

## Opening Photo Story

1. Click **Start**, point to **All Programs**, and then click **Photo Story 3 for Windows**.
2. On the Welcome page, click **Begin a new story**, and then click **Next**.

## Importing and arranging your pictures

1. On the **Import and arrange your pictures** page, click **Import Pictures**.
2. In the **File Browser** dialog box, browse to the **location of your pictures (jump drive, your student folder, etc.)**
3. Add all of the pictures you would like in your photo story. To add more than one picture at a time, press and hold the CTRL key and click on the pictures you want to add, and then click **OK**.

All of your pictures should now be present in the filmstrip, as shown below:



The filmstrip in Photo Story is a great place to quickly make changes to your pictures and story. **For example, you can drag a picture in the filmstrip to change the order of the pictures.** You can click a picture in the filmstrip and click **Edit** to change the appearance of the picture by rotating it, adjusting the color, fixing red eye or adding effects. You can also right-click a picture in the filmstrip to perform these actions. Try adding an effect to one of the pictures to see what they look like.

4. When you are finished making changes to your pictures, click **Next** to continue.

## Adding text to your pictures

1. On the **Add a title to your pictures** page, click the first picture, and then type **your text** in the text box to the right of the picture.
2. Use the tools above the text box to change the font or placement of the text.
3. When you are finished adding text to your pictures, click **Next**.

# Customize motion & transitions

You have the option of customizing the motion of the picture itself, and the transition from one picture to the next.

1. Click the **Customize Motion** button.
2. Click the box next to **Specify start and end position of motion**. This enables you to choose the focus point of the picture. Use the corners of the squares on the picture to set the positions.
3. You can change the length of time the picture shows in the **Duration** section. (Keep in mind that if you narrate your pictures (see next section) you narration will determine how long each picture is displayed.)
4. Click the **Preview** button. Make any changes as necessary.
5. Click **Save**.
6. Click the **Transition** tab at the top.
7. Choose any transition for your selected picture.
8. You can change the duration of the transition if you would like.
9. Preview the transition at the top of the screen or click **Preview**.
10. Click **Save** and **Close**.
11. Continue with the rest of the pictures in your **Photo Story**.

# Narrating your pictures

You can easily add narration to your story – just ask at the circulation desk for a headset with a microphone (if one isn't attached to your computer already).

1. Click a picture in the filmstrip.
2. Add any desired text in the cue card area.
- 3.



Click the **Record Narration** button to start recording narration.

The red dot in the record button will flash indicating recording is taking place. A timer is provided to help you keep track of your narration length.

- 4.



When you have finished narrating the picture, click the **Stop Recording** button.

5. Repeat steps 2 thru 4 for each picture for which you want to add narration. **TIP:** Narration is recorded for each picture – not the length of the photo story. Narration for each picture can not exceed 5 minutes.
6. Once you have added narration, click the first picture in the filmstrip, and then click **Preview** to see how your story looks and sounds.
7. Close the preview window, and click **Next** to continue to the next step.

# Adding background music

With Photo Story 3 you can add music to your story by using Windows Media Audio (**WMA**), **MP3**, or **WAV** files or by using the **Create Music** option to create custom music that suites your story and taste.

## To create music for your story

1. Click a picture in the film strip, and then click **Create Music**.
2. In the **Create Music** dialog box, you'll see several options. Use the drop-down menus to create music that best fits your photos.
3. Alter the **Tempo** and **Intensity** as you would like.
4. Click **Play** to hear what the music will sound like.
5. When the music has finished playing, click **OK** to close the **Create Music** dialog box.
7. Click the first picture in the filmstrip, and click **Preview**, to see how well your music fits the story.

**TIP:** You may need to adjust the music volume levels to accommodate your narration. To do this, simply click the picture in the filmstrip and then adjust the music volume using the volume slider bar. You may need to adjust the volume and preview your story a few times to get it just right.

8. Click **Next**, to move on to the final steps.

The music you just added is shown as a colored bar above the picture in the filmstrip, as shown in the following screen shot. This helps you determine which pictures will be shown for each piece of music you add. This is particularly helpful when you add more than one song to your story.



## To add pre-recorded music to your story

1. On the **Add background music** page, click the first picture in the filmstrip and then click **Select Music**.
2. On the **File Open** dialog box, click **My Documents** from the left menu.
3. Browse to **My Music\Sample Music**, click on one of the files, and then click **Open**.

## To add your own music files to your story

If music is copy-protected, it will be difficult to add to your photo story. At this point you may be better at figuring out to do this than I (Mrs. Frilot) am. So, here are some thoughts and avenues to try, rather than explicit instructions.

1. If you have music on a CD, it will come into the computer as a CDA file. This is not compatible with Photo Story, but it can be converted. See me (Mrs. Frilot) or Mrs. Golemme if you need help converting a CDA file to a WMV or MP3 file.
2. Music on your ipod, etc.: This one I haven't figured out yet. If you have ideas, please let me know. For now, I suggest making a CD of the music you want to add to your photo story, and then I can help you from there – hopefully!

## Saving your story

As you work on your photo story, you can always save by clicking the **Save Project** button. This saves your photo story as an editable file. **Do this at least once**, in case you need to make changes to your photo story. ***However, when you are completely finished with your photo story, you must take one last step!***

When you save your photo story, all the pictures, narrations, and music are compiled into a video file that you can view in Windows Media Player as a WMV file. Since you will play this photo story on your computer, you can use the default options when saving your photo story.

### To save your photo story for playback on your computer

1. On the **Save your story** page, verify that **Save your story for playback on your computer** is selected in the activities list.
2. Click **Browse** to specify the location of your story. TIP: Save to your student number folder.
3. In the **Filename** text box, type a title. TIP: Be specific and include your name.
4. Click **Save**, and then click **Next**.

## Viewing your story

When your story is built and saved, the **Completing Photo Story 3 for Windows** page will appear. You can view your newly created story or begin a new story from here. To see what you have created, click **View your story**. Windows Media Player will open and your story will begin to play.

*Adapted by Holly Frilot from*

<http://www.microsoft.com/windowsxp/using/digitalphotography/photostory/tips/firststory.msp>

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