

## Using PhotoStory

### 1. Begin a New Story

- Import images
- Drag and drop images in the **Timeline** to arrange them
- Highlight an image on the timeline to rearrange order
- Save Project while you work
- Pay attention to **WHERE** you save



### 2. Add titles to the image

- Click on the **“Next” tab** at the bottom of the screen
- Remember, you don’t have to have text on every picture!
- Use alignment and placement tools to place text
- Click the Font button to change size, color and font
- Click Effect under the picture to select a filter
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### 3. Set Up Microphone

- To set up your microphone, open the **Volume Control from your Applications Window**
- Go to Options>Properties and click the drop down menu  
**Choose the correct microphone (Blue Snowflake, etc.)**

**Click the Red Dot to record narration**  
**Use Delete to erase narration**

**NOTE: Narration is attached to the slide. If you change the order of the slides, the narrating will also**

### 4. Narrate and customize motion

- Select the first image in the timeline and press the **Review** button to see what you have made

- Click **Customize Motion** (optional)
  - Change the start and end position of each slide's motion
  - Set the number of seconds each slide will play
  - Use the Transitions tab to add special effects

**Click the Red Dot to record narration**

**Use the delete button to erase narration**

**Narration is attached to the slide. If you change the order of the slides, the narrating will also change order.**

## 5. Add background music

- Highlight the image in the timeline where you want your music to start
- Use the Select button to import music that you have saved
- A bar across the timeline shows the length of your music

**OR**

**Use the Create button to add customized music**

- Created music will last the length of your story
- Highlight a new photo in the timeline of you want different music throughout
- Use the Volume button to lower music volume so that you can hear narration clearly

**Keep Saving using the Save Project button**

## 6. Create a Citation slide

- Open *PowerPoint* and create a slide with all of your citation information
- **Save the file as a JPEG file type**
- You can now import this slide into your Photostory

## 7. Finishing

- When you are completely finished with your project you need to save as a movie file
- Select "Save your story for playback on your computer" and choose a save location
- A Photostory file is a **.wp3 file** while it is being edited and a **.wmv file** after it is finished

**A project that is saved as a .wmv is a movie file and cannot be edited but can be played on most computers.**

