Western Carolina University
Adventure of the American Mind

Photo Story 3 Tutorial

Before starting to build your story, make sure you have all the photographs you want to use inside a folder on your computer (preferably in the "My Documents, My Pictures or My Photos folder).

Open PhotoStory 3 by double clicking on the PhotoStory shortcut icon

OR

- Click on **"Start"**
- Select **"All Programs"**
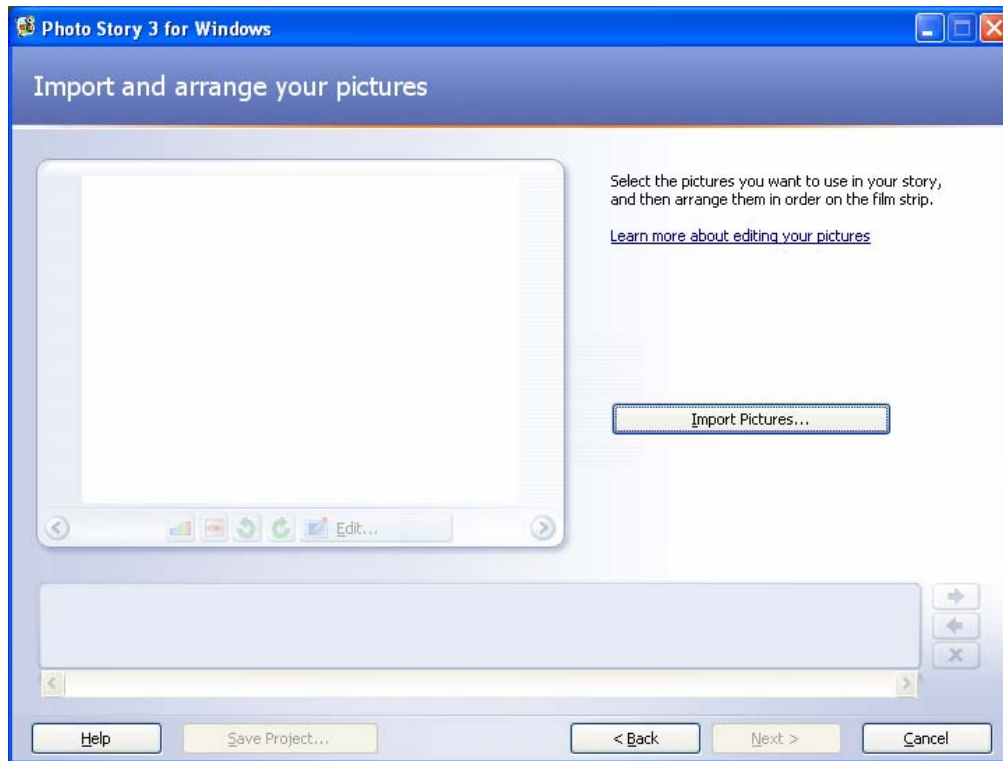- Locate PhotoStory
- Click on **"PhotoStory"**

Shortcut to PhotoStory...
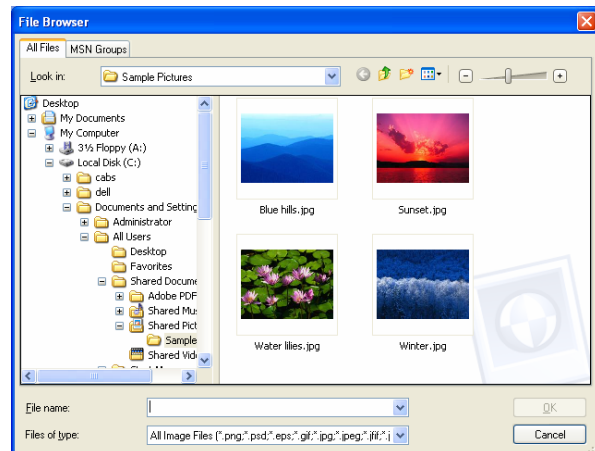
The following should appear:

- Click in the circle beside **"Begin a new story"**
- Click on **"Next"**

The next screen should look like this:

Step One: Importing Pictures

- Click on the **"Import Pictures"** button
- A box, similar to the one on the right, should appear
- You should locate the folder that contains the pictures that you want to use in your movie.
- Open the folder
- Click in the box where the thumbnail images are located (right side of the box)
- Using your keyboard, hold down the **Ctrl key** and press the letter **"A"**. This should select all the thumbnail images in that box.
- Click on **"OK"**

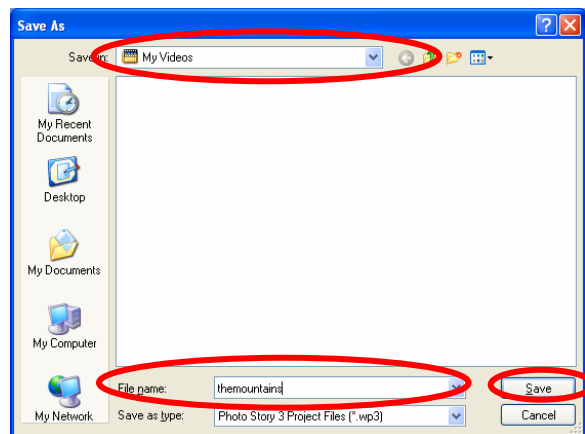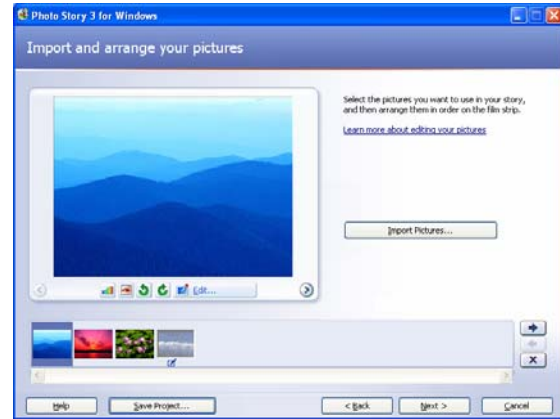## Step Two: Saving the Project

When making movies, there are two saves that you must make.
- Saving your project
- Saving your movie

Saving your project allows you to stop working on the project and come back to it at a later date. You do not save the movie until you have completed everything you are going to do to the movie.

To Save the Project:
- Click **on "Save Project…"**
- The **"Save As"** box should appear
- We recommended that you keep the **"Save in:"** location as **"My Videos"**
- Click in the **"File name:"** box and enter a name for you project
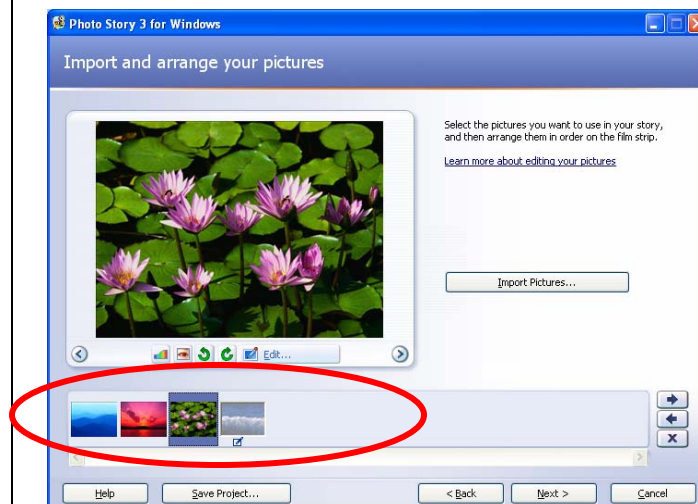- Click on **"Save"**

Step Three: Arranging and Deleting Images

Arranging: Two methods

Drag and Drop
- Click on the image you want to move
- Hold the click
- Move the image to the desired location
- Release the click

Using the Arrows
- Click one time on the image you want to move
- Use the arrow keys to move the image left or right. These arrows are located to the right of the image storyboard (see circled arrows in the image below).
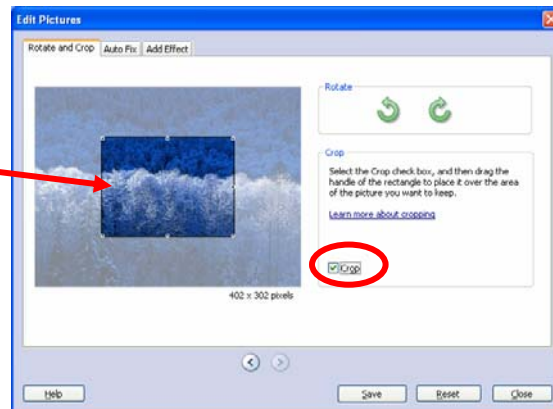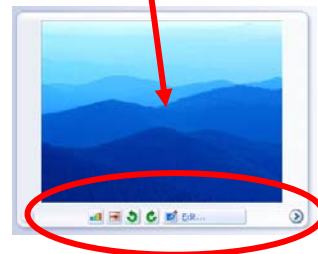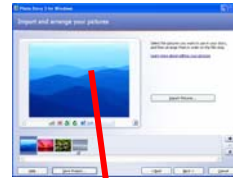
Deleting
- To delete an image, click on the image one time
- Click on the "**X**" located below the arrows (see image below).

Step Four: Editing Pictures

By clicking on the individual pictures on the Story Board (the bottom section of the screen that contains your pictures lined up beside each other) you can place each picture in the large pre-view frame and complete minor edits which include:
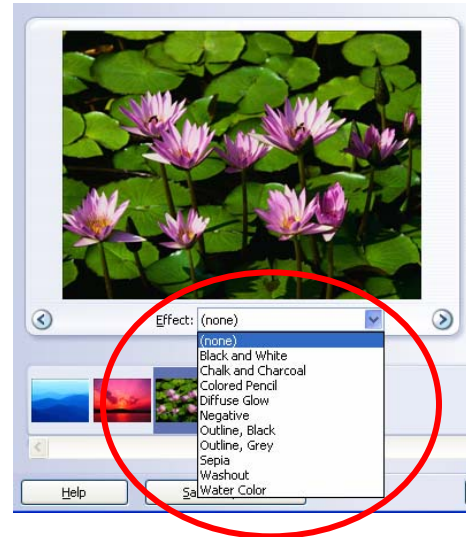
- Correct Color Levels
- Correct Red Eye
- Rotate counterclockwise
- Rotate Clockwise
- Click on "Edit" to crop the picture

- Click in the "Crop" box
- A highlighted box will appear on the image. Use the squares around this highlighted area to crop the image.
- After editing your images, close the edit picture window.
- On the main window, click on the "Next >" button.
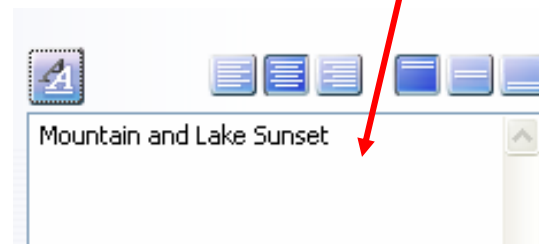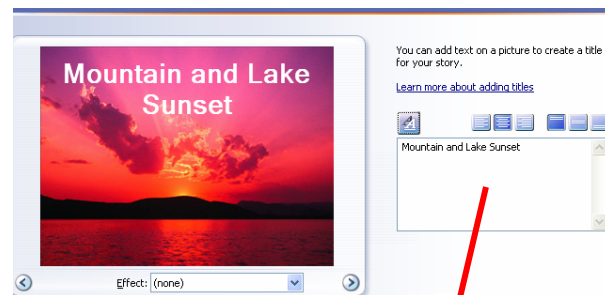
Step Five: Effects and Titles

Effects

- Click on an image on the Storyboard, a large version of the image shows in the large frame
- Once you have selected an image and it is showing in the large frame, you can experiment with various effects
- Click on the down arrow beside the "**Effect**" menu (located below the large frame) – see the image to the right.

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- Select an effect from the dropdown menu.
- If you do not like the effect, click on the down arrow and select "**(none)**".
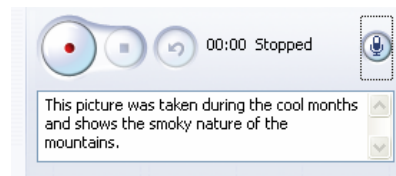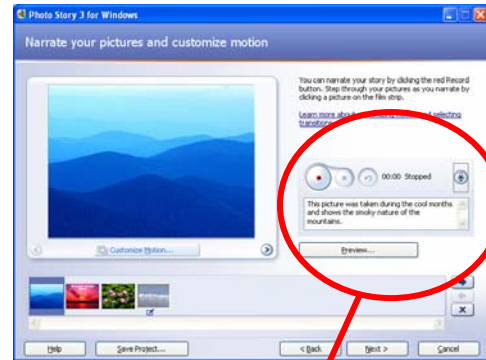

Adding Titles

- Click on the Storyboard image where you want to add text
- In the text box to the right of the larger image, enter the text you want displayed
- From left to right - the square buttons above the text allow you to:
  - o Change the color, type, style, size, effect, and script
  - o Align left, center, and right
  - o Align top, center vertically, and align bottom
- Click on the **"Next>"** button to go to the next screen of options.
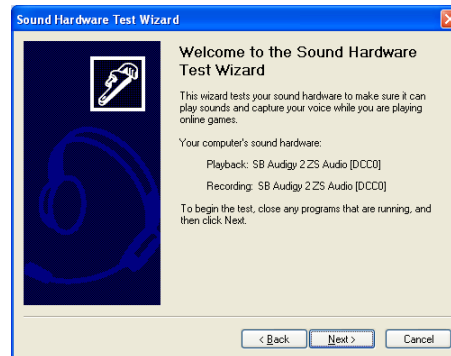
Step Six: Narration and Motion

Narration
- Click on the image where you want to add a narration. NOTE: Narration is only added to the selected image and does not carry over to other images.
- Make sure you have a microphone plugged into your computer
- Click on the **Red Button** to begin recording (the **Black Square Button** will stop the recording)
- The option to delete the recording is located beside the square button to stop recording and looks like a curved arrow.
- You also have the option to type what you are going to record in the box below the recording button.
- At any point, you can click on the **"Preview"** button to view your story. The preview will begin on the image you have selected.
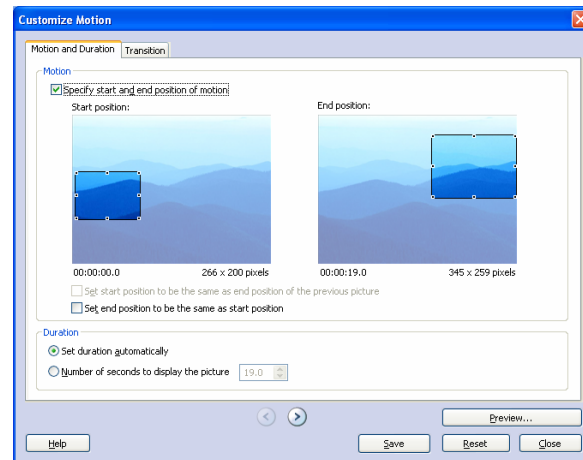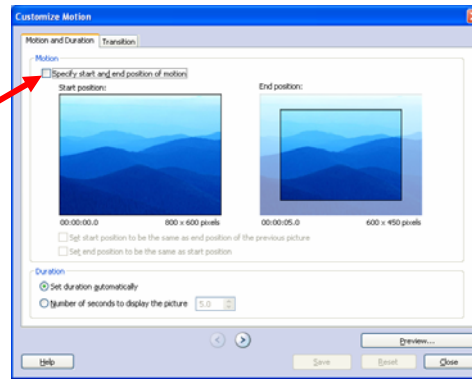
Sound Wizard:

- In case you want to check your sound recording prior to recording, click on the microphone icon located to the right of the recording buttons (shown on the previous page).
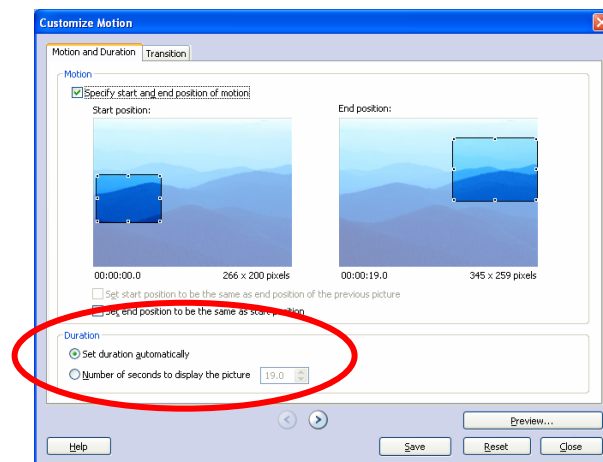- A "Sound Hardware Test Wizard" will guide you through the test.

Motion and Duration

- Under the image appearing on your screen, click on the **"Customize Motion"** button
- Click in the square box beside **"Specify start and end position of motion"**
- Each of the two screens should now have little squares around the edges.
- Click on one of the squares on the **"Start position"** image and adjust the highlighted area to reflect the position and screen size you want. This will be the beginning point of the motion.
- Click on one of the square on the **"End position"** image and adjust the highlighted area to reflect the position and screen size you want. This will be the ending point of the motion.
- Every time you make a change, you will be asked if you want to **"Save"**, click "**Yes**".
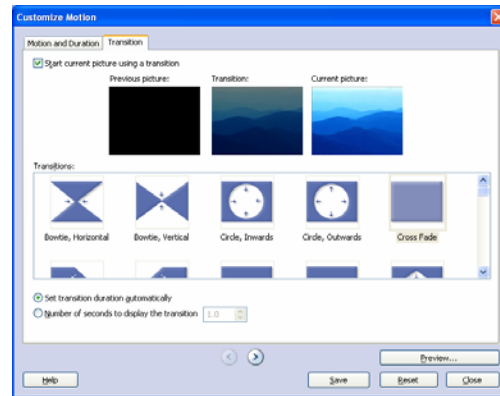
Duration:

- You can either leave the duration of the motion to the default setting and allow Photo Story to set the time for you or …
- You can click in the circle next to **"Number of seconds to display the picture"** and enter in your own timing needs.
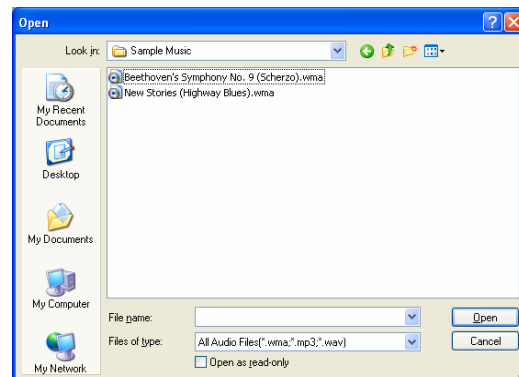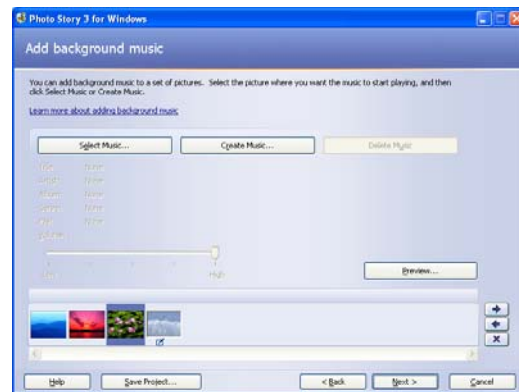
Step Seven: Transition

- Click on the **"Transition"** tab (located near the top of the "Customize Motion" screen.
- There are three images. The first shows the slide preceding the one you are working on. The third image is the picture you are transitioning to. The middle image shows the transition.
- Click on the "Transition" you wish to use.
- You can also use the automatic setting for the duration of the transition or set your own.
- **"Close"** this window and click on **"Next"** in the main window.

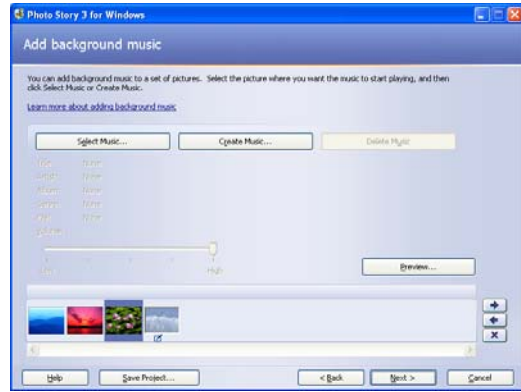## Step Eight: Selecting and Creating Music

Selecting Music:
- Click on the image where you want the sound to begin.
- You will first want to select the volume you want for the music you select. There is a volume gauge (Low to High) on this screen. Turn the volume down if you are adding or have added narration.
- Click on **"Select Music"**. This will allow you to find music you have on your computer and use it in your story.
- An **"Open"** dialog box will appear. Click on the sound you want to add to your story and click on **"Open"**.
- The sound or music will begin with the image you selected and will end either on the last slide or when the duration of the sound track ends.
- You can add multiple sound files to your story – but only one sound file per image.
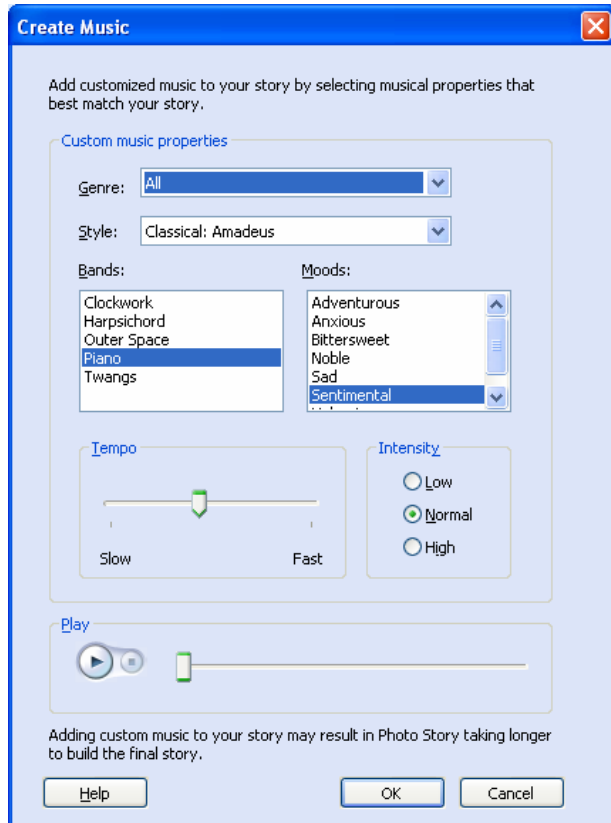
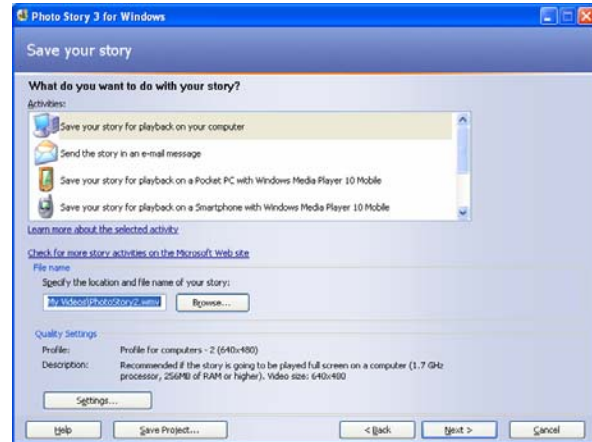| **Creating Music:** • Click on the image where you want to add music that you create. • Click on **"Create Music"**	

Creating Music ---
Continued:
• You have several options:
    ○ Genre
    ○ Style
    ○ Bands
    ○ Moods
    ○ Tempo
    ○ Intensity
• To listen to the various songs, select preferences from the options given and click on **"Play"**.
• Once you have the music you want, click on **"OK"**.
• After adding your sounds, click on **"Next>"**.	

Step Nine: Saving your Story
- Click on **"Save Project"**. Remember – saving your project is different from saving your story.
- Click on **"Save your story for playback on your computer"**
- There are other options for you to explore; however, use this setting to save your story to play back on a computer.
- In the **"File name"** area you must click on **"Browse"**.
- The default location for saving your story will be My Videos. Type in a name for your story and click on **"Save"**.
- Click on **"Next"**.
- You will then be given the options to either view your story or create another story.

All Images taken from Microsoft Photo Story 3 as screen captures