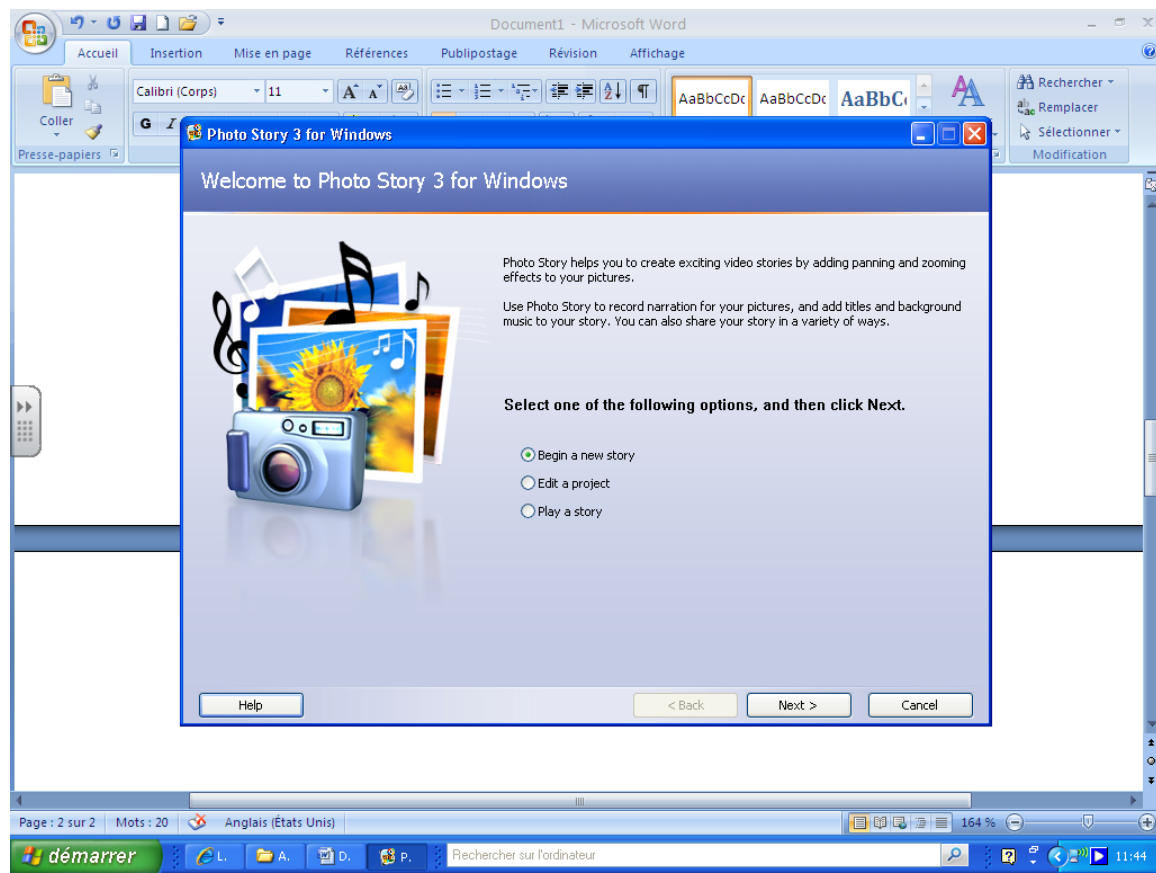
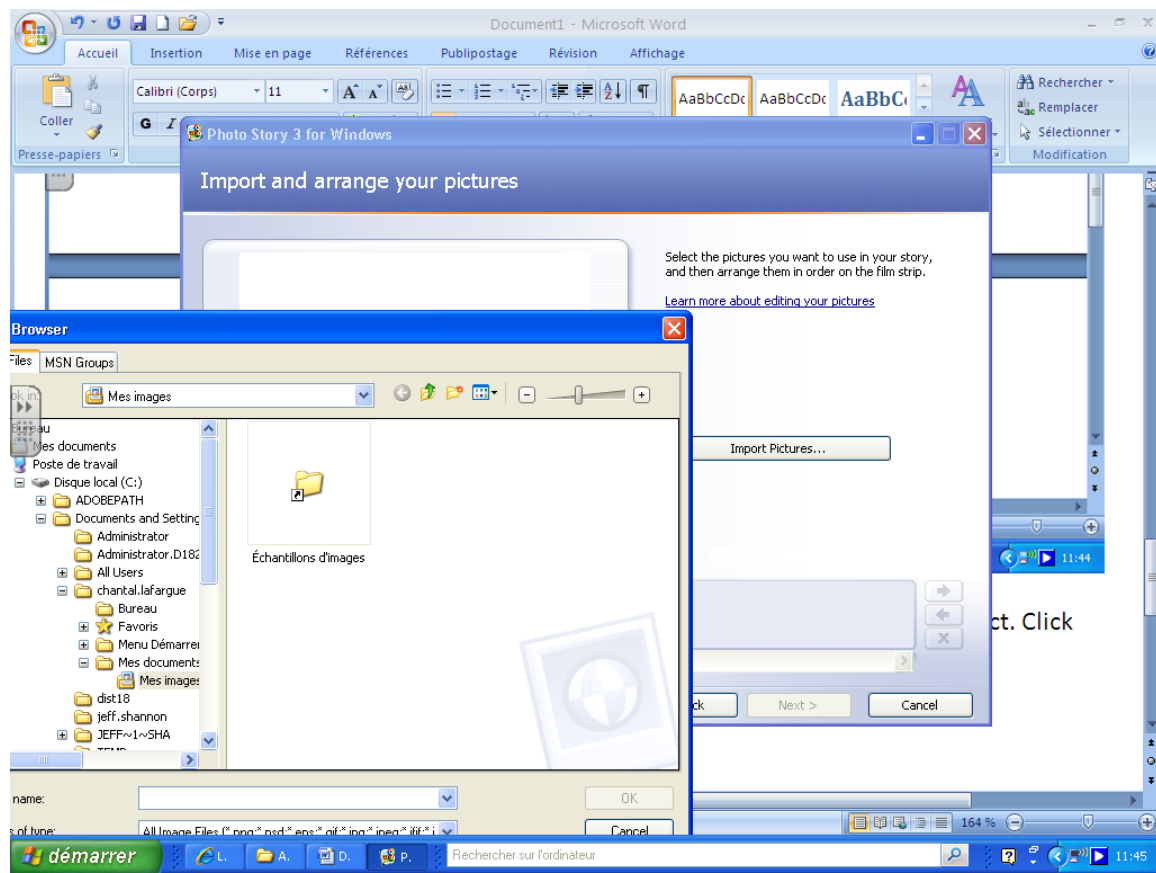


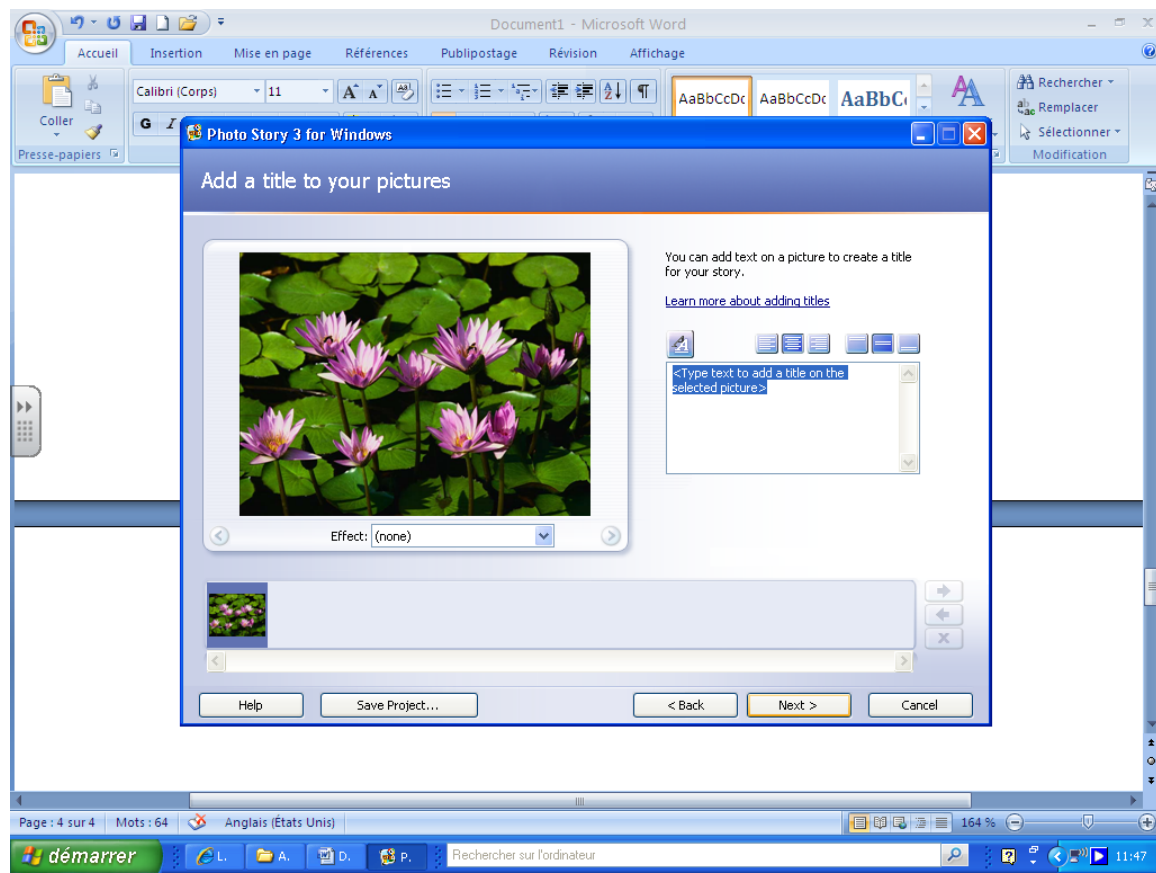
Step 1 : Go to start menu. Look in “All programs”. Find Photostory 3 (or other version). Open the program.



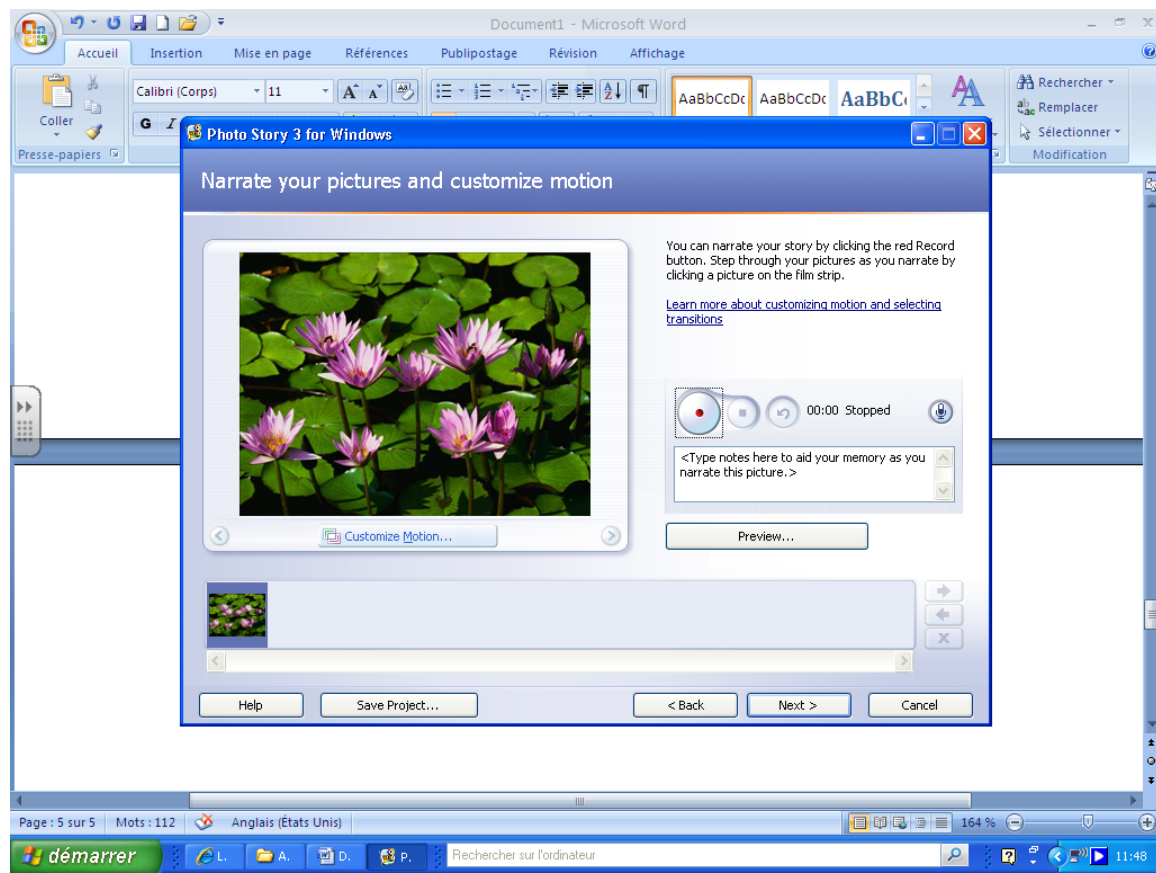
Step 2: Select the first option for a new project or the second to open an existing project. Click on “next”.



Step 3: Select "Import Pictures". Find location of image, click on the first one. Click on "ok". Repeat process to add additional images.



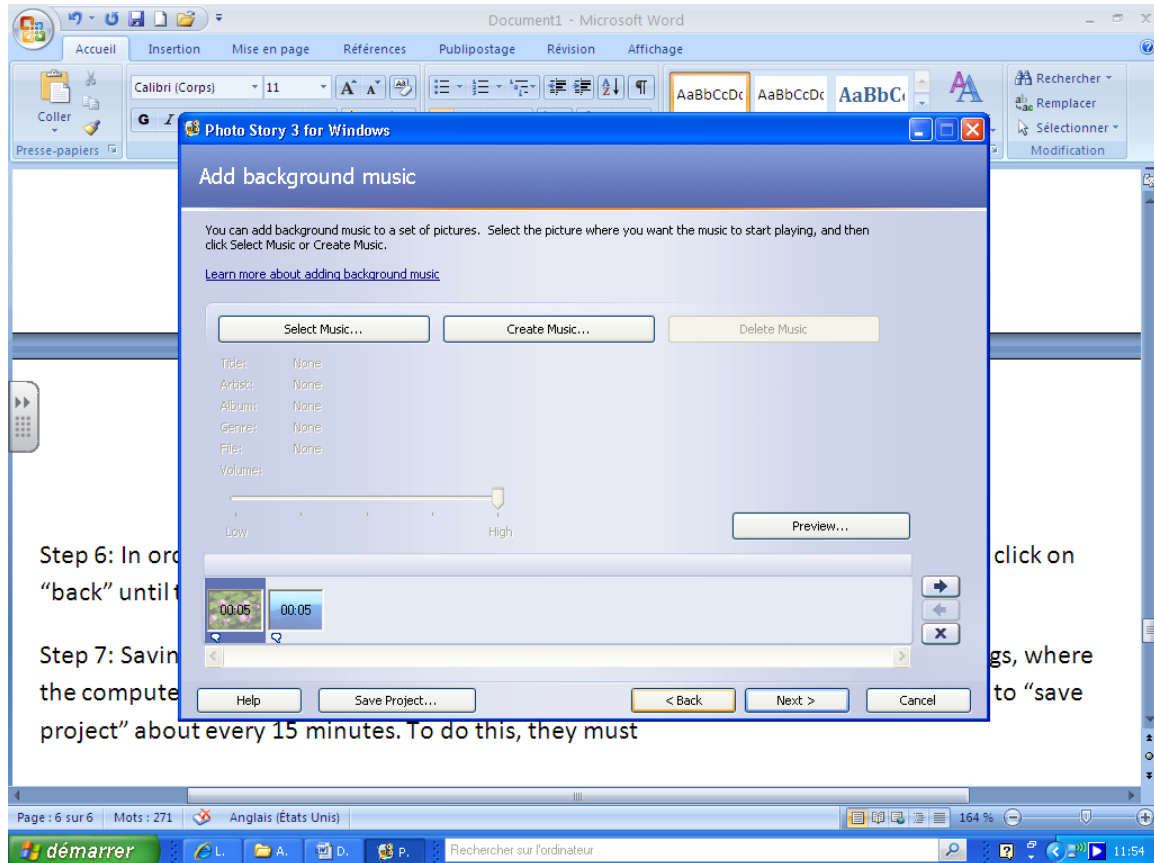
Step 4: In order to add a title to the first picture, make sure the picture is highlighted below, then click on “next”. This screen will appear. Type text in the textbox. Use the toolbar to change the location and size of text, as you would in MSWord.



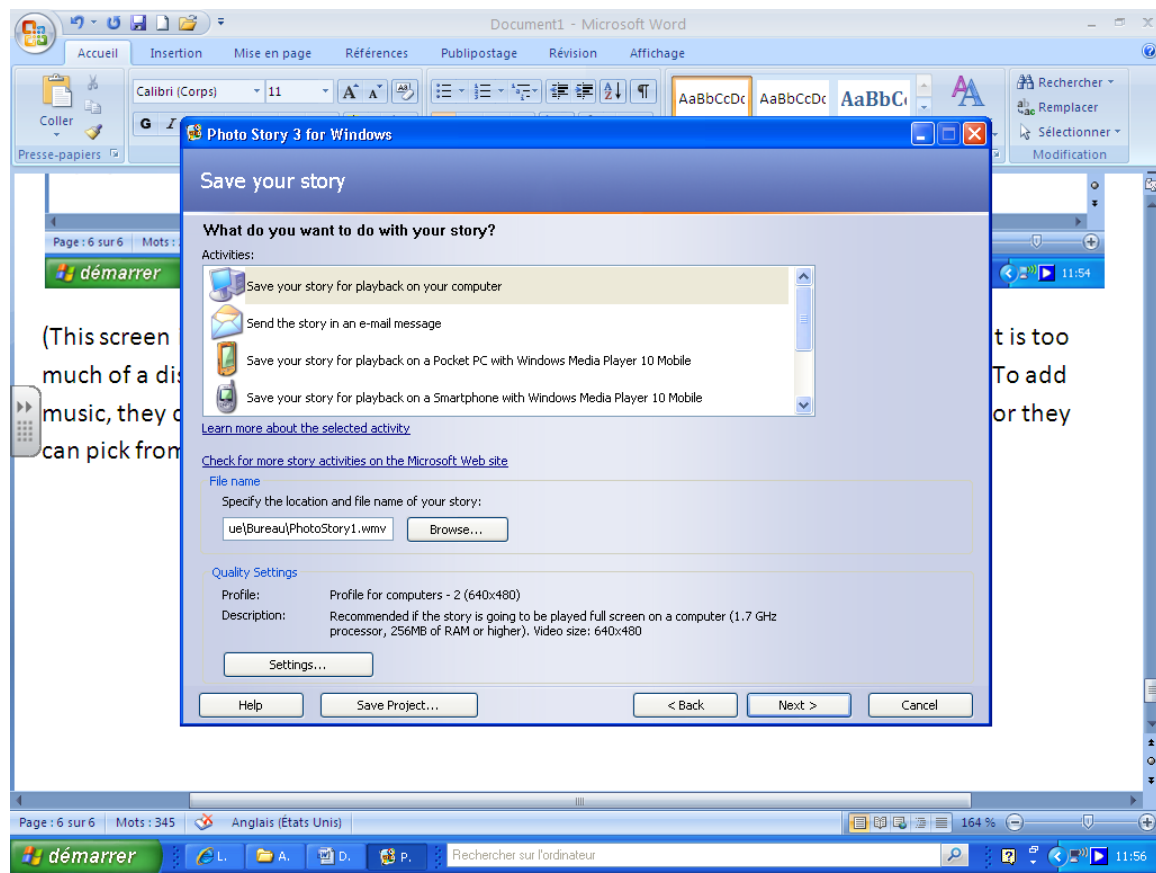
Step 5: Click on “next” (note, you are still on the same image). To record your voice, make sure the headset is plugged in the computer, press the record button. The computer will prompt students to do something on their screen (I don’t know why) – select “no” as the answer, then the recording begins. If they don’t like how they sound, they can press the back arrow to delete the recording and start again. To stop the recording, students press the stop button. To preview the recording, press “preview”.

Step 6: In order to add more pictures and to continue the narration, the students must click on “back” until they return to the first slide where they added images.

Step 7: Saving work: Some of the computers have these automatic “backup” restart bugs, where the computers will restart without notice or with very little notice. Encourage students to “save project” about every 15 minutes. To do this, they must bypass a screen that looks like this:



(This screen is used to add music at the end – this should be the final thing they do, as it is too much of a distraction during the process of inputting images and recording their voice. To add music, they can either browse from music they have on their jump drive (select music) or they can pick from music that is part of the program (create music).)



Step 8: Once the end of the period is near (10 minutes left) have students save their project by pressing the button of the same name. DO NOT press the “next button” because what that does is it exports the project into a .wav file, which means it compresses everything and the students can’t edit it. When they “save project” they will be able to go back to their project the next day and modify it by adding additional images, etc.

TIP: When “saving a project”, make sure each student changes the default “Photostory1” to something different like, “FirstnameMemoir” so they can be identified on your jump drive. Have them save to their jump drive and your own as back up.

Step 9: When the project is complete, use the “next” button on the screen above to compress the file. Have students record the file in 2 places for backup.

TIPS for headsets: Since there are only 10 headsets, students will have to share them. Students who have added all of their images should then begin to record their voice. It is best to add all images first, and then record their voices. Finally, if you find a headset doesn’t “work” check to see if the mute button is off, and change the USB port on the computer. Sometimes they are temperamental and only work from one hole. Other times, you have to have the headset plugged in BEFORE opening Photostory in order for the voice to record.

Step 10: Ensure computers are placed back in the charging cart in the following fashion: the number on the computer should match the number on the AC adapter and the label on the shelf of the cart. Make sure the students plug in the AC adapter into the back of the cart, shove the wires in behind it, and then plug in the computer to the wire. No wires should be visible from the front.