images. They can use a camera and take their own photos or they can conduct a Google search for images. Younger students may be supported better by teachers compiling the photos themselves.

- Store photos in Student Files, in a class folder for quick access.
  - Can create individual student files within the class folder for additional organization.
  - Highly recommend that as students complete any work in Student Files, click and drag a copy of the class folder to the teacher's computer desktop for a backup copy (daily to keep most recent work up to date)
- Google search
  - Images > Search Tools > Usage rights > Labeled for reuse

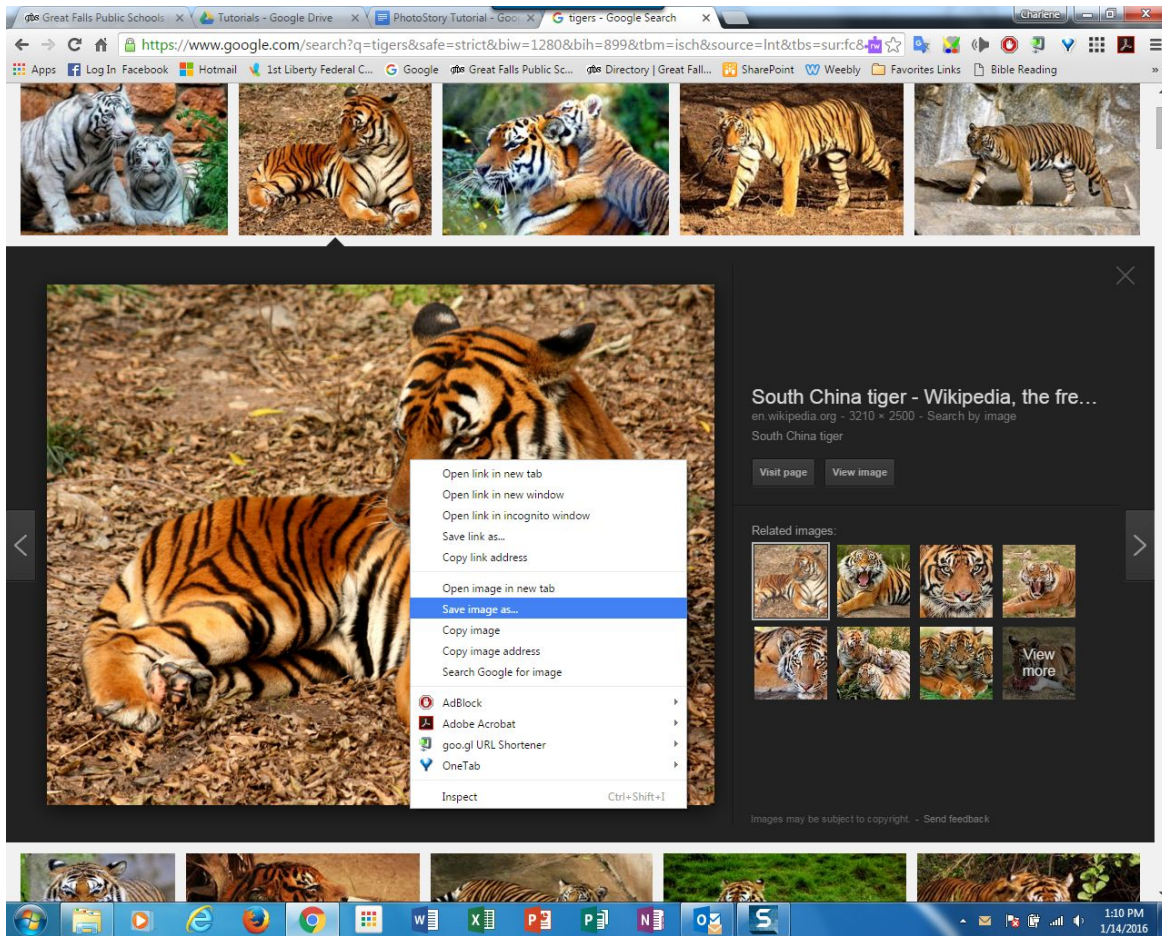


## Photo Story Tutorial

- o Select image (should be on a black background)



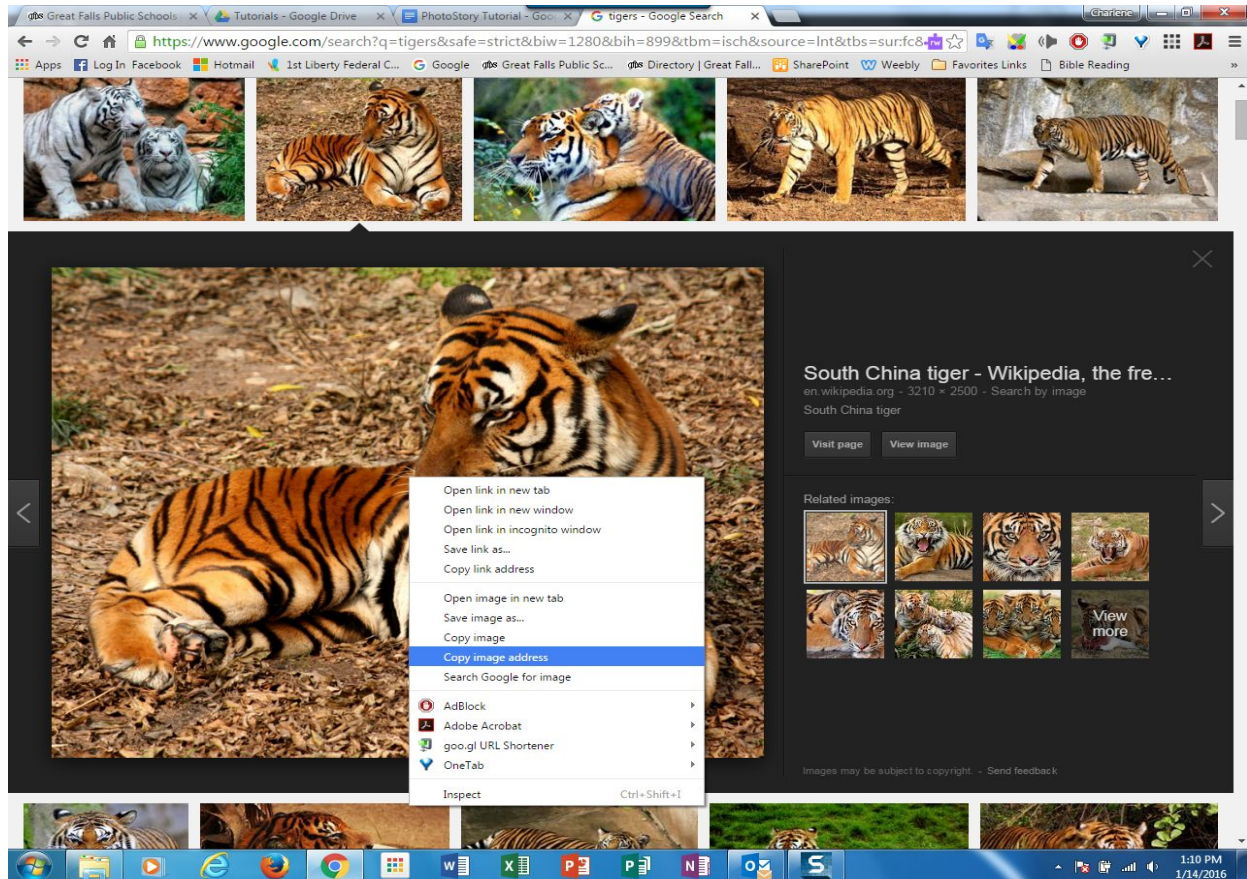
- o Right-click and select "Save image as..."





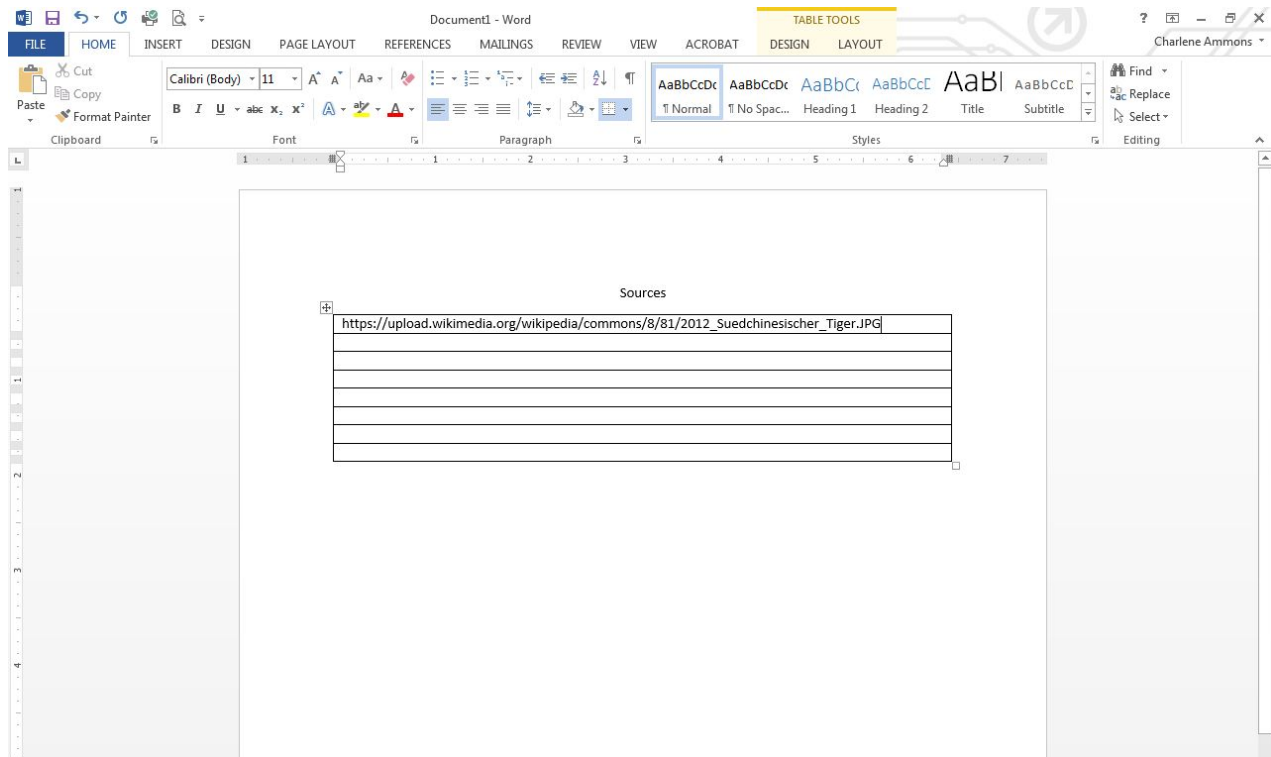
## Photo Story Tutorial

- o Click Computer (on the left) > Network Location (on the right), double click “Student Files” open (labeled by school initials and s1, i.e. “Ins1”), double click class folder open, and save
- o Right-click on image and select “Copy image address”



## Photo Story Tutorial

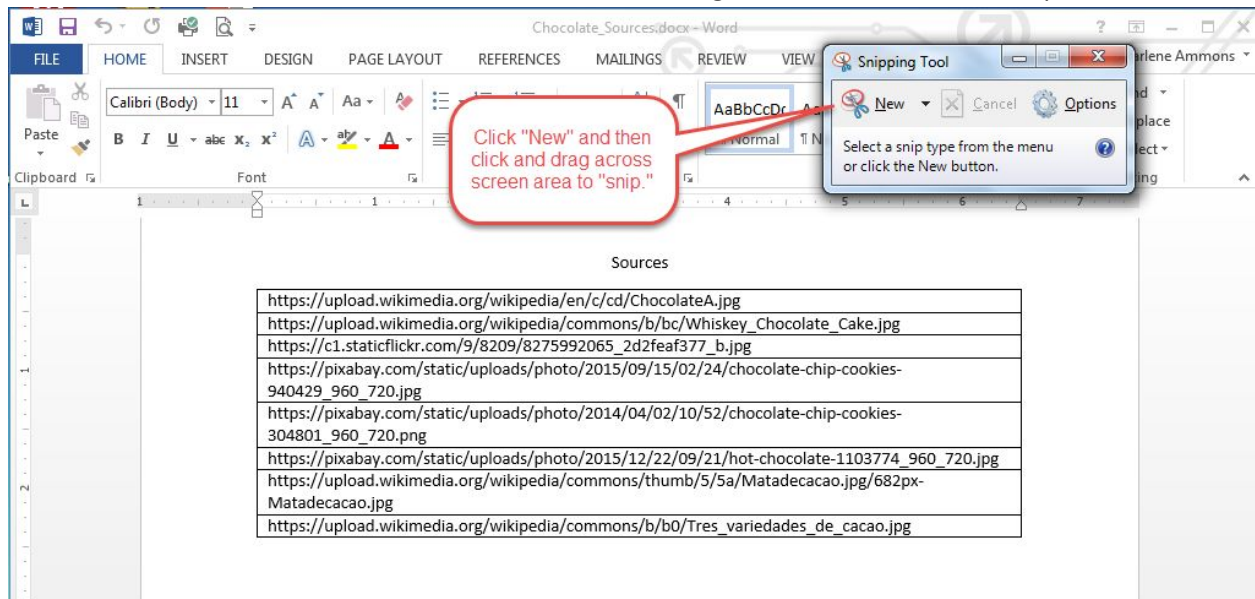
### o Paste web address into sources document



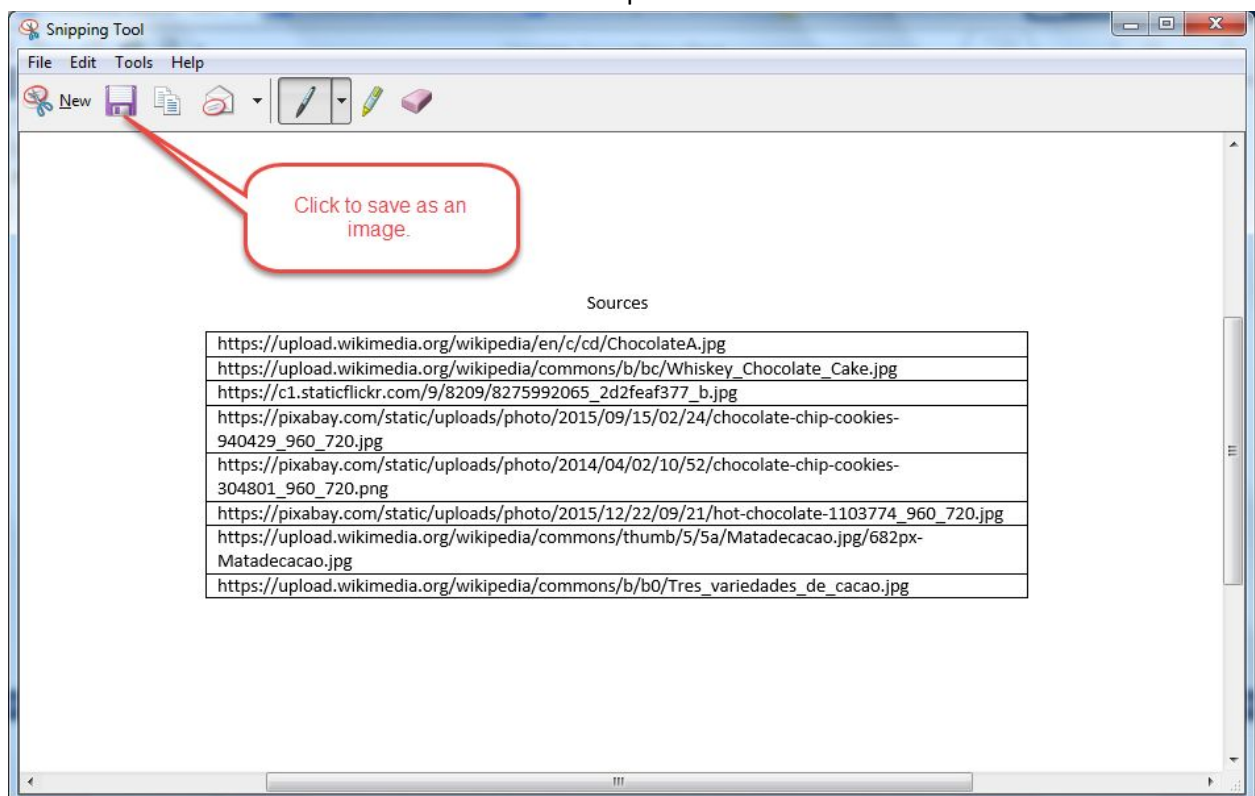
### o Repeat until all images are saved and cited

## Photo Story Tutorial

- Once the sources have been completed, then use the “Snipping Tool” to take a picture of the source document to insert as a picture.
- Search and select “Snipping Tool”
  - Click “New” and then click and drag across screen area to “snip.”



- “Snipped” view will load into the tool screen.
- Click “Save” and follow the path to “Student Files”

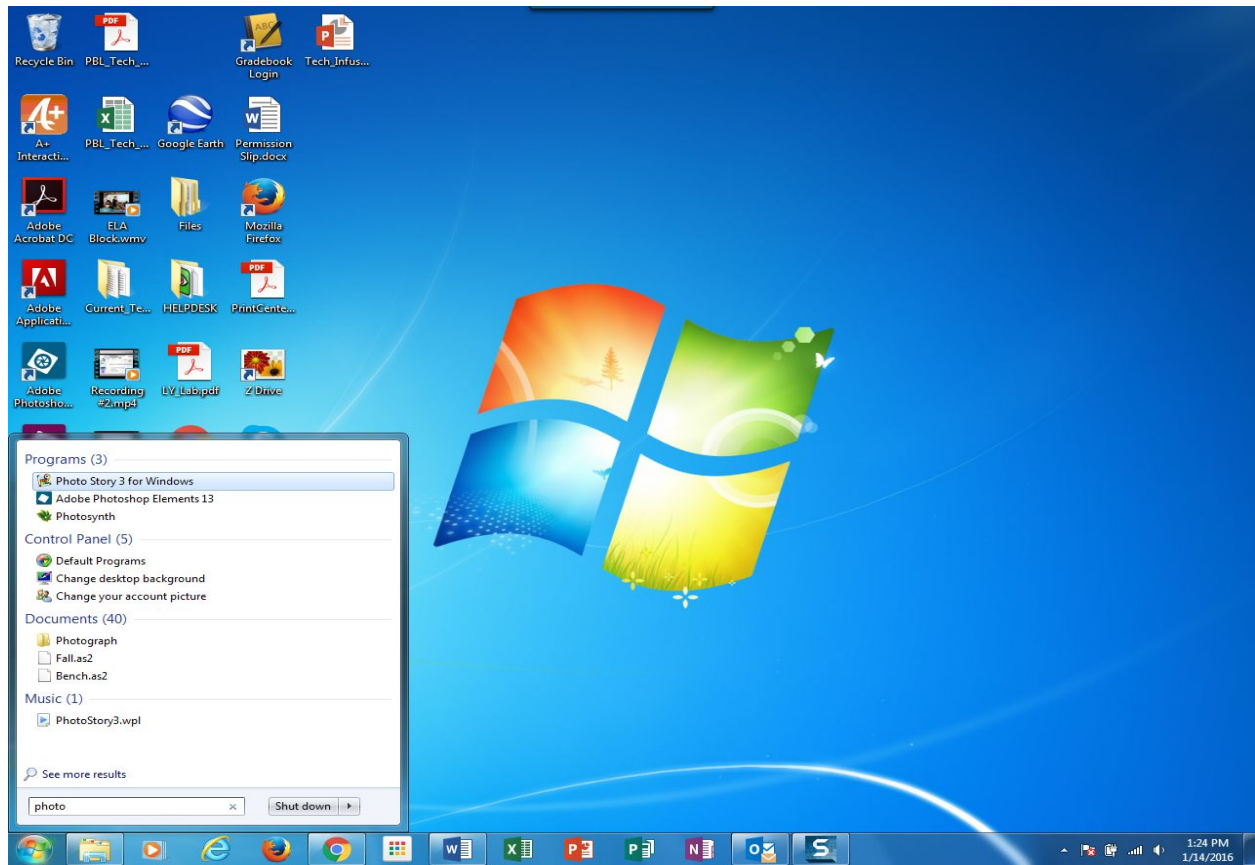


- Name the image and save into student’s file

## Photo Story Tutorial

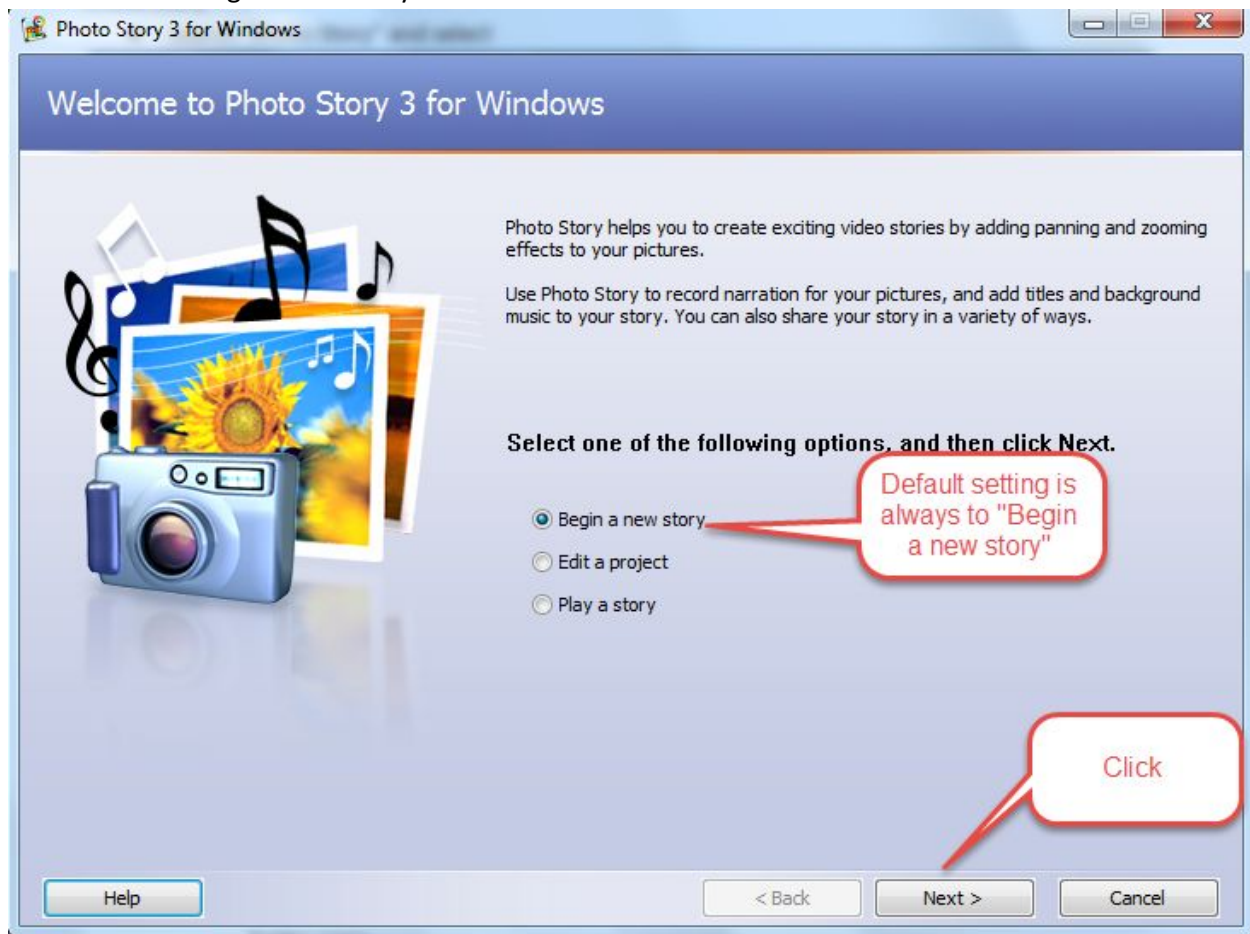
### Photo Story

- Search “Photo Story” and select



## Photo Story Tutorial

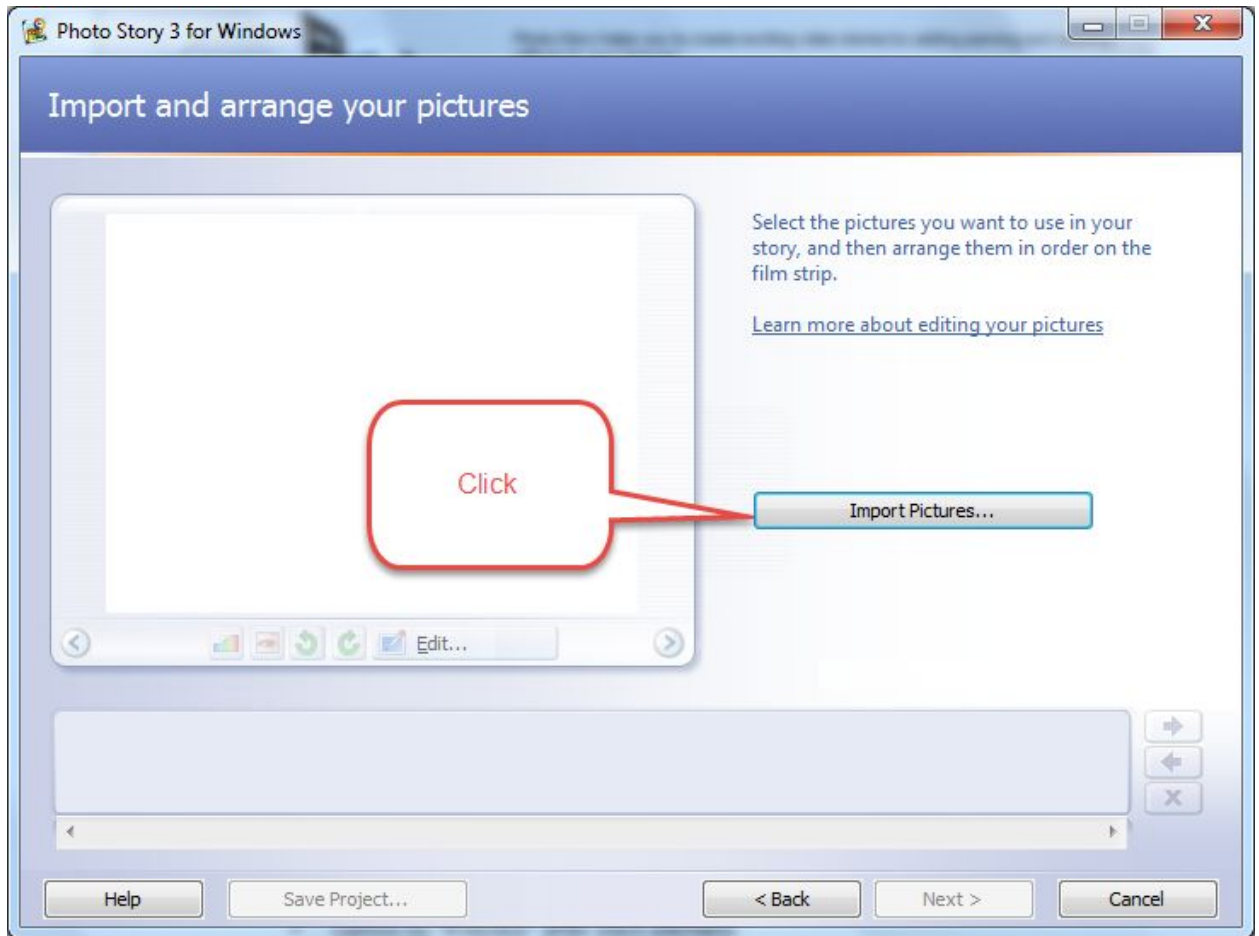
- o Begin a new story > Click Next



- o Import Pictures > Click Computer (on the left) > Click "Student Files" open (labeled by school initials and s1, i.e. "Ins1"), double click class folder (on the right; and double click individual student files if set up) open



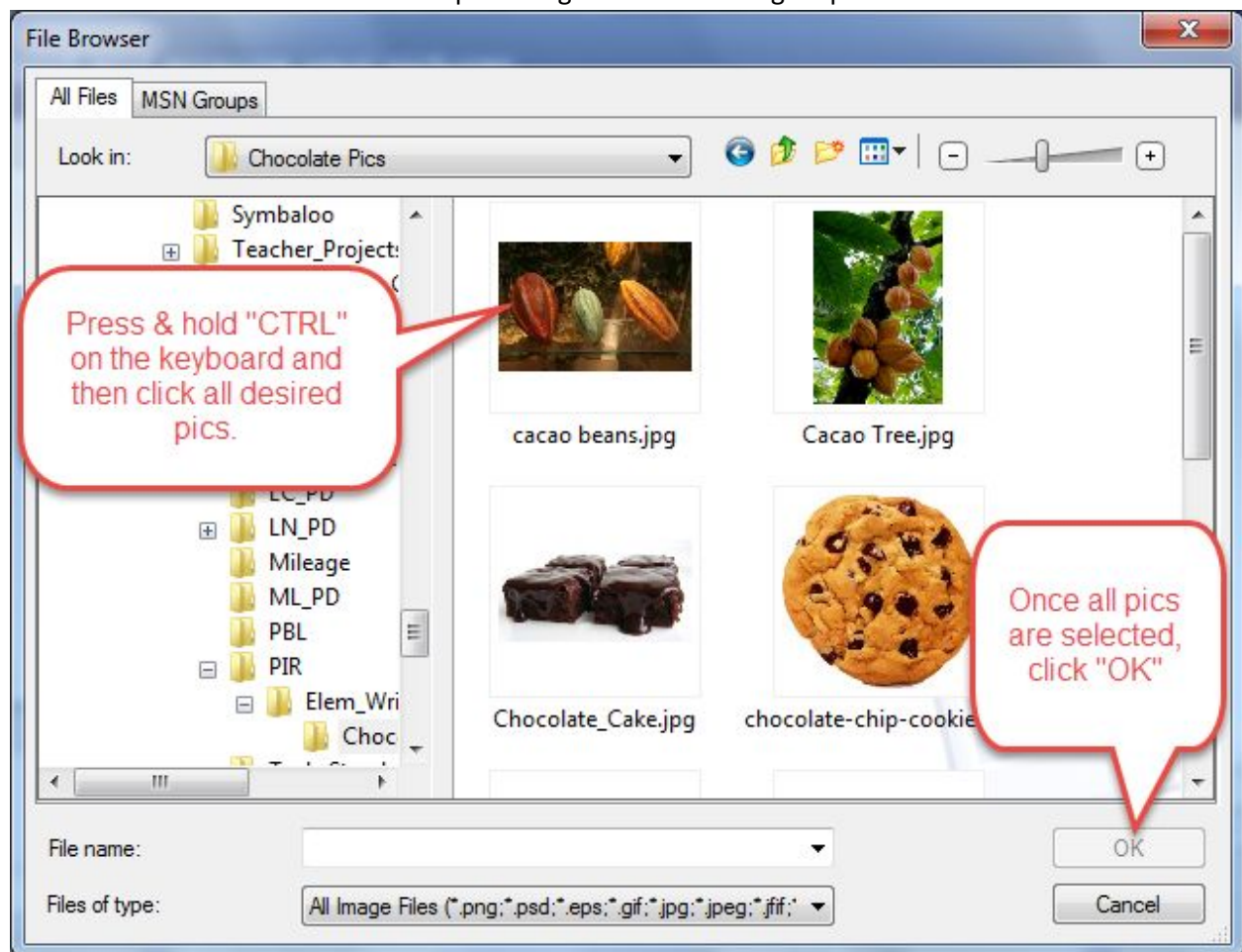
## Photo Story Tutorial





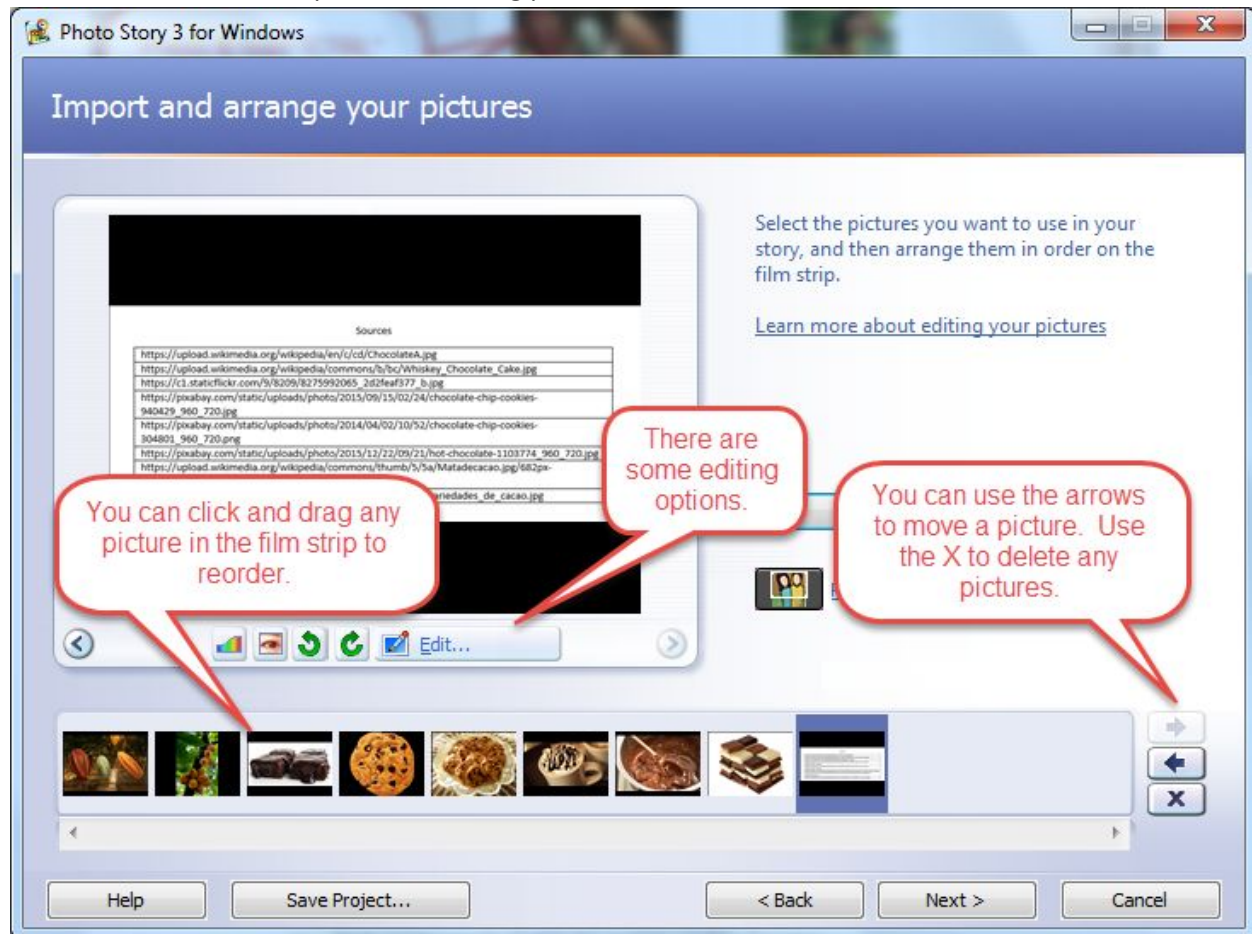
## Photo Story Tutorial

- Can select all pics using CTRL and clicking on pics > click "OK"

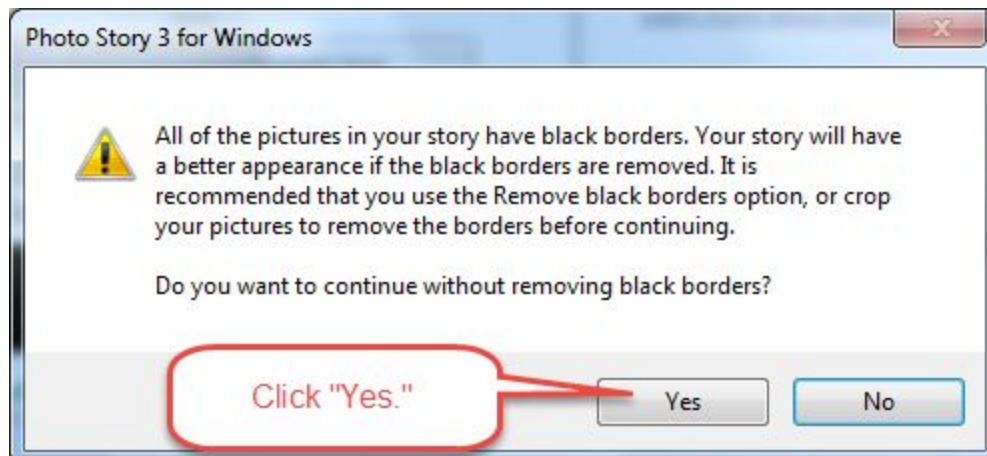


## Photo Story Tutorial

- Options to reorder, delete
- Options for editing photos

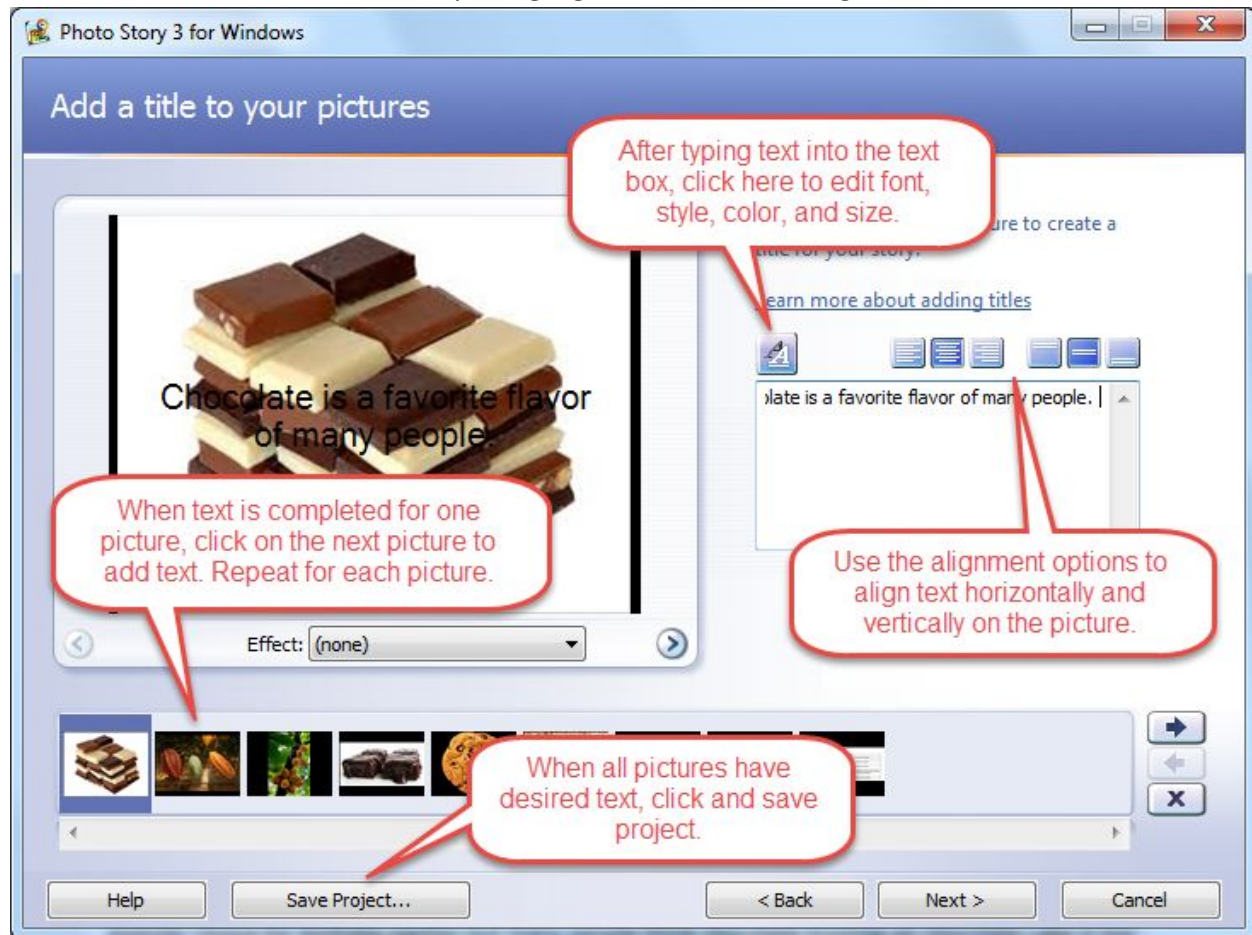


- o “Save Project” after each element (pics, text, narration, music)
  - Computer > Network Location (i.e. Student Files)
  - Option to “Preview” after each element
- o Click “Next”
  - “Removing black borders...” message can be ignored
  - Click “Yes”



## Photo Story Tutorial

- o Type text for each picture
  - Text options: font, font style, color, size, placement
  - Not necessary to highlight text to make changes



- o "Save Project" > Next

## Photo Story Tutorial

- o Add narration for each picture
  - Annotate on written draft where to start and stop
  - Plug microphones and sync microphones with microphone button icon in Photo Story screen
  - Click red button to begin and read from written draft
  - Click blue button to stop
  - Advance to next picture and begin next section of narration

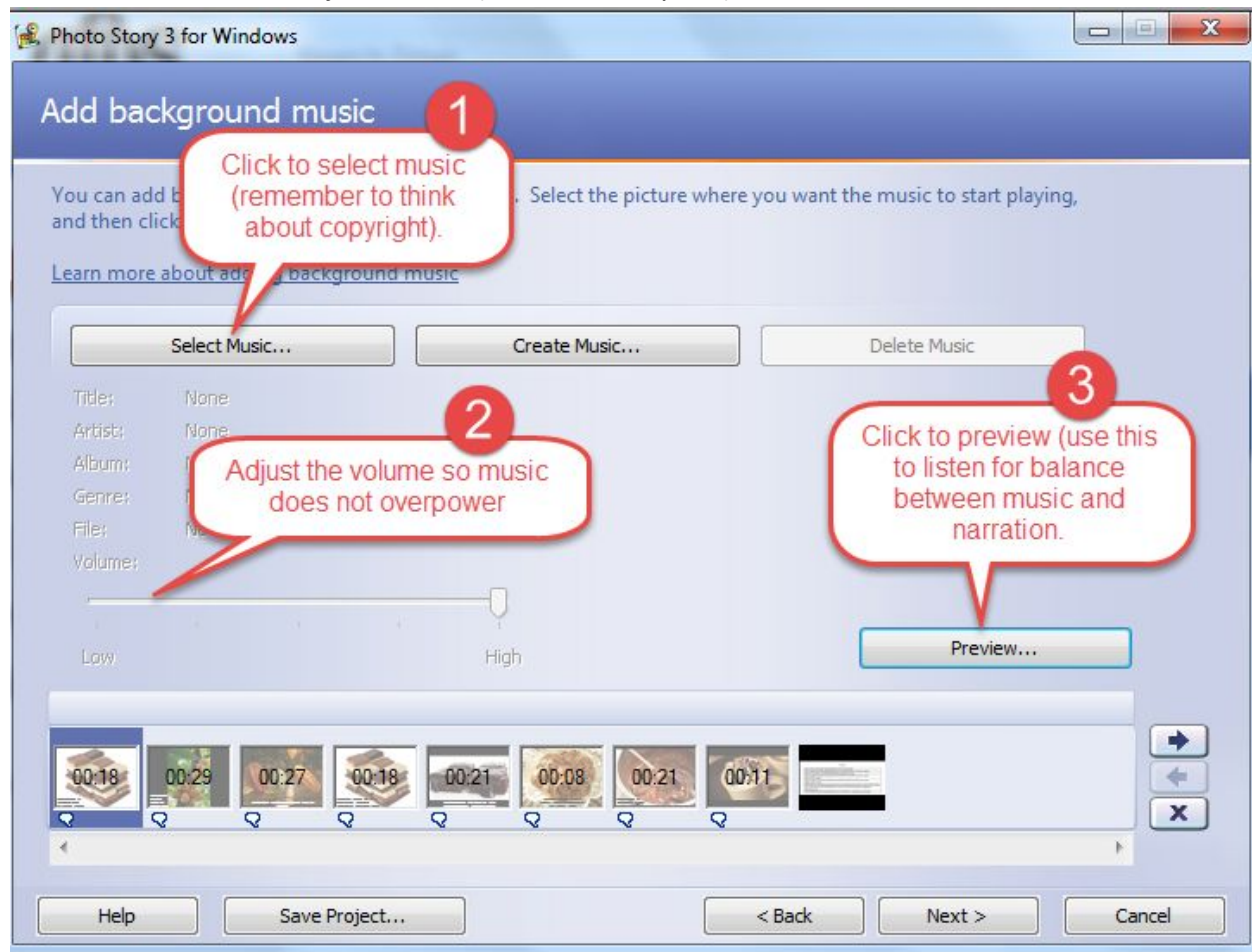


- Options to customize motion
  - Check the box to set the start and end of motion (emphasize different parts of the picture)
  - Set the duration for each picture
- o "Save Project" > Next



## Photo Story Tutorial

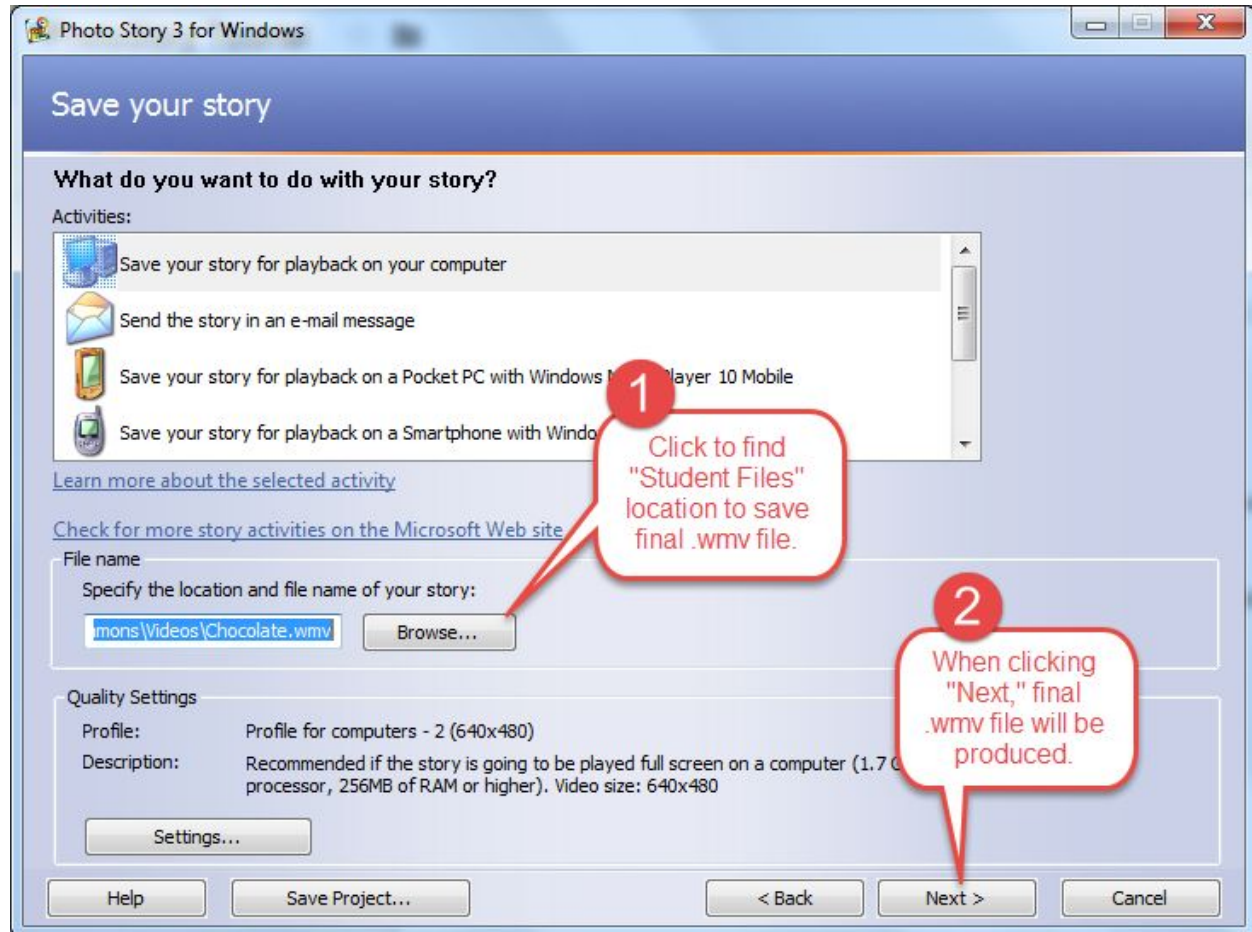
- o Add music, if desired
  - Click “Select Music”
  - Use “Sample Music” to avoid copyright violations
  - Adjust volume (should be fairly low) to balance music with narration



- o “Save Project” > Next
- o
- o

## Photo Story Tutorial

- o Browse to ensure that project and product will be saved in correct folder
  - Computer > Network location
  - Project has .wp3 (able to edit)
  - Product has .wmv (final presentation – unable to edit)



## Photo Story Tutorial

