Creating presentations with Photo Story 3 by Microsoft
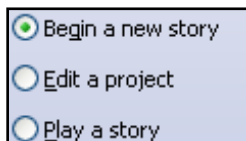
This program can be downloaded for free by visiting Photo Story 3 for Windows
http://www.microsoft.com/windowsxp/using/digitalphotography/photostory/default.mspx
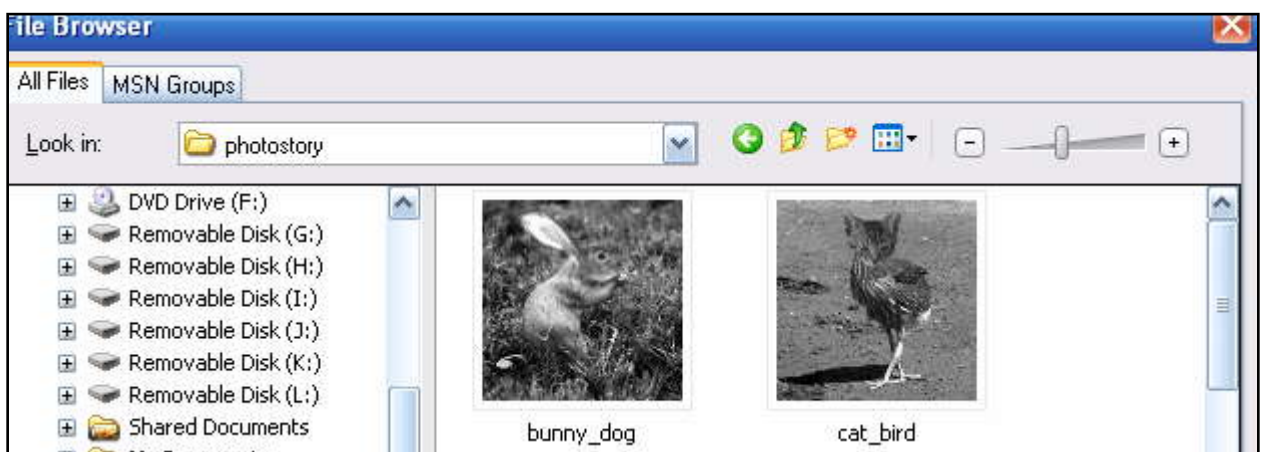
1. Before starting this project, you need to have your images prepared and saved in a folder. To maintain quality throughout your presentation, the images should be the same size.
2. To open the program if it isn't on your desktop, choose Start | All Programs | Photo Story 3
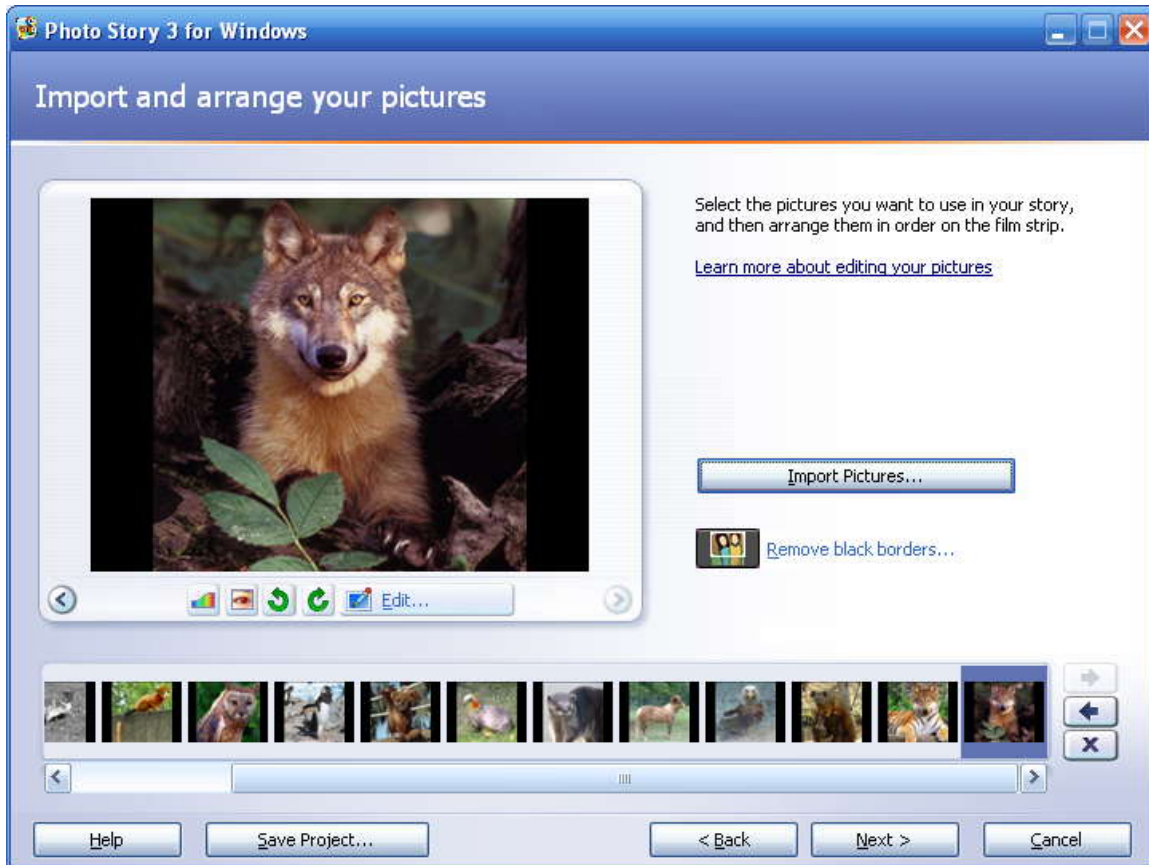3. When the following window pops up, select one of the following options and then click on the Next button.

4. In this case, Begin a new story was selected. If you had a project already created and it needed editing, you would choose Edit a project.
5. When the Import and arrange your pictures window pops up, click on the Import Pictures button.

6. Navigate to the folder where you placed your images.

7. To select more than one image, hold down the Ctrl key while clicking on them images.
8. After selecting the images and clicking on the OK button, the following window should appear with your images
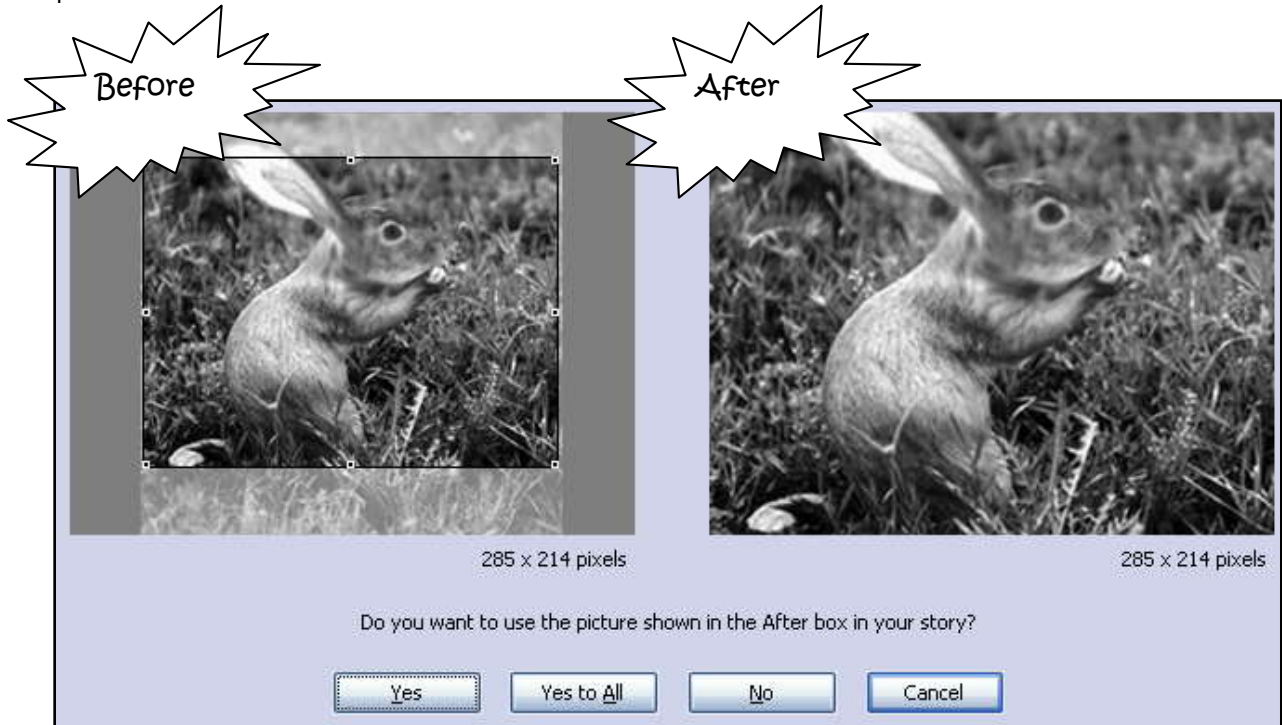

9. This would be a good time to save. To save, click on the **Save Project** button.
10. I would save the project in the same folder as the image to keep everything organized. Make sure you name the project with a name that compliments the project. For example, if it is a site about dogs, name it dogs.

Removing black borders: Some choose not to remove the black borders because it can be tedious and time consuming if it is to be done right.

11. If you try to move forward without removing the black borders, you will most likely get this warning:

12. If you want to remove the black borders that may appear around your image, click on the **Remove black borders**.

13. Photo Story will remove the black borders by cropping your picture as shown in the **After** box. You can crop the picture differently by dragging a handle of the rectangle in the **Before** box or you can crop and make other edits to the picture later.
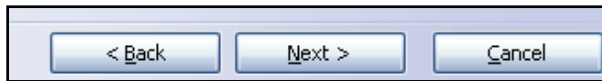

14. You can move the crop handle so that if selects details you want. See example!

15. You might want to reconsider clicking on the **Yes to All** button when you remove the black border, since it might crop out details that you don't want it to.

Adding a title to your pictures

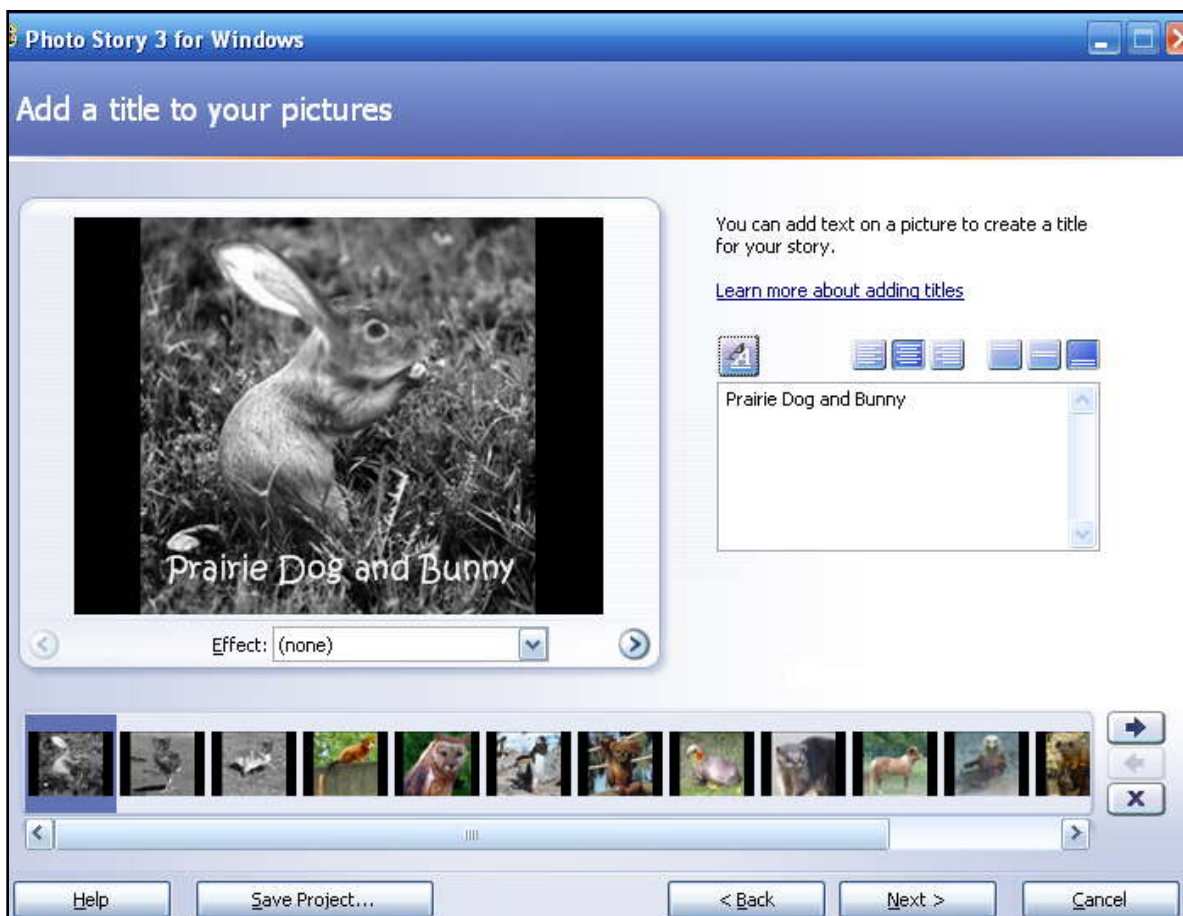16. Click on the **Next** button to add transitions and effects

< Back	Next >	Cancel

17. If you didn't crop out the borders, the following window will pop up

Photo Story 3 for Windows

⚠️ All of the pictures in your story have black borders. Your story will have a better appearance if the black borders are removed. It is recommended that you use the Remove black borders option, or crop your pictures to remove the borders before continuing.

Do you want to continue without removing black borders?
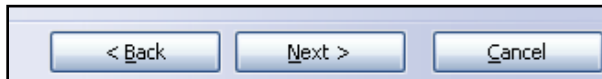
Yes	No

18. If you want to proceed without removing the black borders, click **Yes.** If not, click **No** and remove the black borders.

19. You can add a caption to the image by typing in the text box. See below. You can align the text by experimenting with the alignment tools. To change the font style and color, click on the **Select Font** icon. You can even change the effect of this image by clicking on the drop down menu of the **Effect** option.

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Add a title to your pictures

You can add text on a picture to create a title for your story.

Learn more about adding titles

Prairie Dog and Bunny

Effect: (none)

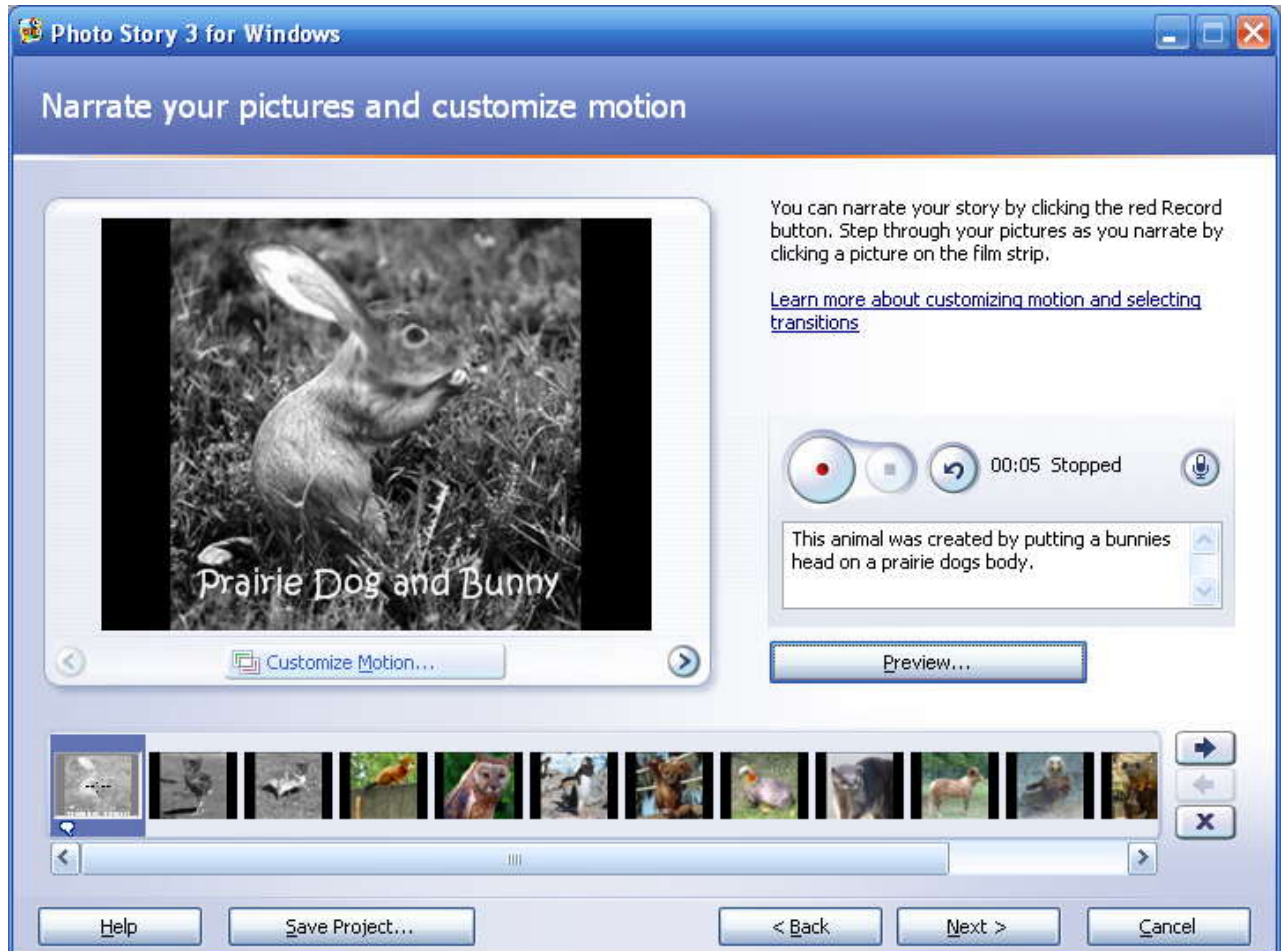| Help	Save Project...		< Back	Next >	Cancel

20. When you have made the desired changes to the picture's title, click on the next button.

21. The **Narrate your pictures and customize motion** window will appear. You can record your voice using the features of this window.

22. If you choose to record your voice for the slides, make sure the microphone is set up. You might want to type in the text box what you intend to say so that the narration can go more smoothly. Click on the **Record Narration** button and start recording.
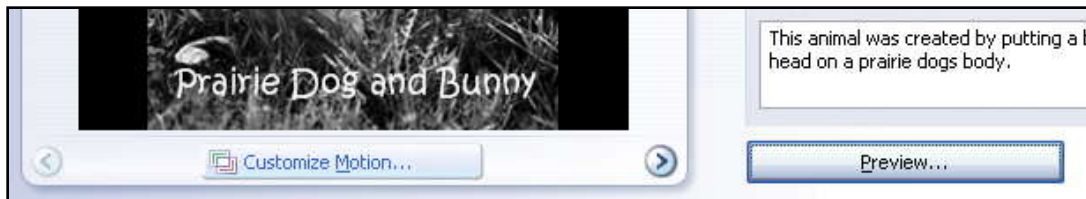23. When you are done recording, click on the **Stop** button.
24. Preview your slide with narration by clicking on the **Preview** button.
25. If you don't like the preview, click on the **Delete Narration** button.
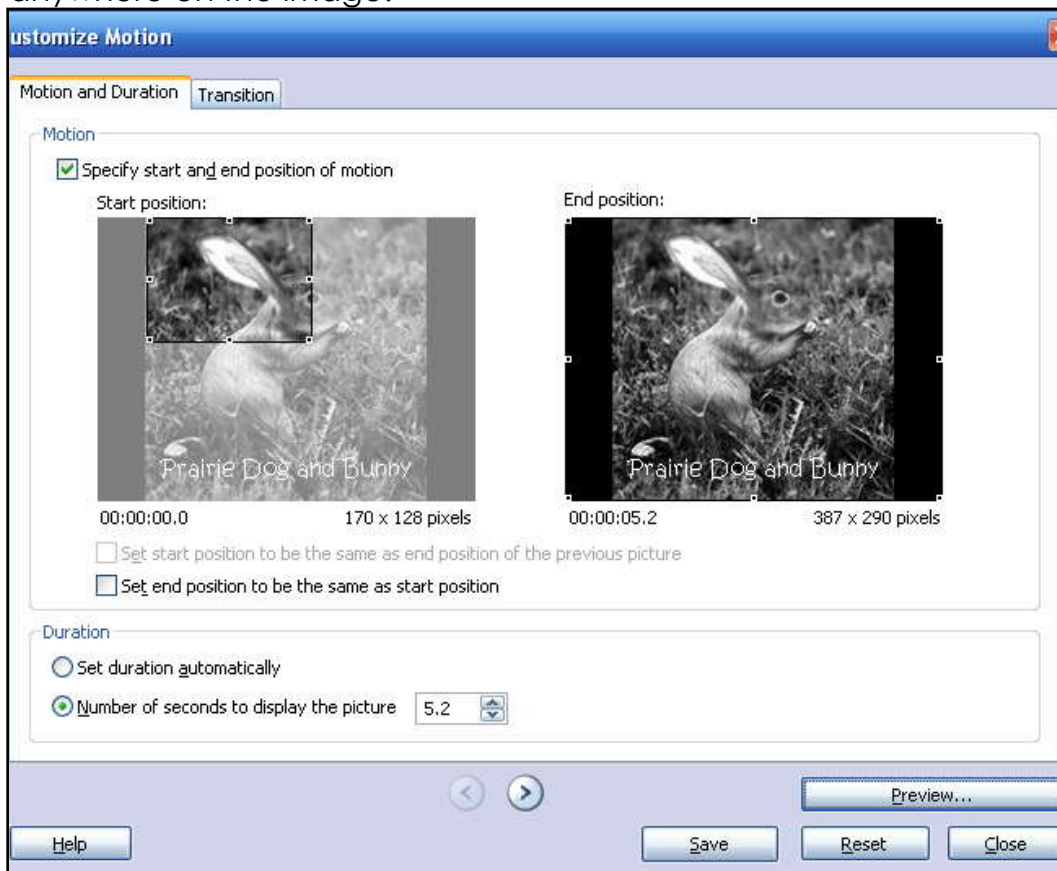
Customizing the motion and transitions of the slide

26. Click on the **Customize Motion** button

27. To change the motion and duration of the slide, click on the **Motion and Duration** tab when the window pops up.
28. The box surrounding the first image was resized to have the effect of the image starting out with just the ears of the animal and then slowly showing the entire animal by the end of the slide's transition. You can move that first box to focus anywhere on the image.
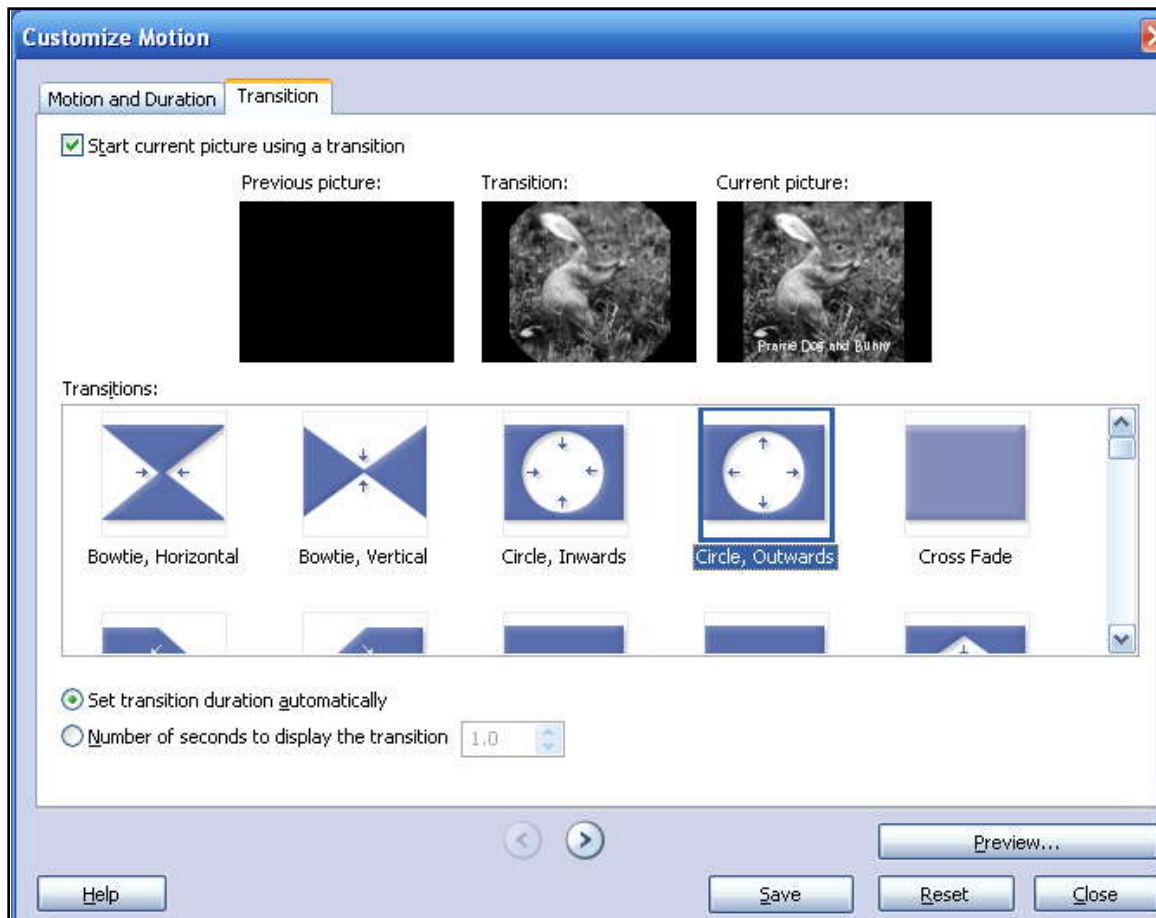

29. You can set the timing to the total number of seconds that you want that motion to occur.
30. You can always click on the **Preview** button to observe your changes.
31. Click the **Save** button when you are satisfied with the results.

32. To add transitions, click on the **Transition** tab in the **Customize Motion** window.

33. You can set the timing to the total number of seconds that you want that transition to occur by clicking on the bubble next to the **Number of seconds to display the transition** option.
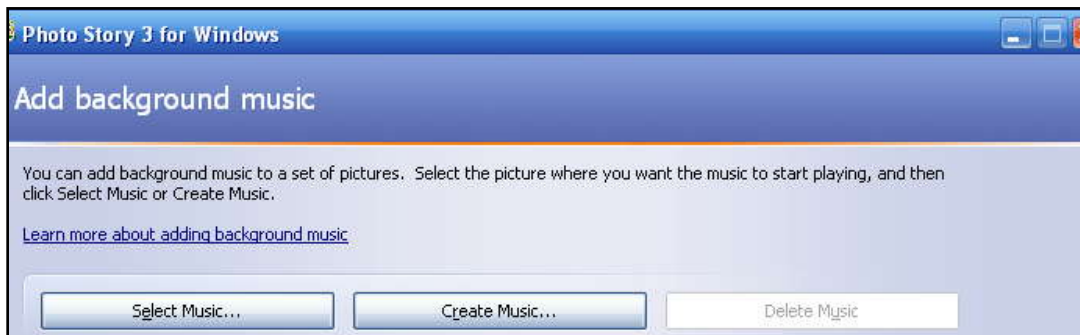34. You can always click on the **Preview** button to observe your changes.
35. Click the **Save** button when you are satisfied with the results.
36. You can click on the **Go to Next Picture** arrow to add transitions to the remaining images.
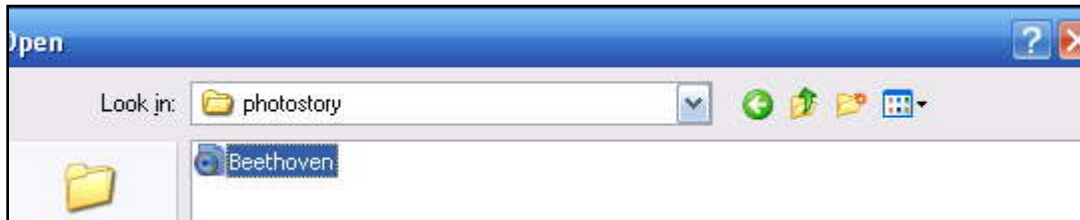37. When you are finished with the motion and transition options on all the slides, click on the **Close** button in the **Customize Motion** window and then click on the **Next** button in the **Narrate Your Picture** window to set up background music if you wish.
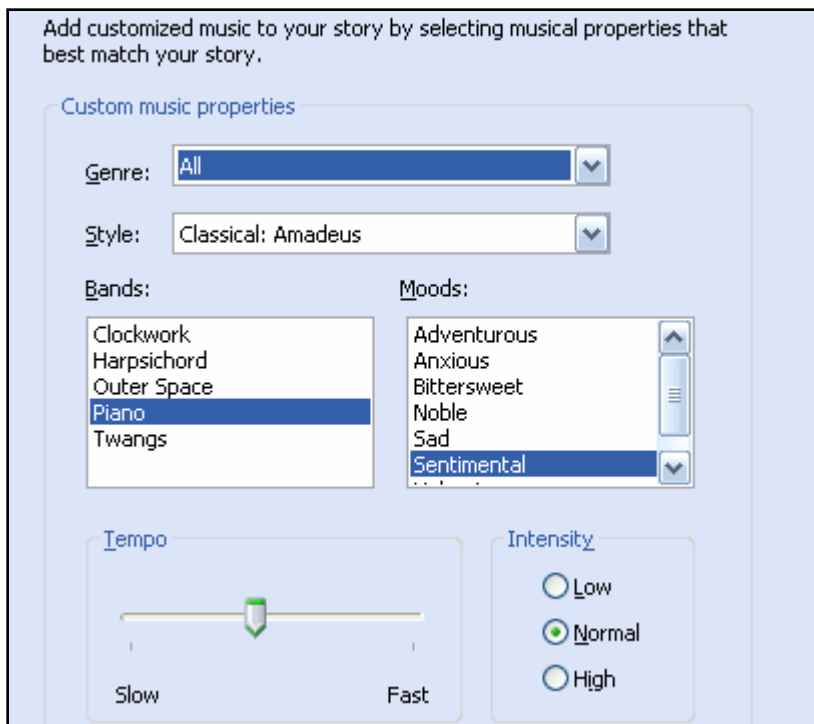
Setting up background music

36. If you don't wish to add music, click on the **next** button. Otherwise, click **Select Music** to add music from your folder or create your own music by clicking on the **Create Music** button.

37. If clicking on **Select Music**, navigate to the folder that contains the song. In this case, the song was placed in the same folder that contains the images for the presentation.
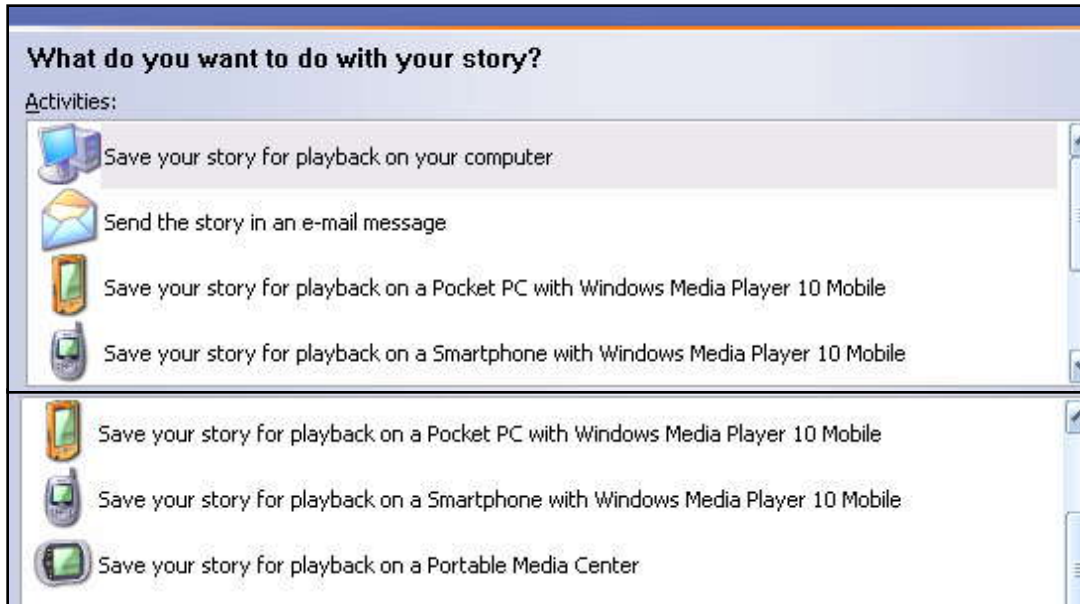

38. If clicking on **Create Music**, experiment with all the possible options and then click on the Play button to hear your selection. When you are satisfied with the results,

Tip: Adding custom music to your story could result in the presentation taking longer to build.

39. After choosing a song, you can click on the **Back** button to re-edit your presentation or you can click **Next** to end your session. Select how you want to save your story.

40. After selecting where you want to save the movie, **Browse** to the location you want to save the movie. Click on the **Next** button to save the movie. It may take a while to load if you have music in your presentation.