Creating the Connections

How to use Photo Story 3

Photo Story 3 helps you to make digital stories on the computer using photos (or other images), text and sound. You can record your voice and write your own text. You can also have special effects and music.

You can download Photo Story 3 on to your computer from:

http://www.microsoft.com/windowsxp/using/digitalphotography/photostory/default.mspx . It's free!

Photo Story 3 needs Windows Media Player 10 or Windows Media Player 11 to be able to see the story you have made. Windows Media Player is also a free download from the internet. You can find it on:

www.microsoft.com/windows/windowsmedia/players.aspx

Step 1: How do I start?

- Open **Photo Story 3**. Click **Start**. Choose **Programs**. Choose **Photo Story** 3.

- Click on **Begin a New Story.**

- Then click **Next.**

Step 2: Putting in the pictures

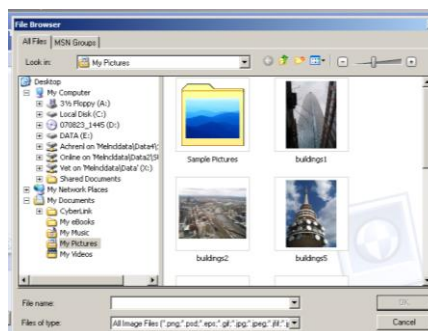When the next screen appears, click on **Import Pictures** to put in photos or other images.

The computer will take you to where you can get photos for your story, or you can go to the folder where you have saved your own photos and other images.

- Press the **Control** key and at the same time click on the photos that you want.

- When you have chosen the photos you want to use, click **OK**.

NB Don't have too many photos. You only need only 8 – 10 for practising.

You can import more photos later, or you can delete any you decide you don't need.

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Step 3: The Film strip

You will see all of the photos you chose in a **film strip** at the bottom of the page.

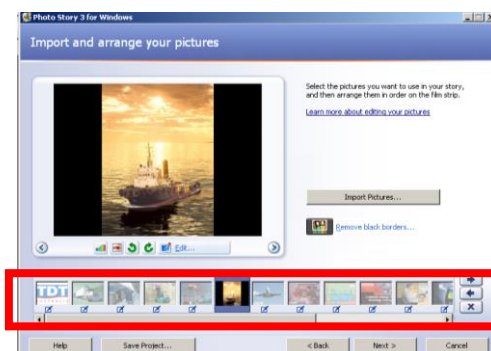The film strip shows you the order the photos will be in your photo story.

To **change the order** of the photos, you can either:

- Click and drag the photo to where you want it, or
- Use the arrows on the right of the film strip.

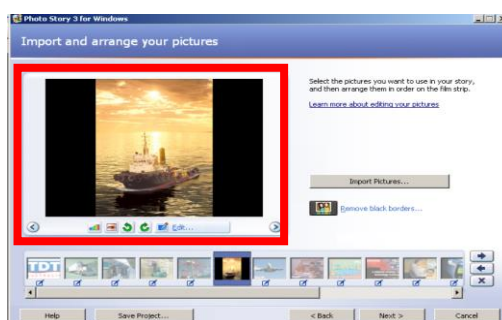To **delete a photo** from the film strip:

- Click on the photo you don't want, then
- Click on the **X** button on the right of the film strip.

This doesn't delete the photo from your computer … only from your digital story. You can import it again if you change your mind.

Step 4: Editing pictures

When you click on a photo in the film strip, it comes up on your screen as a large picture.

You can edit this photo (change the way looks) by using the icons under the large picture.

Click the first icon to **change the colour levels.**

Click the second icon to **correct red eye.**

Click the third and forth icons to **rotate** (turn) the photo.

Click the **Edit** icon to make **more changes.**

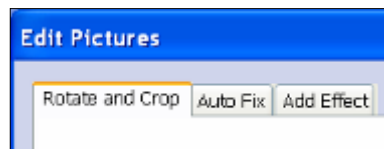# Creating the Connections

The Edit icon

If you click on the **Edit** icon, you can **crop** a photo. This means you can cut it on the computer and use just a part of it.

Also, try clicking on **Auto Fix** and the **Add Effect** to see what they do.
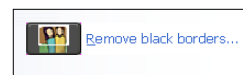
Just experiment!

If you don't like the changes, click on **Reset.**
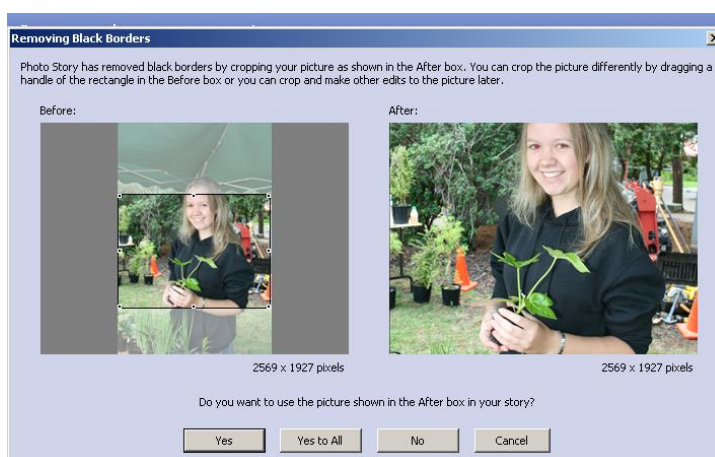
When you've finished, click **Next.**

Removing the black colour around the photo

On the right of the large picture is a **Remove black borders** icon.

If the photo is the wrong size for the photo story, it will have a black border around it. You can change this, but you will lose part of the photo.

If you click on **Remove Black Borders**, Photo Story 3 will show you two of the same photo.

The picture on the left is the photo **before** you take off the black borders.

The picture on the right shows you what it will look like **after** you take them off.

- If you like the change, click **Yes.**
- If you don't like it, click **No.**

Photo Story 3 will show you your photos one by one.

- If you click **Yes to All**, Photo Story 3 will change all your photos without showing you first.

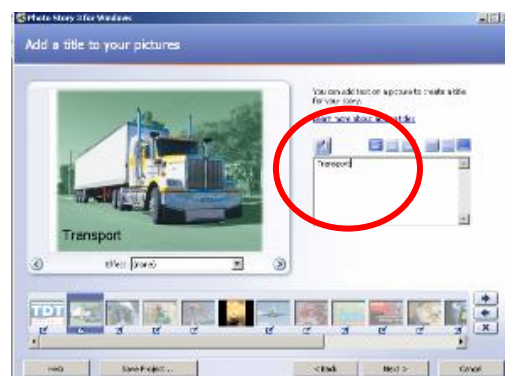To return to your digital story, click **Cancel.**

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Click **Next** to move on to the next screen.

Step 5: Adding text

This is where you can write something on the photos in your story.

To write on a photo:

- Press **Delete** to empty the words in the box.
- Type your text in the box.

You can change the font, colour and size of the writing, and its position on the photo.

- To change the font, colour and size, click
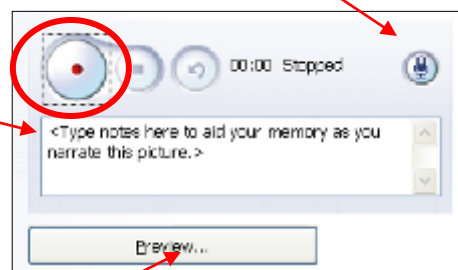- Click the other icons to put the text at the top, bottom or side of the photo.

Click **Next** to move to the next screen.

Step 6: Recording narration

This is where you can record your voice. You will need a headset with a microphone.

You can change the volume levels by clicking on the button on the right. The computer will check everything for you.

To record:

- Decide what you want to say.
- To help you remember, you can type notes into the box before you record your voice.
- Plug in your microphone.
- Click the large button with the red dot to begin the recording.
- When you have finished, click **Preview** to hear how it sounds.

Click **Next** to move to the next screen.

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Step 7: Adding music

You can add music if you want sound behind the photos, or if you want some quiet music behind your voice.
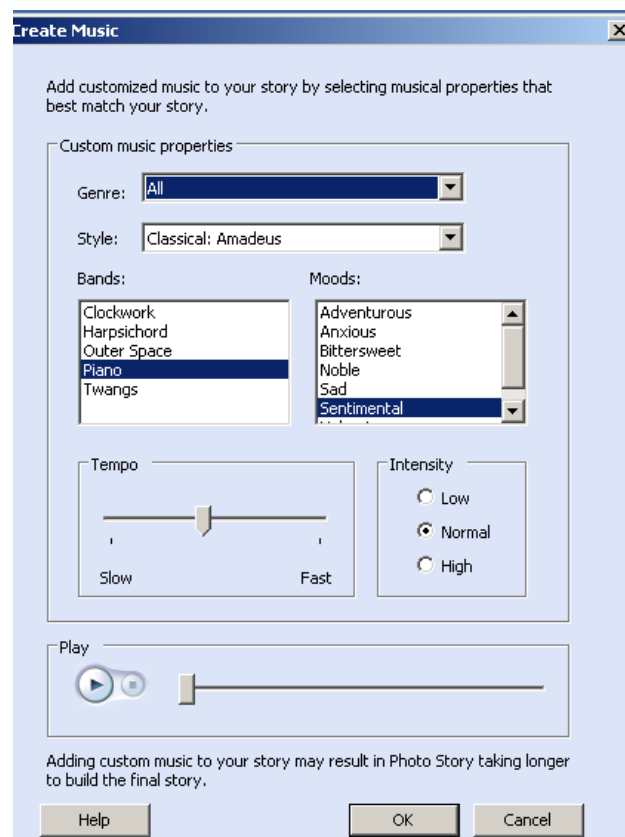
You can either:

- Click **Select Music** if you have music in a file on your computer that you want to use, or

- Click **Create Music** to make your own music in Photo Story 3.

To create music in Photo Story 3:

- Select a style, band and mood.

- Click **Play** to listen to your selection.

- Adjust the Tempo (speed) and Intensity.

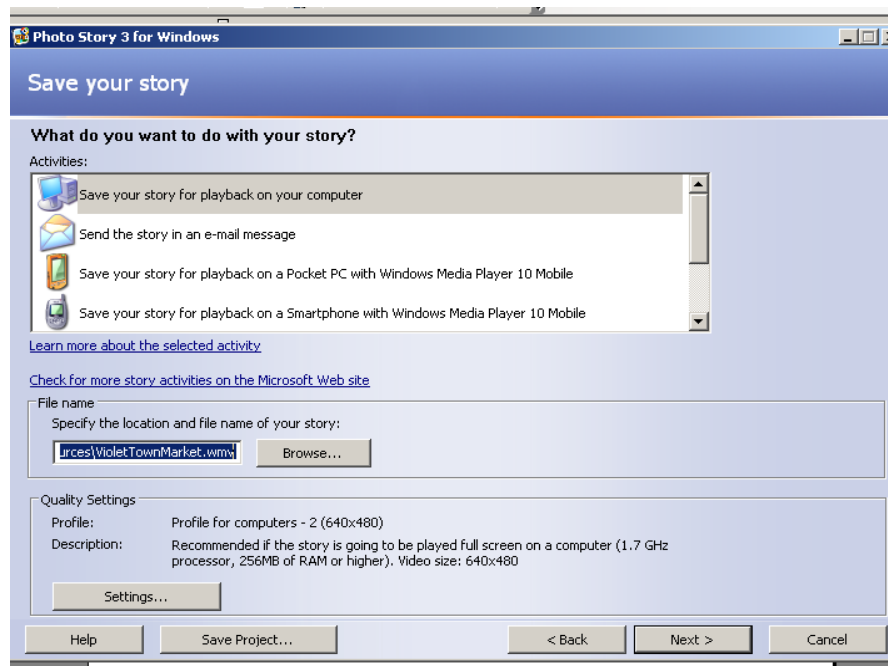When you have decided what music you want to use, click **OK**.

Then click **Next** to move to the next screen.

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Step 8: Saving your digital story

There are two stages of saving your digital story:

    (1) when you are still working on it, and

    (2) when it is finished.

Saving your story when you are still working on it:

- Click on   **Save Project...**   to save changes.

It's a good idea to save after each step so that you don't lose all your work if something goes wrong. You also use **Save Project** if you want to stop working on the digital story now and come back to it later.

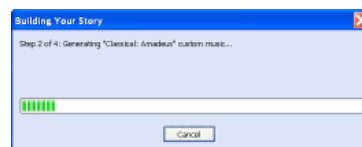Your work will be saved as a **Photo Story 3. Document** and have an icon like this:

This icon means you can keep working on it and make more changes.

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Saving your digital story when it is finished:

- Select **Save your story for playback on your computer**.
- Click **Browse** to find the folder where you will save your story.
- Click **Next**, and Photo Story 3 will begin to build your digital story – it will put all the 'things' in the right place e.g. photos, voice, music, effects.

Your digital story will be saved as a Windows Media Audio/Video (WMV) file. It will usually have this icon:
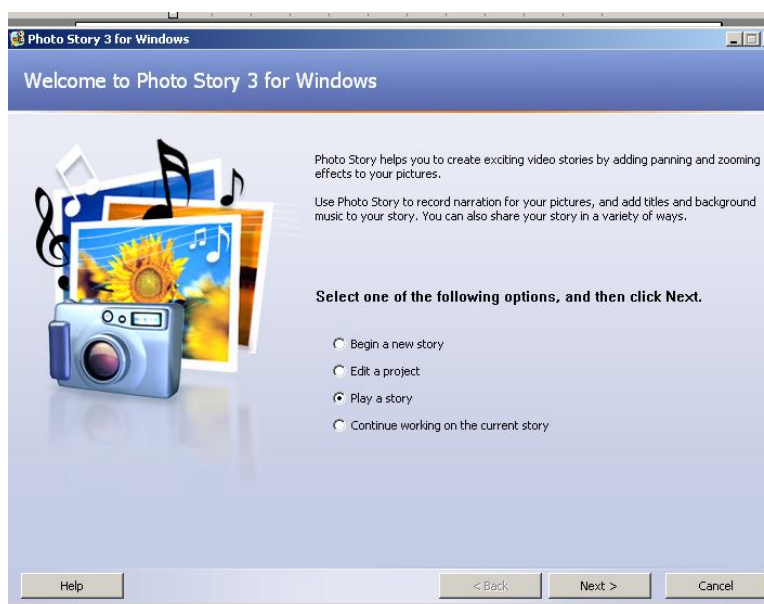
You will not be able to make any more changes, so make sure you only save your final product this way.

Step 9: Viewing your story

You digital story is now complete and ready for you to show to others. To view the story:

- Go back to the first menu.
- Click on **Play a story.**

Put on your headphones, sit back and enjoy!