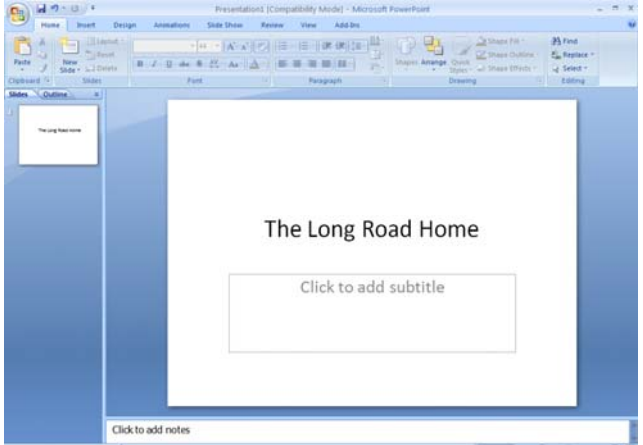

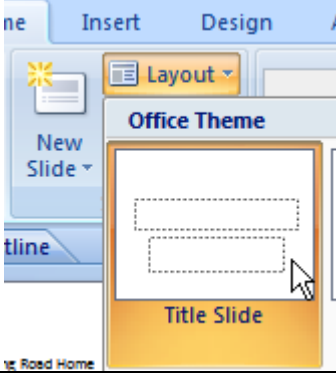


Creating a digital story telling slide show
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 Revised by Lynn Cecil for Office 2007

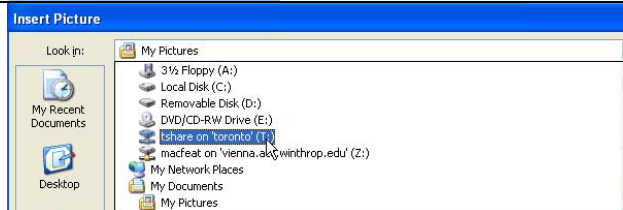
Getting Started	
1) Decide on a topic.	
2) Take the pictures. You will want to have a shot list or story boards to tell you exactly what to take. You can also download pictures from the Internet to use.	
Creating a Presentation and Creating New Slides	
3) Open PowerPoint. The screen should look like it does on the right. Type the name of your story in the upper box and each group member's name at the bottom. This slide is called a "Title slide." While there are many types of slides to use, we will use only a "Title Slide" and a "Title Only" slide for this project.	
4) In the upper left hand corner of the screen you will see a button called "New Slide." Click on it one time with the left mouse button.	
5) A new slide will be created. It will default to a bulleted list. You will want to change it to "Title Only." Do this by clicking on "Layout", then "Title Slide." See the example on the right.	
6) Add a title for this picture. This title will be a short description of what is happening in the story. Don't tell your story here. Only provide a caption for the picture.	

Inserting Pictures

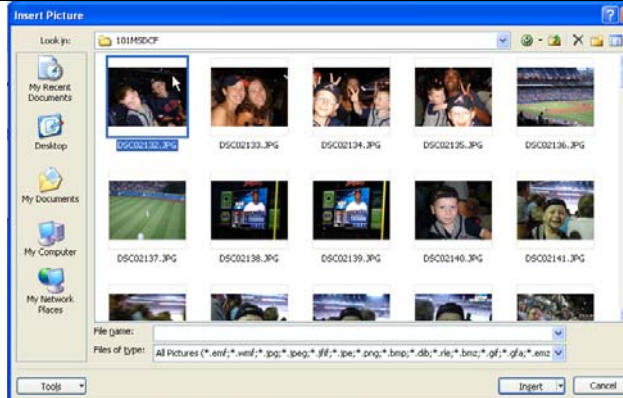
- 7) **Insert a picture.**
Click on the **Insert** Menu, click on **Picture**,



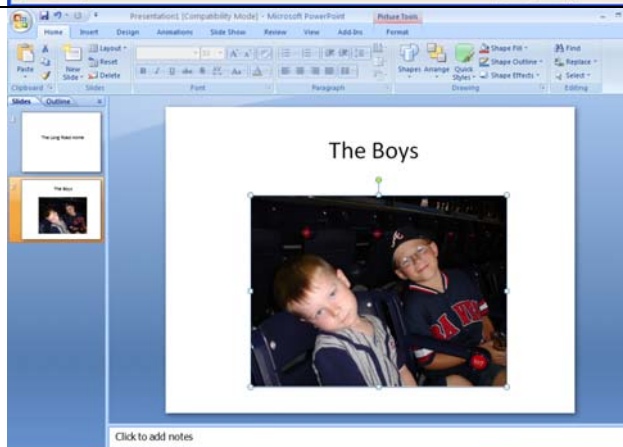
- 8) You will need to navigate to your Z drive. At the very top of the active window, it says **Look in:** Click on the triangle that points down on the right side. This will show you all the places that you might have a picture stored. You will want to drag down to select Z drive. Your pictures will show up.



- 9) Select a picture by clicking on it. It will highlight with a blue box around it.

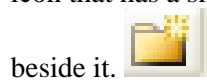


- 10) Click on the insert menu and it will show up in PowerPoint. You will need to resize your picture once it is in PowerPoint.

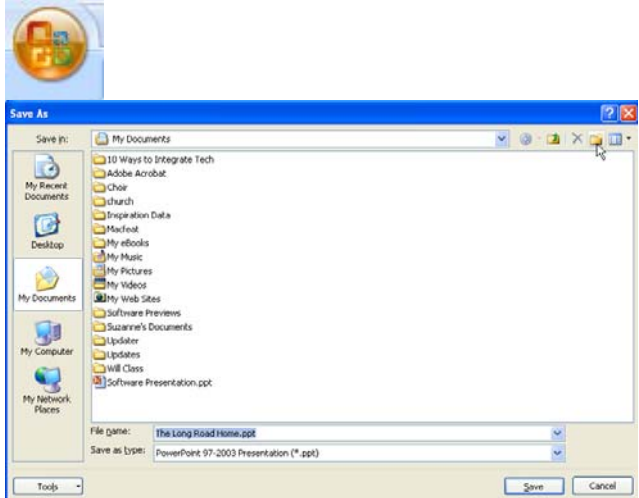


Saving your Presentation

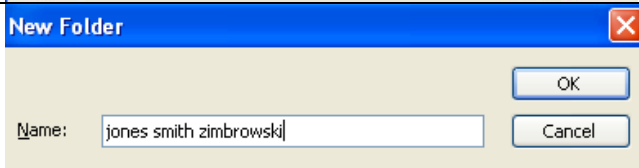
11) Save your presentation. When you save the first time you will need to give your presentation a name and a location. This is very important. Save is under the **Office Button** in the top left hand corner. notice that it takes your title as the name of the file. This is good. You need to create a new folder to save this in as well. Do this by clicking on the icon that has a small star burst



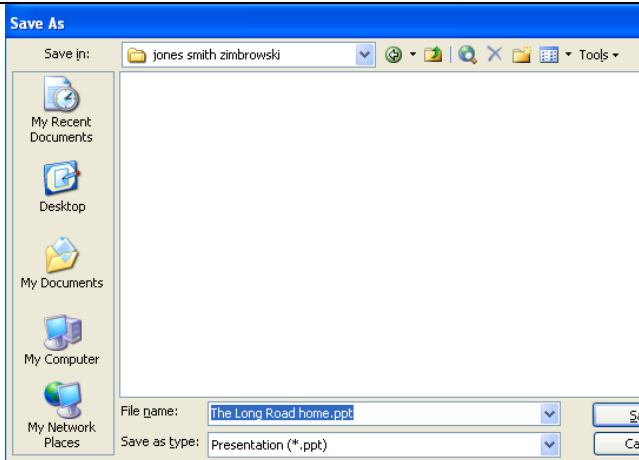
beside it.



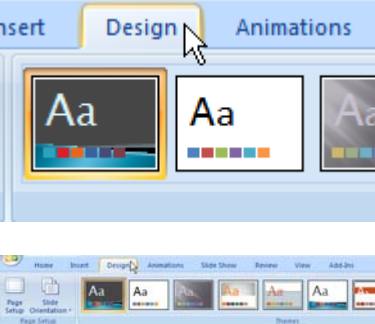
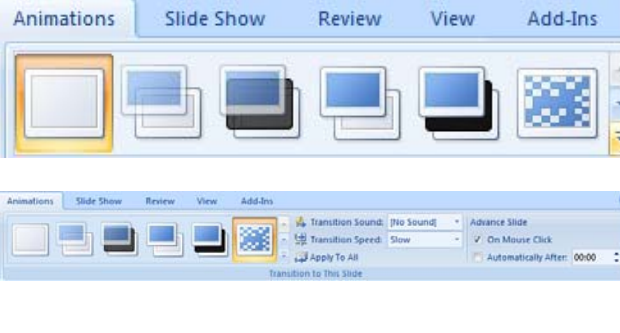
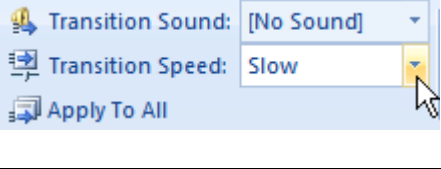
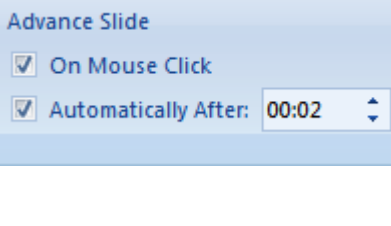
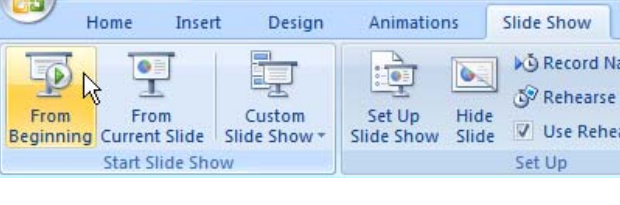
12) It will ask you to name the folder. Name it with all of your last names (jones smith zimbrowski). Click OK.

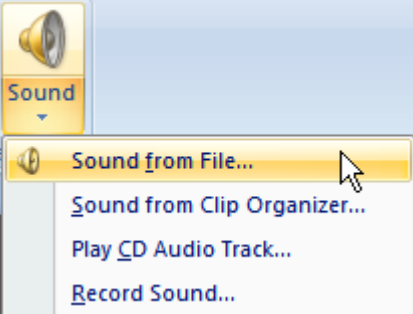
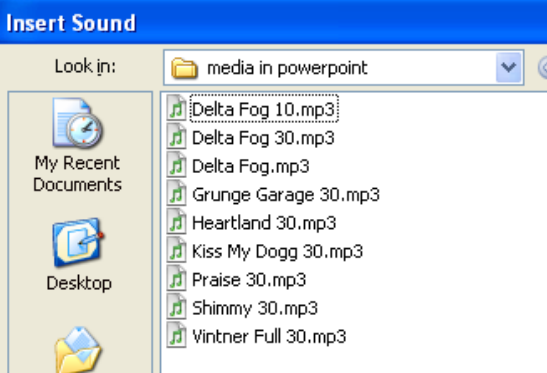
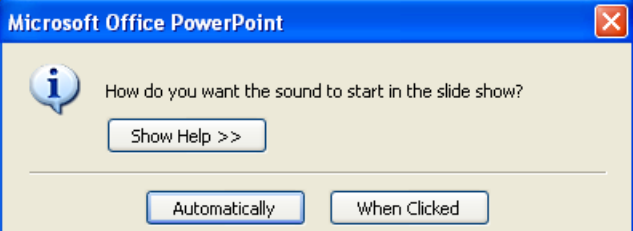
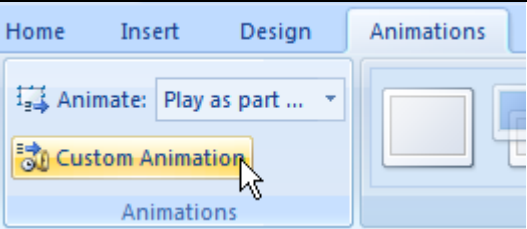


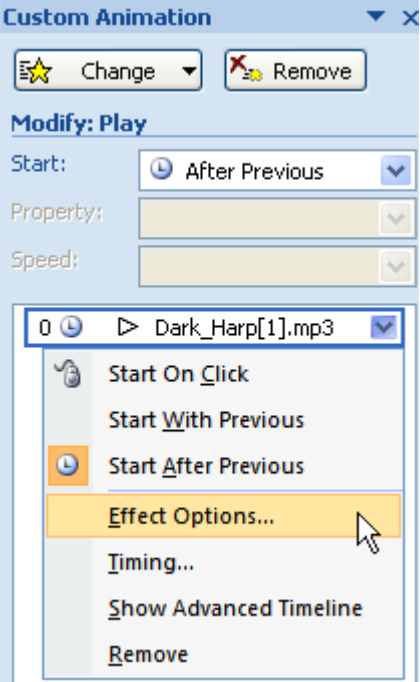
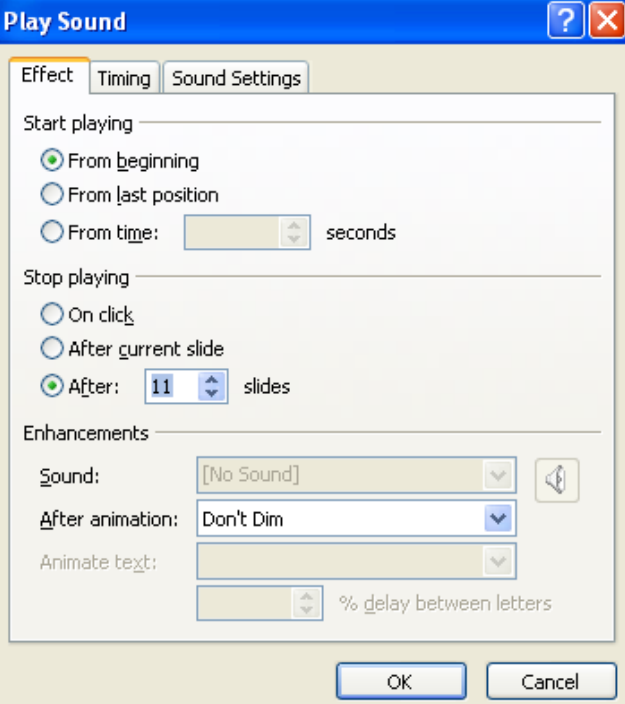
13) Notice that the **Save In:** box now has your folder name in it. The **File Name:** box has your file name it. You will want to click on **Save**. From now on when you save this file you will never have to give it a name or a location again. It will remember where it is saved.



14) Repeat steps 4-10 until you have added all of your pictures. Make sure that you save every time you insert a picture. Make sure everyone in your group inserts at least 2 pictures.

Setting the Background	
<p>15) Click on Design on your tool bar. Different choices for your slide background will appear. Find one you like and click on it. While it is possible to change the background for every slide, it will look better if you use a constant background.</p>	
Setting Transitions and Timings on the slide show	
<p>16) Click on Animations. If you click on the arrow going down, you can see all your options for your slide transitions. You must set the transition for each slide. It is possible to select one transition and apply it to the entire presentation. For the sake of consistency and time, I recommend it.</p>	
<p>17) Choose a speed for the transition and sound to go with the transition if you like. Because we will put music in later, I would avoid sound here.</p>	
<p>18) Now set up the slide to show for a particular amount of time before it goes to the next slide. I have set mine for 2 seconds. Notice it would also advance when I clicked my mouse. Do this for every screen.</p>	
<p>19) To see your slide show, go back to the Slide Show, then select From Beginning. You can also click on the Slide Show icon in the bottom right hand corner of the screen.</p>	

Adding Sound	
<p>20) Find a sound. I have some for you. Use the link on the right for one of the best collections of instrumental music on the Internet. All free for use to schools and non-profits.</p> <p>21) Put your sound in the same folder as your presentation. This is essential. You can do this by copying the sound from one location and pasting it into your folder. You can do this by downloading it into your folder.</p>	<p>http://freeplaymusic.com</p>
<p>22) On your title screen, make sure you are in the Insert menu. Go to Sound. Then Sound from File.</p>	
<p>23) Navigate to your folder and choose your sound file.</p>	
<p>24) You will be asked if you want it to play when clicked or automatically. Choose Automatically.</p>	
<p>25) Right now the sound will play until it is done, and the slide will not advance until the music finishes playing. You will need to change this under the Animations menu. Choose Custom Animation.</p>	

<p>26) Click on your sound then click on the arrow beside your sound. Select Effect Options.</p>	
<p>27) You need to tell the computer when it can stop playing the music. It can stop playing the music after it is done showing all your slides. If you have 10 slides tell it can Stop Playing after 10 slides. If you have 15 slides, tell it 15 slides. Keep in mind that the music I downloaded for you to use is 30 seconds long. You may want to loop your song (an option when you place your music) or figure up your slides to play for only 30 seconds. If your presentation is longer than your sound that is OK today, but you can download something more appropriate for later.</p>	
<p>28) Save it. Preview it by running your slide show.</p>	

Telling Your Story In Print

29) Underneath the picture it says “Click to add notes.” Usually these are speaker notes, but if we tell the story in this box we will be able to print out the story and bind it as a “book.” We could also put it on the Internet and see the pictures and the notes.



30) To print out the book, go to the **Office Button** and drag down to **Print**. In the lower left hand corner of the print dialogue box it says “**Print What:**” Select **Notes Pages**. Click **OK**.

