How to create Digital Stories using Microsoft Photo Story 3

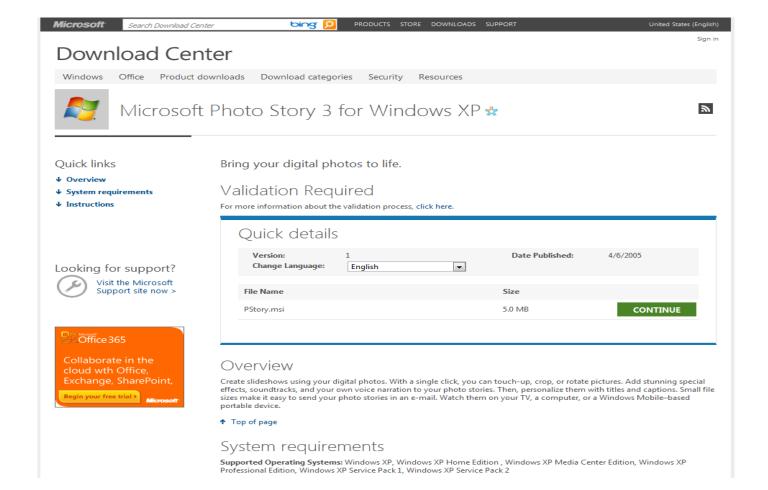
Contents

Downloading Photo Story 3	2
Getting started with Photo Story 3	4
Import your Images	4
Adding Text to your images	6
Recording your Audio	7
Editing Transitions & Motions	8
Adding Music	9
Publish	10

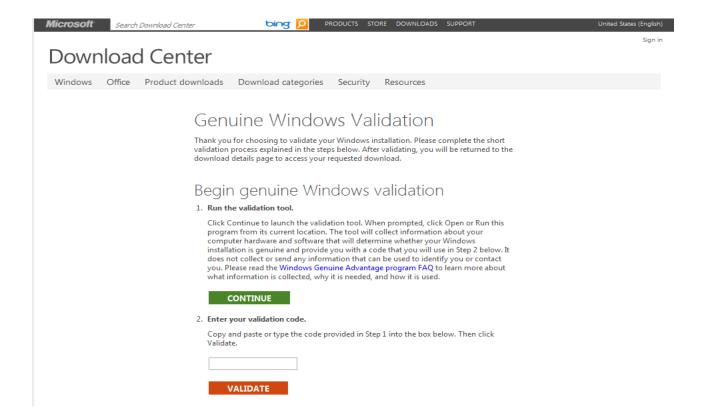
Downloading Photo Story 3

Go to http://www.microsoft.com/download/en/details.aspx?id=11132 or simply do a search for Photo Story 3.

Click "Continue"



Once you click "Continue", click "Run". A window will appear with a code



Copy and paste the code into the text box provided (see screen shot above) to validate

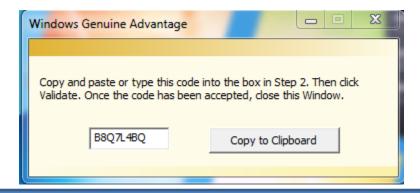


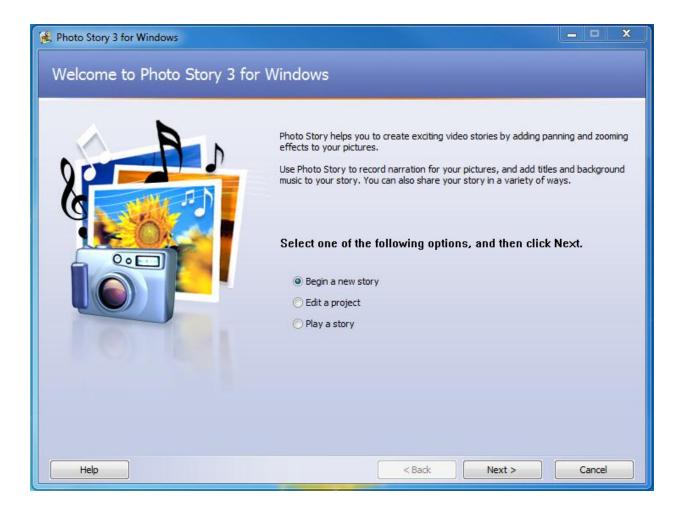
Photo Story 3 should now appear in your Start Menu > All Programs

Getting started with Photo Story 3

IMPORTANT!!!

Create a folder on your desktop. Add your script, images, and music to the folder

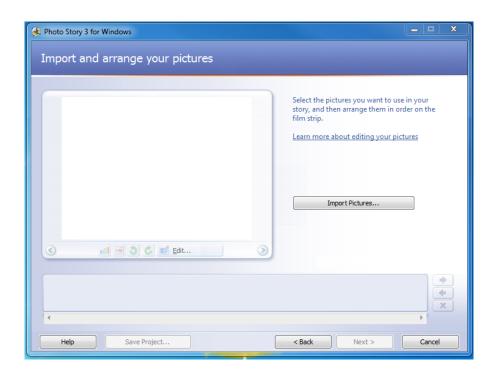
Open the program (from Start Menu), then select "Begin a new story"



Import your Images

Click Import Pictures, then browse your desktop for the folder you created.

Shortcut: Ctrl + A will highlight all of your images enabling you to insert them all at once.

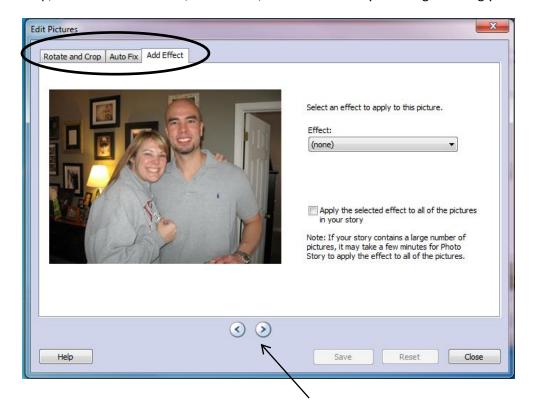


Once all of your images have been uploaded, re-arrange them based upon your storyboard/timeline.



To arrange images, click on the image you want to move. Once highlighted, use the arrows to move to the right or left. If you want to delete an image, highlight it and click the "X"

Optional: You can edit your images here just as you would in any other photo editing software (e.g. color levels, rotate, crop, remove black borders, add effects, and correct red eye. To begin editing your images, click on "Edit...".



From there, you can select from one of three tabs. Use the arrow keys to move to the next image. "Save" will save all edits to the images you have made.

Suggestion: Save project

('Save as', Then the folder you created – always 'replace the existing file')

Adding Text to your images (optional)

You can easily add text to any of your images, select the font, size, and placement.



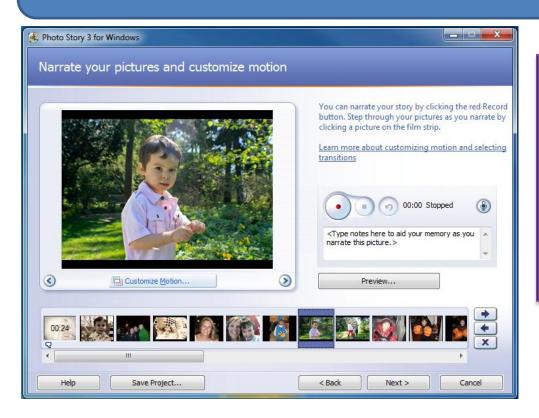
Text over all images isn't recommended. But, if you need to cite a source, identify a person, place, or thing, this tool is helpful.

You can also edit the image to add effects as well.

Recording your Audio

Within Photo Story, it records your audio <u>per image</u>. You should have written your script in a storyboard format, which enabled you to identify what you will say for each image. Note – you can record as many times as you want.

Every time you click , it will as you if you want to record over any recordings that may already be there.



When you are finished recording, click

You can preview what was recorded.

Once you are finished, click the arrow key and begin recording for the next image.

Suggestion : Save project

('Save as', Then the folder you created – always 'replace the existing file')

Editing Transitions & Motions

By default, Photo Story 3 will add transitions to each of your slides. Often times these transitions can distract from your message, so be sure to preview and edit as needed. Start from the first image, and click on "Customize Motion".

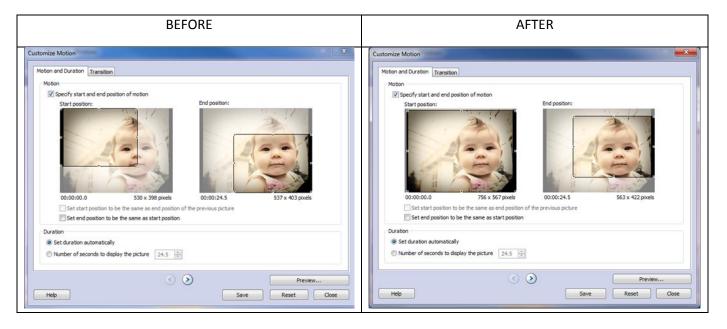
You have 2 editing options:

<u>Motion & Duration</u> – This will allow you to edit what parts of the image are shown while you are talking and the speed with which it moves.

Motion – You can adjust the size of the box as well as the starting and ending position when you check the box that says "Specify start and end position of motion"

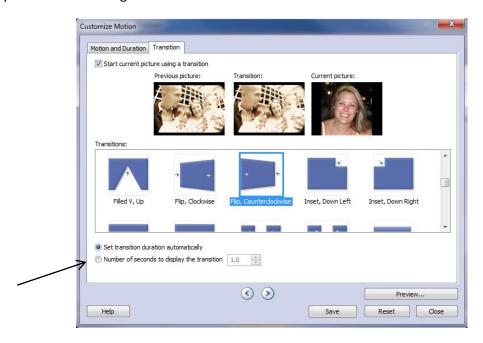
Duration— if you want the image to appear on the screen longer than the length of your audio, change the "Number of seconds to display the picture" to more than the current time.

Example of motion edits:



Transition between slides- The 'Transition' tab gives you a wide selection of transition types to choose from. It is recommended you stick with only 1 or 2 types of transitions for the entire digital story. Otherwise, it deters from the content of your message.

However, you might want to change the length of time it takes to transition. When you preview the story, you may feel that a longer pause improves the quality of your story and instead of increasing the *duration* (see above) the image is shown, you may consider increasing the transition time.



Adding Music

You can either use your own music (.wma, .mp3,. wma) "Select Music" or choose "Create Music" to select music already available in Photo Story. You will need to adjust the volume on the music (at least to half way usually) so that it doesn't overpower your narration. Be sure to listen to the story the entire way through because sometimes songs get louder at various points.

When selecting your song, you might want to pay attention to the length of your narration and ideally select music that is at least as long as the narration. Otherwise, start over or use multiple songs.

When adding your music, but sure the picture highlighted is where you want to the music to start. You have 2 separate songs playing while on 1 image.

Example of adding music to different/multiple slides:



Publish

You have the option to save the project for playback in different ways. By default, "Save your story for playback on your computer" is selected and is what is recommended.

