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Introducing
Photo Story 3

Updated June 2008

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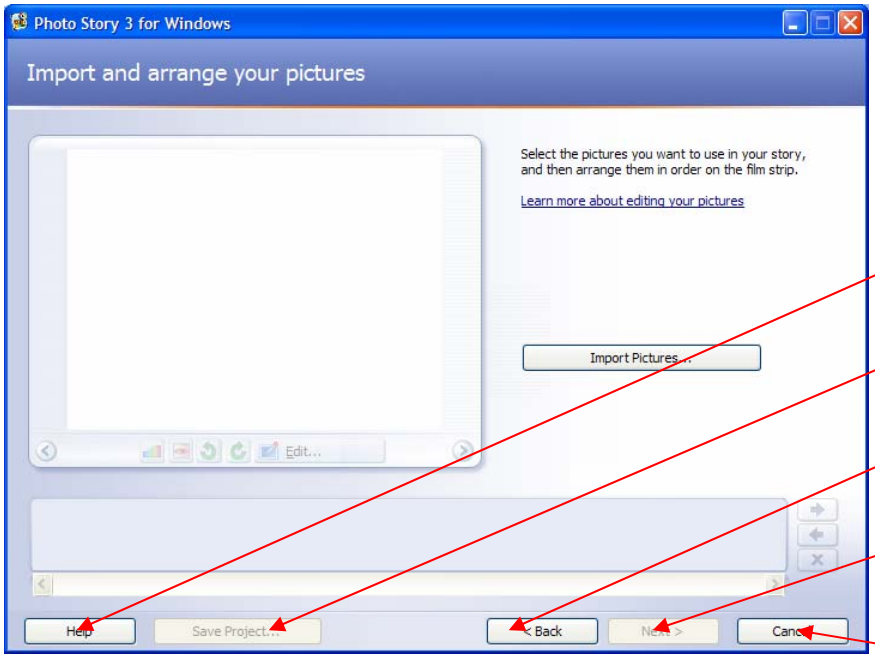
0. Prefix

This handout was created as a guide for our Photo Story 3 workshop at the University of Ontario Institute of Technology Interactive Technology in Education Conference. This handout is not designed as a comprehensive guide to Photo Story 3; rather it is designed to steer you through today's workshop. Feel free to use the Introducing Photo Story 3 as a reference when working with Photo Story 3 in the future, however, more in depth help instructions can be accessed by using the "Help" function within Photo Story 3.

More help can also be found by visiting: http://www.windowsphotostory.com

As presenters we feel that the best learning happens through asking questions and sharing ideas. We encourage discussion throughout our workshop. Feel free to interrupt us and ask questions at any time.



HINT:
The navigation buttons on the bottom of each window allow you to easily move around in the Photo Story Environment.

"Help": accesses the Help menu

"Save Project…": saves your Photo Story project. **DO THIS OFTEN!!!!**

"< Back": Return to the previous step.

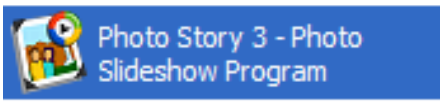
"Next" > : Move to the next step in creating your Photo Story.

"Cancel": cancels recent action

I. Starting Photo Story 3

Opening Photo Story 3:

There are many ways to open files in a file system. Look for the Icon shown below and click or double click on it to start the program.

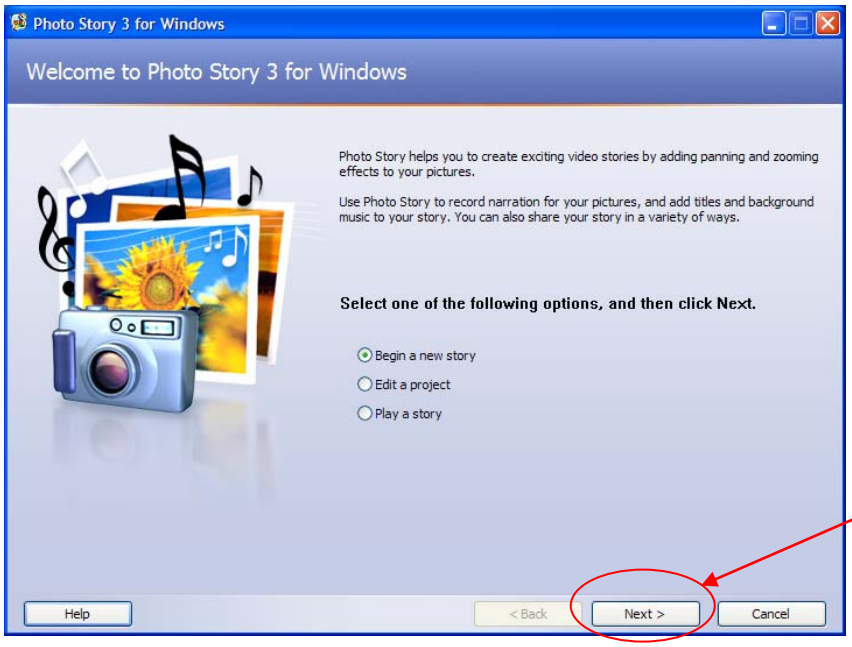


If you **DO NOT** have Photo Story 3 installed, you can download it for **free** from the following link:

http://www.microsoft.com/windowsxp/using/digitalphotography/photostory/default.mspx

You may need to ask your network administrator to download and install the program on your school network if you do not have the access permission to do it yourself.

II. Welcome Screen

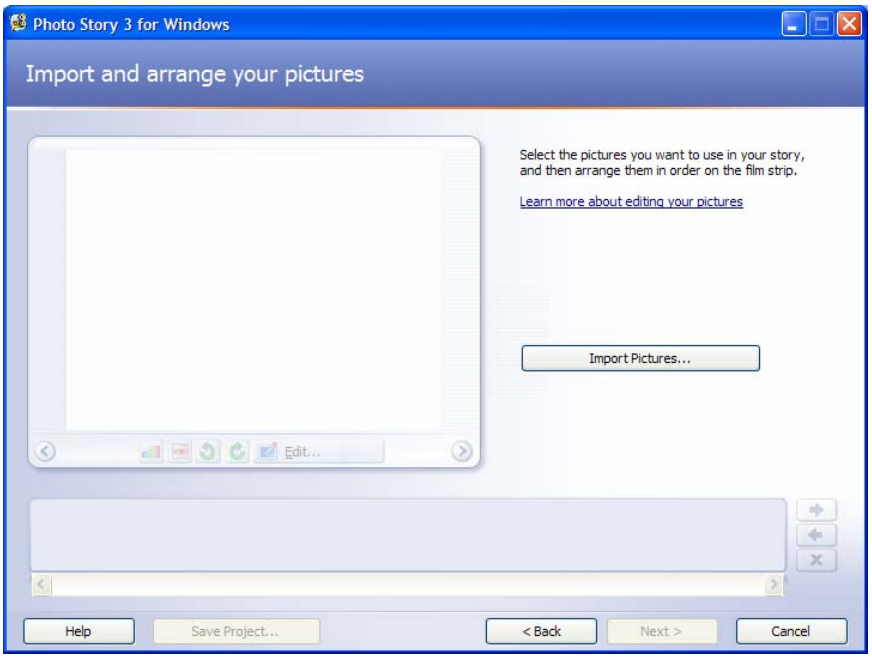


After selecting the appropriate radio button, to activate your selection click on the "Next >" button.

The **Welcome Screen** is the first window you will encounter after starting Photo Story 3. It gives you three choices:

1. **Begin a New Story**. Select this radio button if you wish to start a new project.
2. **Edit a project**. Select this radio button if you already have a project saved that you wish to continue working on.
3. **Play a story**. If you have not yet converted your story to a movie file you may still play your story by selecting this radio button.

III. Import and Arrange



When you create a new Photo Story, the first thing that you will do is **import pictures**. The most common supported image formats: .bmp, .gif, .jpeg, .jpg, .pcd, .png, .psd.

NOTE: For each story, you can import up to 300 pictures.

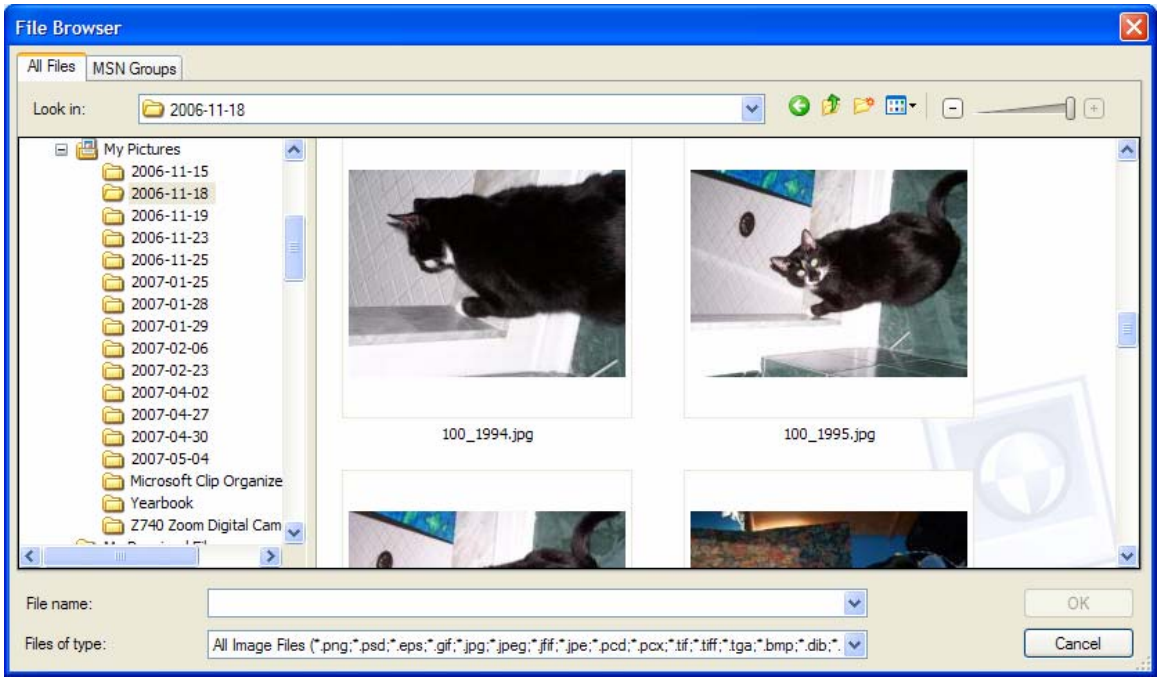
If you don't have images of your own that you want to import, you could go to the internet. There are websites that have royalty free pictures that you can download and import. The following websites are examples:

http://www.fotosearch.ca/
http://pro.corbis.com/rfshop/default.aspx

For this step you need to know where your pictures are stored. So if you download pictures from the internet be sure to note where you saved them.

To begin, click on the "**Import Pictures…"** button on the right hand side of the ***Import and arrange your pictures*** window. This opens a **File Browser** window that will allow you to choose the pictures that you want to use in your Photo Story.

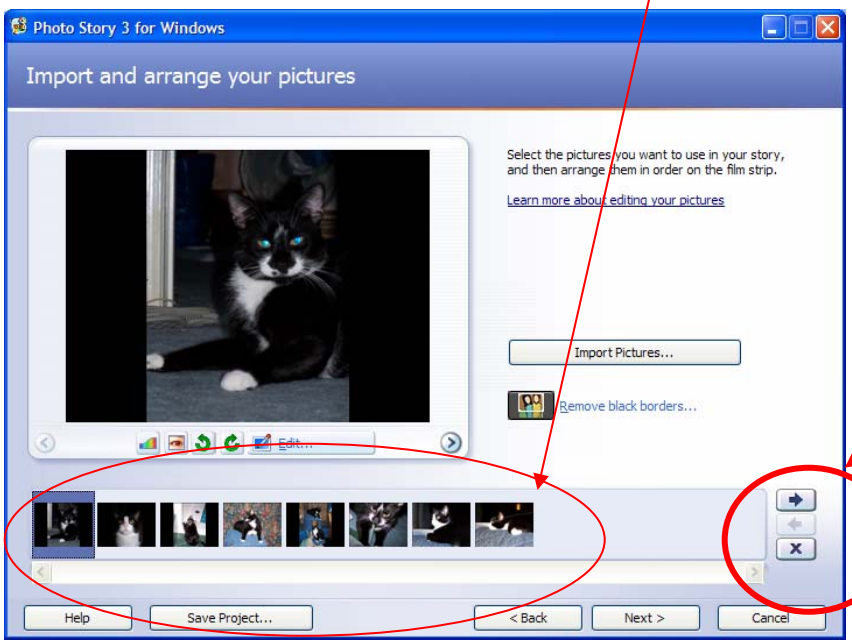
The **File Browser** window looks like this. Choose the pictures you wish to use by clicking on them with your mouse. **Double-clicking**, or highlighting and clicking "**OK**" allows you to import your selected pictures.



- ❑ Holding down the **Control** key or the **Shift** key allows you to select multiple images.
- ❑ Once you've selected the images you want, hit ok..

You may add more pictures by returning to this screen via the "**Import Pictures**" button mentioned above.

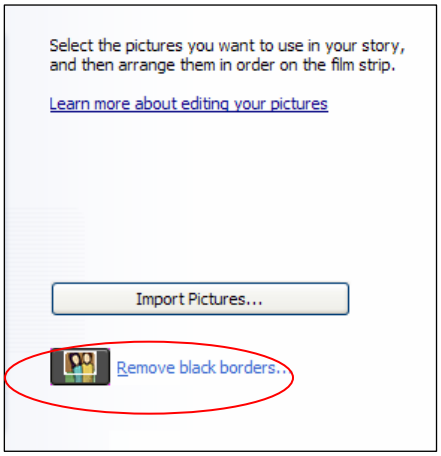
Your pictures appear in the film strip at the bottom of the page. If you import more pictures, Photo Story adds them at the end of the film strip.



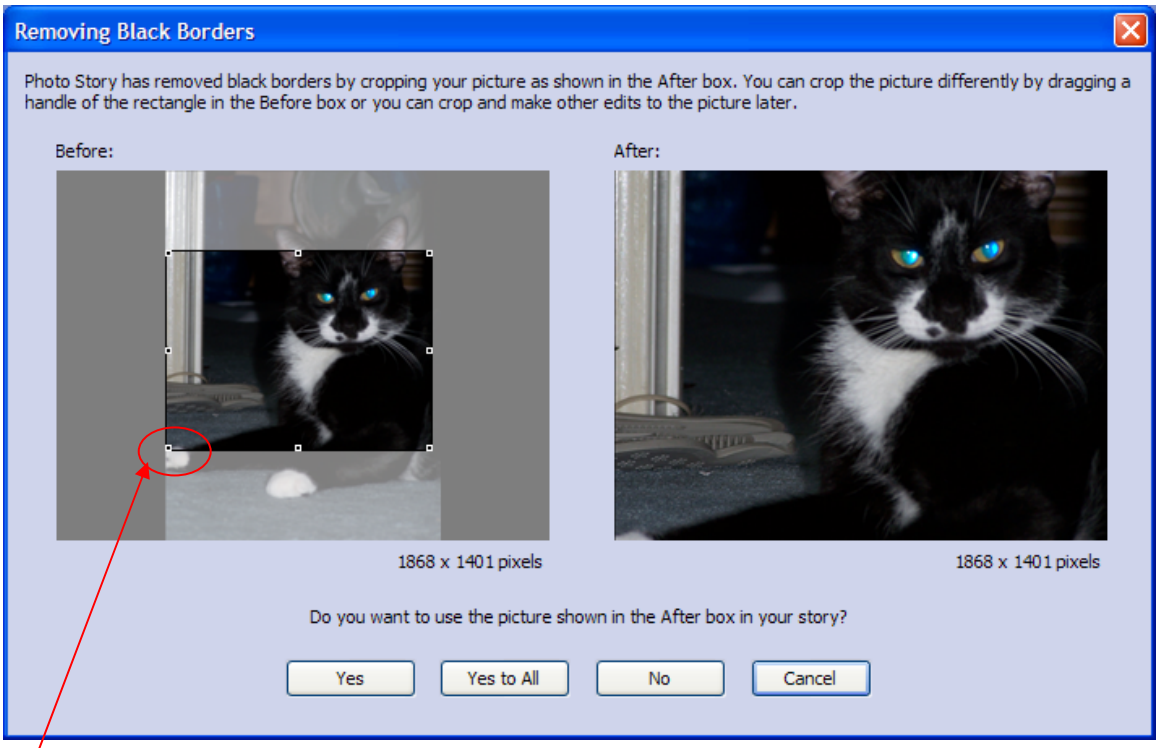
Order pictures by using the left and right arrows. Delete an unwanted picture using the "**X**" button.

IV. Editing

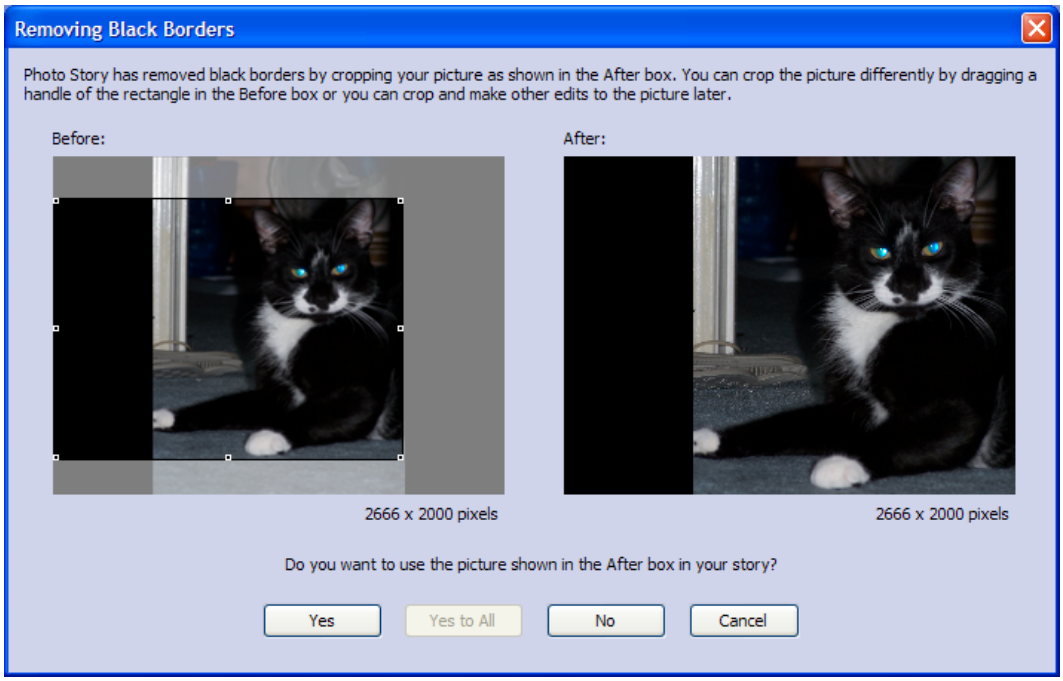
On the right hand side of the **Import and arrange your pictures** screen, underneath the "**Import Pictures"** button, there is an option to **remove block borders** from your pictures. These borders appear mostly on pictures that have been turned or rotated.



Selecting this option will bring you to the ***Removing Black Borders*** screen, similar to the one below.



The software will pick an area to trim the picture to. You can change it by moving the *cropping guides* (white squares).

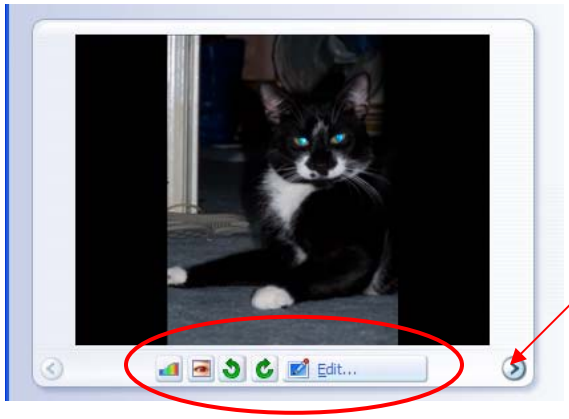


After you have removed the boarders of your picture, or adjusted your picture accordingly, you can choose from one of the following options:

1. **Yes to All**: cut the same area on all pictures that have borders
2. **Yes**: cut the current area on this picture only
3. **No**: don't trim this picture, but continue looking at rest of pictures with borders
4. **Cancel**: Forget about trimming any pictures.

When you have finished all pictures… you will return back to the ***Import and arrange your pictures*** screen.

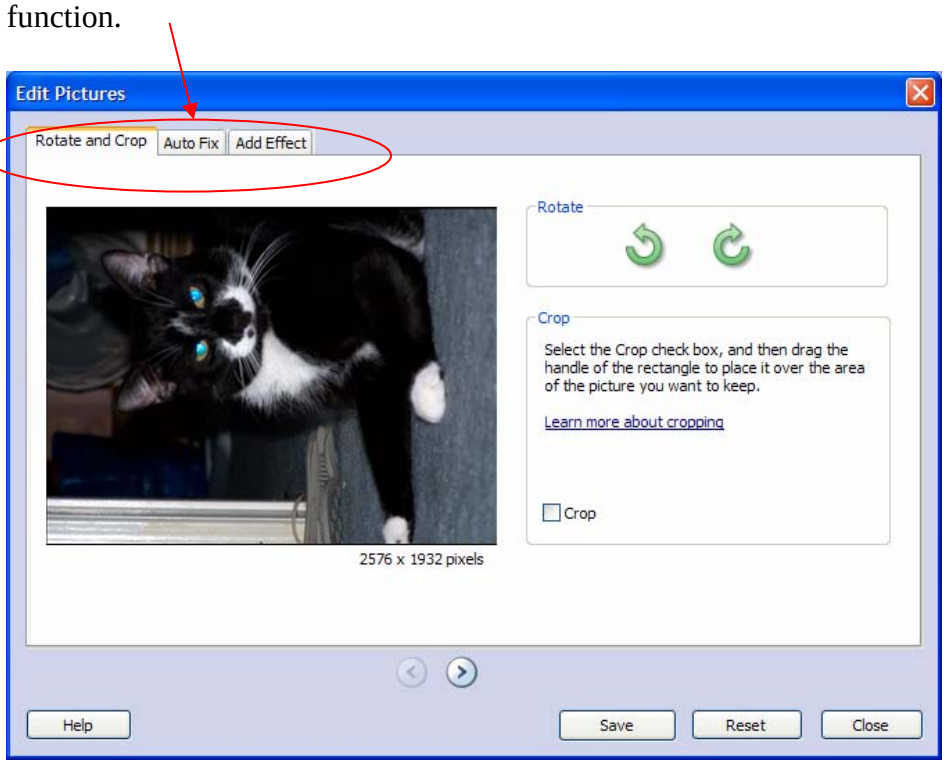
Photo Story 3 allows you to make other changes to your pictures. Just below the picture that is currently the focus are several buttons. These allow you to correct **colour levels**, **red eye reduction**, **rotate** and do other edits to your picture.



Tip:
Clicking the “>” button at the corner allows you to navigate to the **next** (>) or **previous** (<) picture in your film strip.

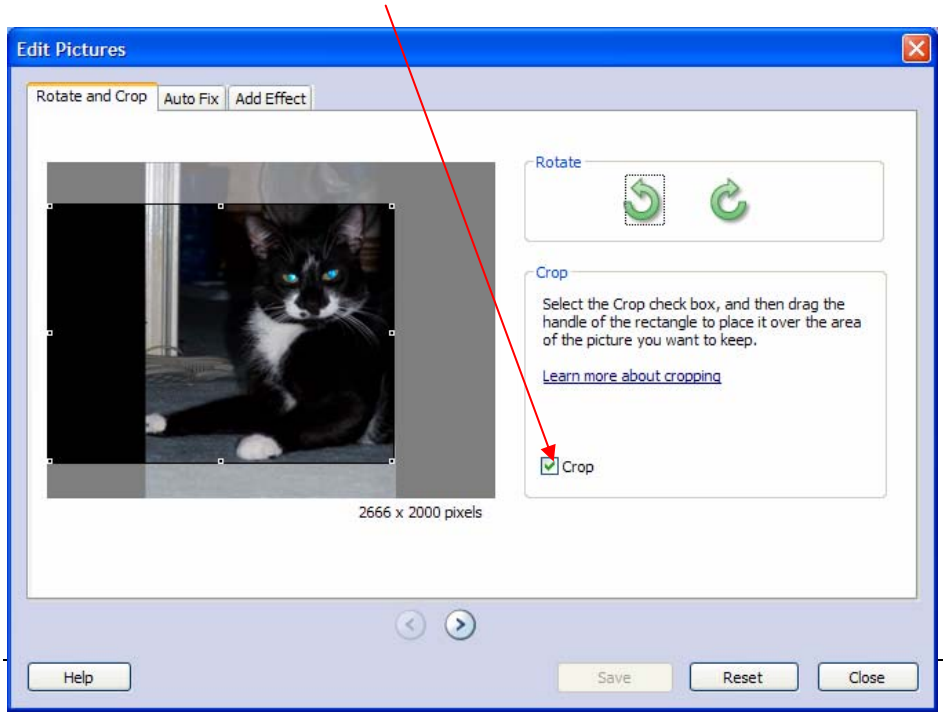
The "**Edit…**" button (on the right) brings you to the ***Edit Pictures*** screen, shown below.

On the ***Edit Pictures*** Window you can choose between 3 tabs. Each tab performs a different function.

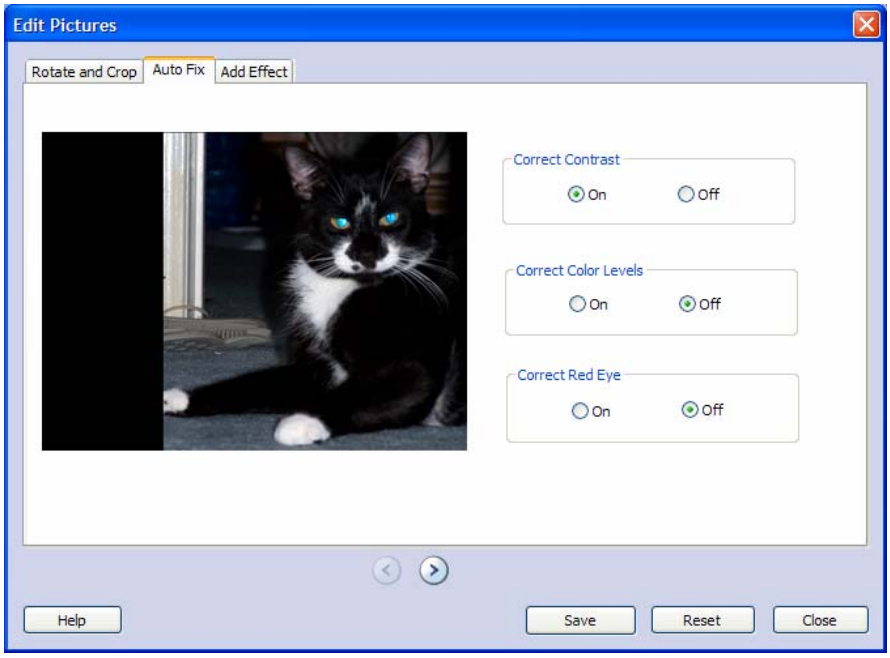


Clicking the "**Rotate**" Button allows you to position the picture in the proper viewing position by rotating it 90^{o} in either direction.

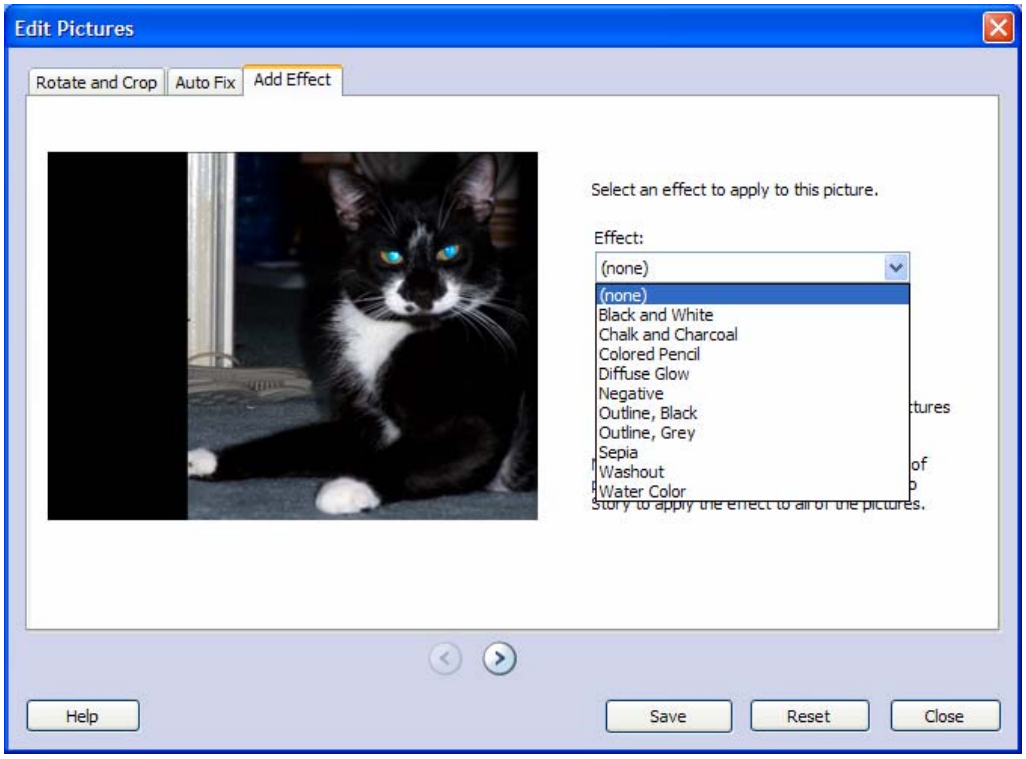
If you check the "**Crop**" box the *cropping guides* will be displayed.



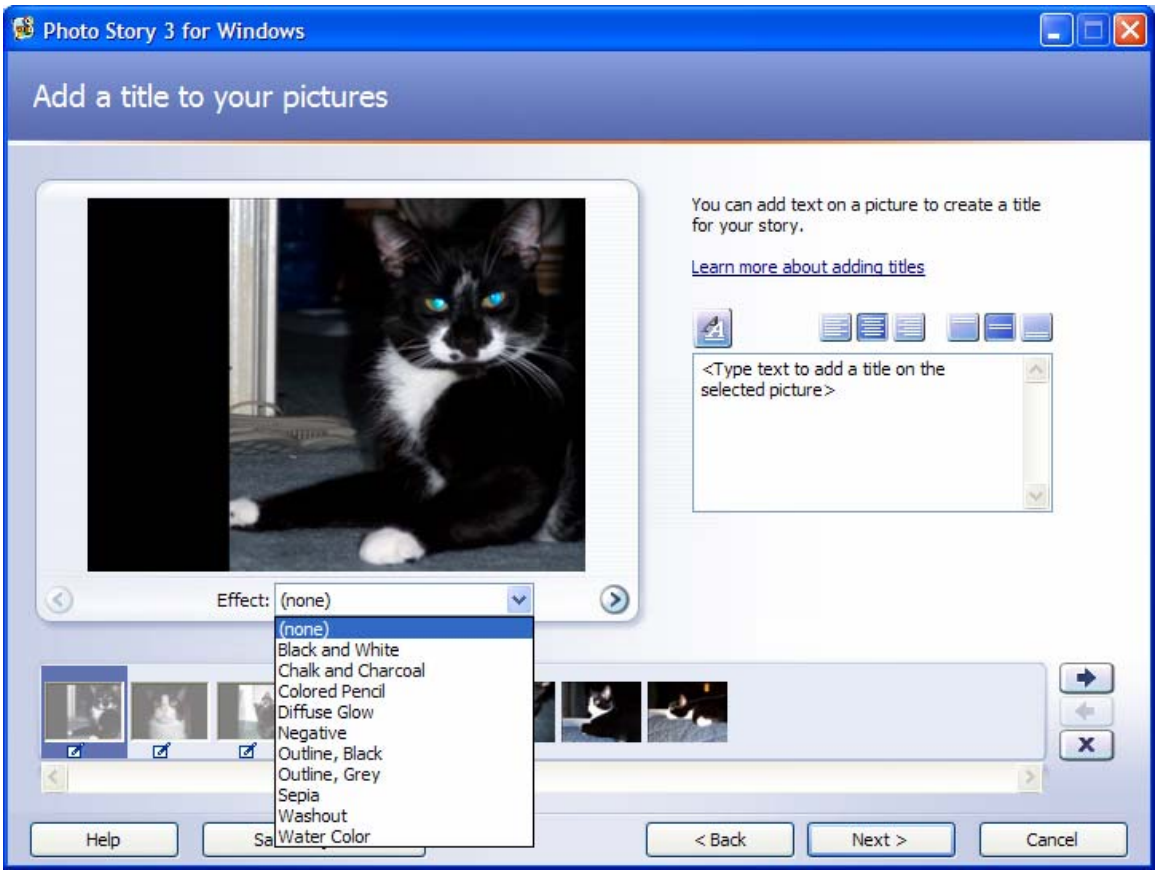
Selecting the "**Auto Fix**" tab gives you the opportunity to have the computer try and automatically *correct contrast*, *colour levels* and *red eye* in your pictures. You can select to turn on each of these auto adjust options by clicking in the "**On**" or "**Off**" radio buttons.



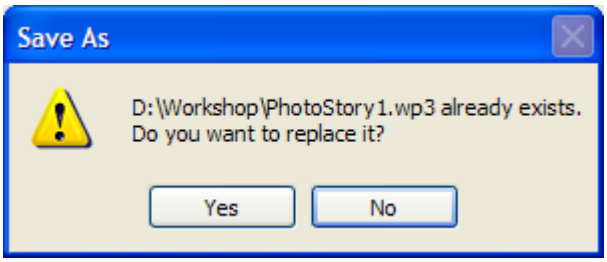
With the "**Add Effect**" tab you can dramatically change how your picture looks.



If you wish to add any effects later you may return to this screen or the ***Add a title to your pictures*** screen shown below.



Similar to any other program, it is a good idea to **save** your project often.

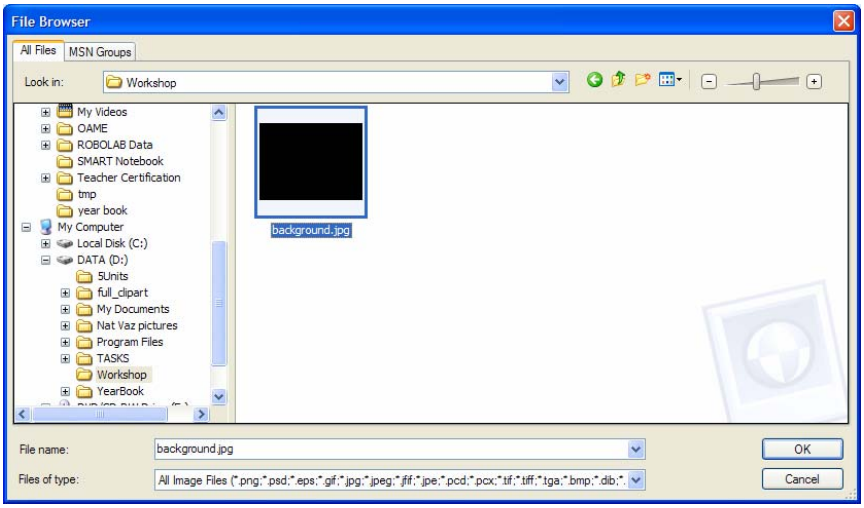


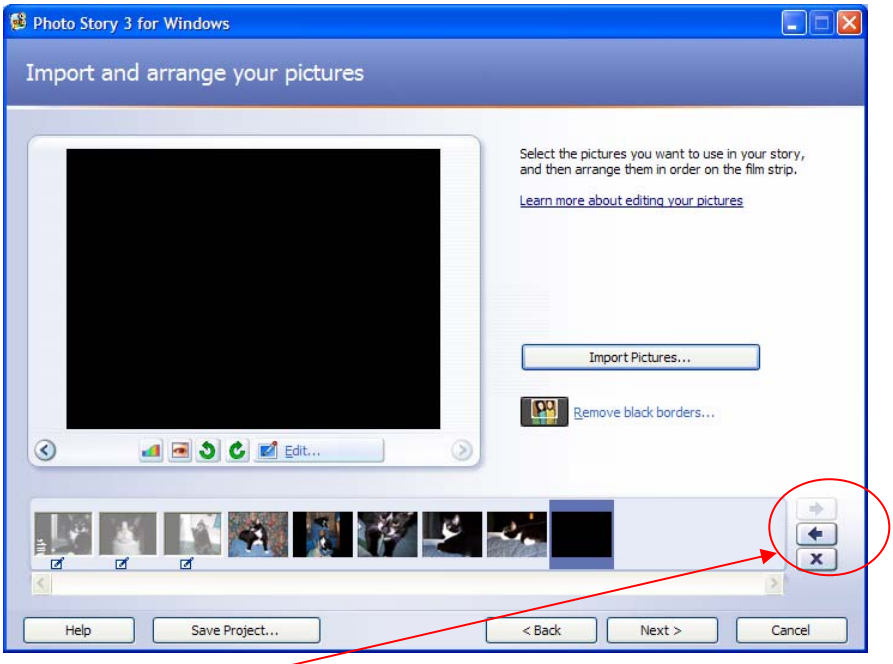
Since you have already saved your project at least once so far, Photo Story will confirm that you want to replace the existing copy.

V. Add a Title

You can either add a title directly to any picture, or you can insert a blank picture and place a title on that.

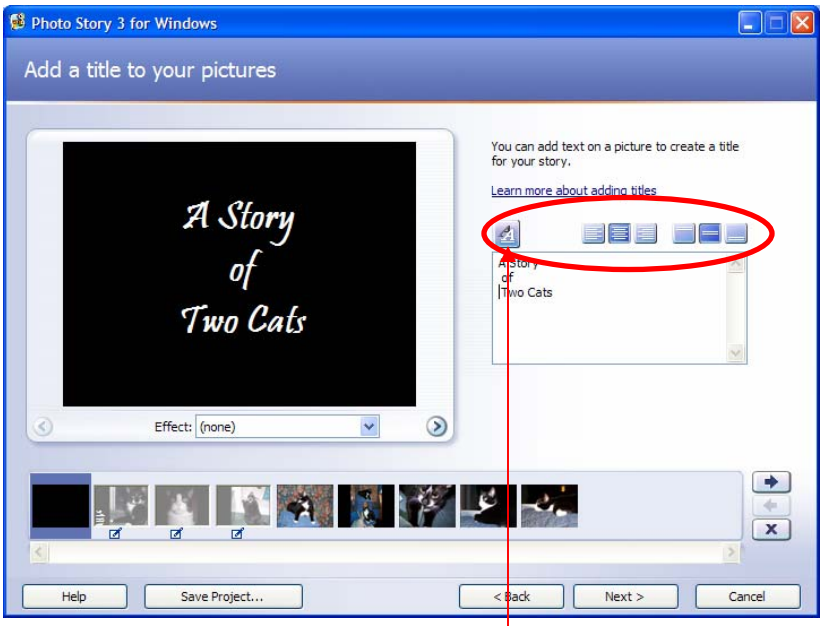
In the picture below we have returned to the ***Import Picture*** screen to add a blank picture for the title.





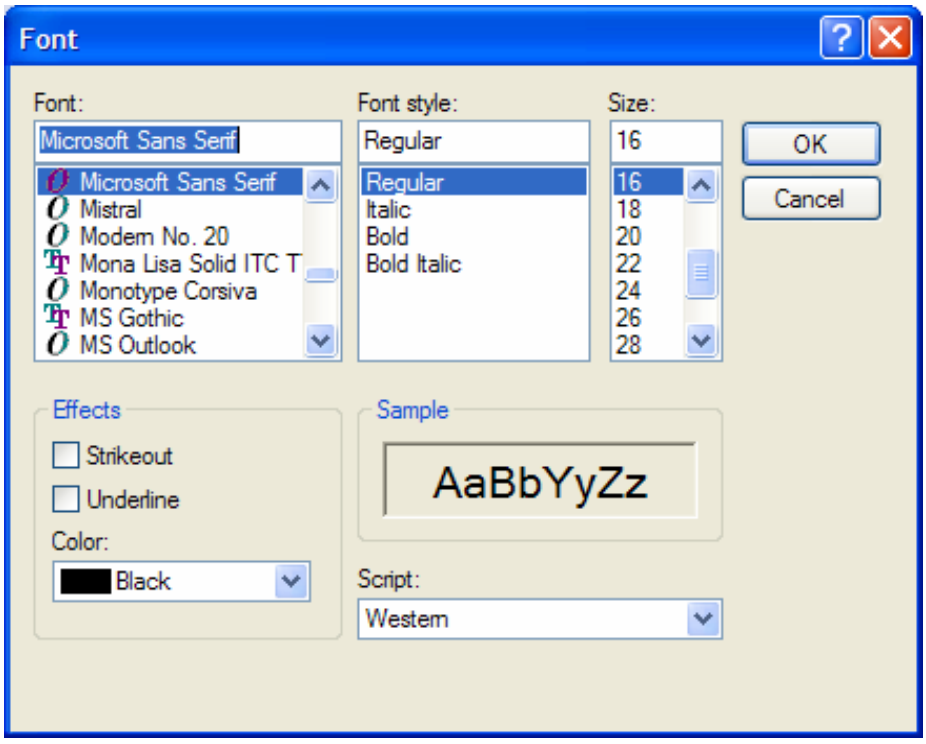
The "**arrow**" buttons are used to place the blank picture at the front of the sequence of pictures.

Then we return to the ***Add a title to your pictures*** screen, to type in the title of the photo story. In this case the title is going to be "**A Story of Two Cats**"

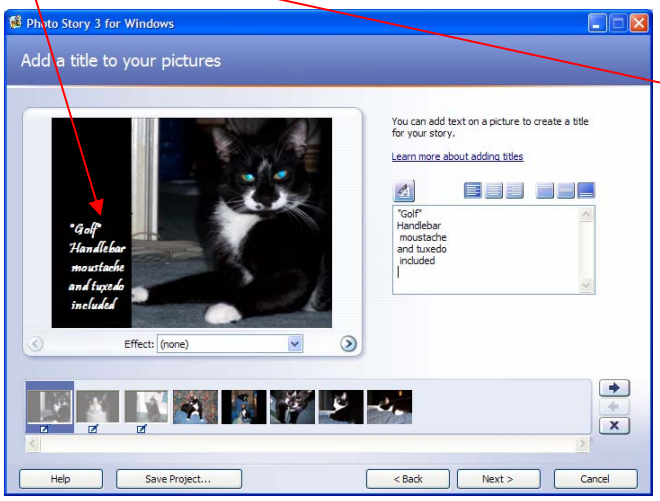


- The title can have a maximum of 1,024 characters. The text wraps in the picture preview area.
- If you want to manually control which text appears on each line, separate lines by pressing the ENTER key.
- The buttons at the top of the text box are used to format the text.

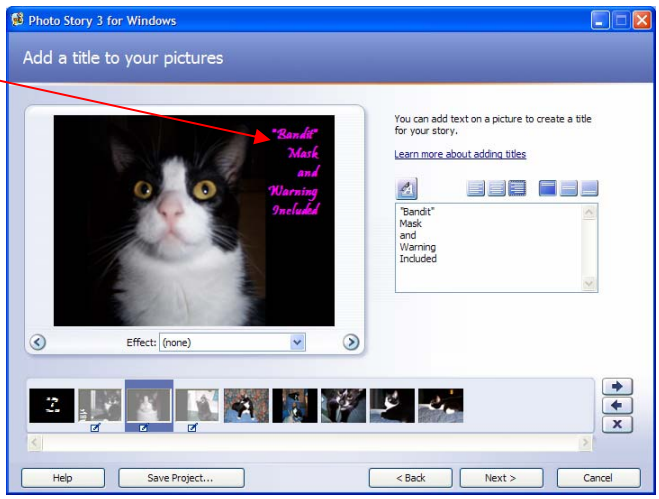
Clicking the button on the far left (a capital A) opens the dialog box shown below where you can change the font type, size and colour.



Where the main title previously shown was **centered**, the next two pictures show the text **Left** or **Right** justified.



Left justified, Positioned at the **bottom**



Right justified, positioned at the **top**

VI. Narration

The next screen you will encounter is the ***Narrate your picture and customize motion*** screen. In order to use the narration function you need to have a microphone connected to your computer.

NOTE: It is not mandatory for you to add audio commentary to your photo story. You may skip this step if you want.

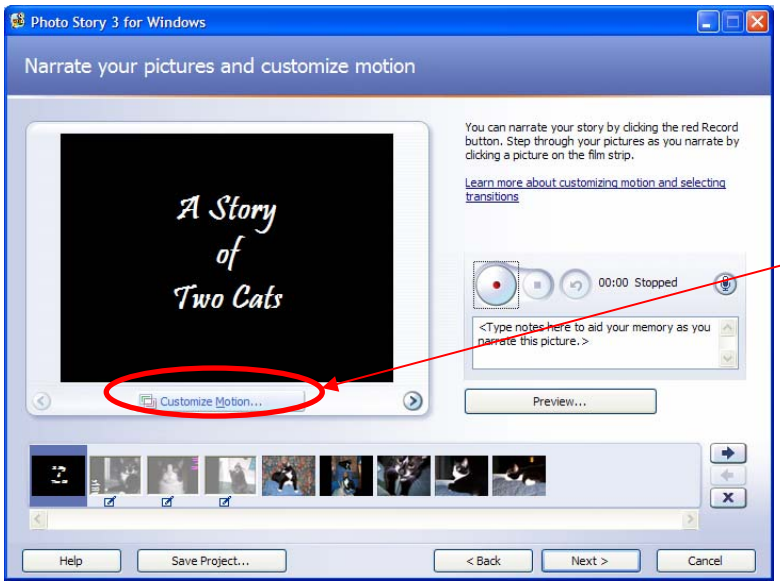
- ❑ You can record up to five minutes of narration for each picture in your video story.
- ❑ You can narrate the pictures in any order you want.
- ❑ If you do not like the narration for a picture, you can delete the narration and record it again.
- ❑ Deleting the narration does not delete any of the other enhancements made to your story, such as changing a transition.

At any point during this stage you can preview what you have so far, by clicking the "Preview" button. The result of this action is a window will appear like the one below and your photo story will automatically start playing.

VII. Customize Motion

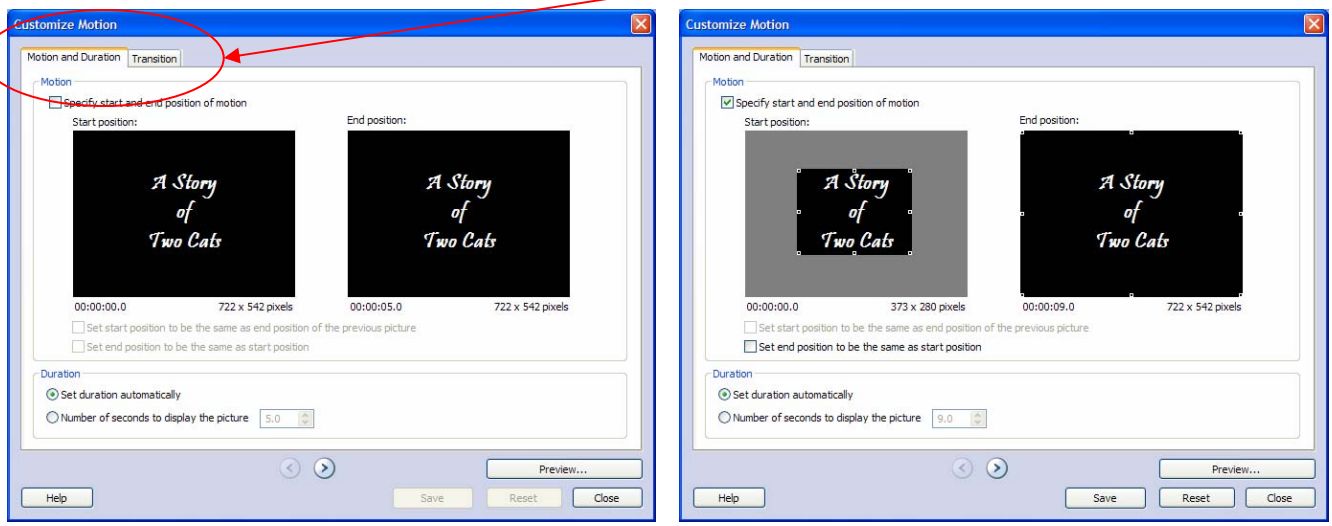
The screen you use for narrating each picture is also the same screen that allows you to access the **motion** of the viewing of each picture as well as the **transition** between pictures.

Motion and transitions are automatically set for each picture. You can leave this in place and simply click the "Next >" button.

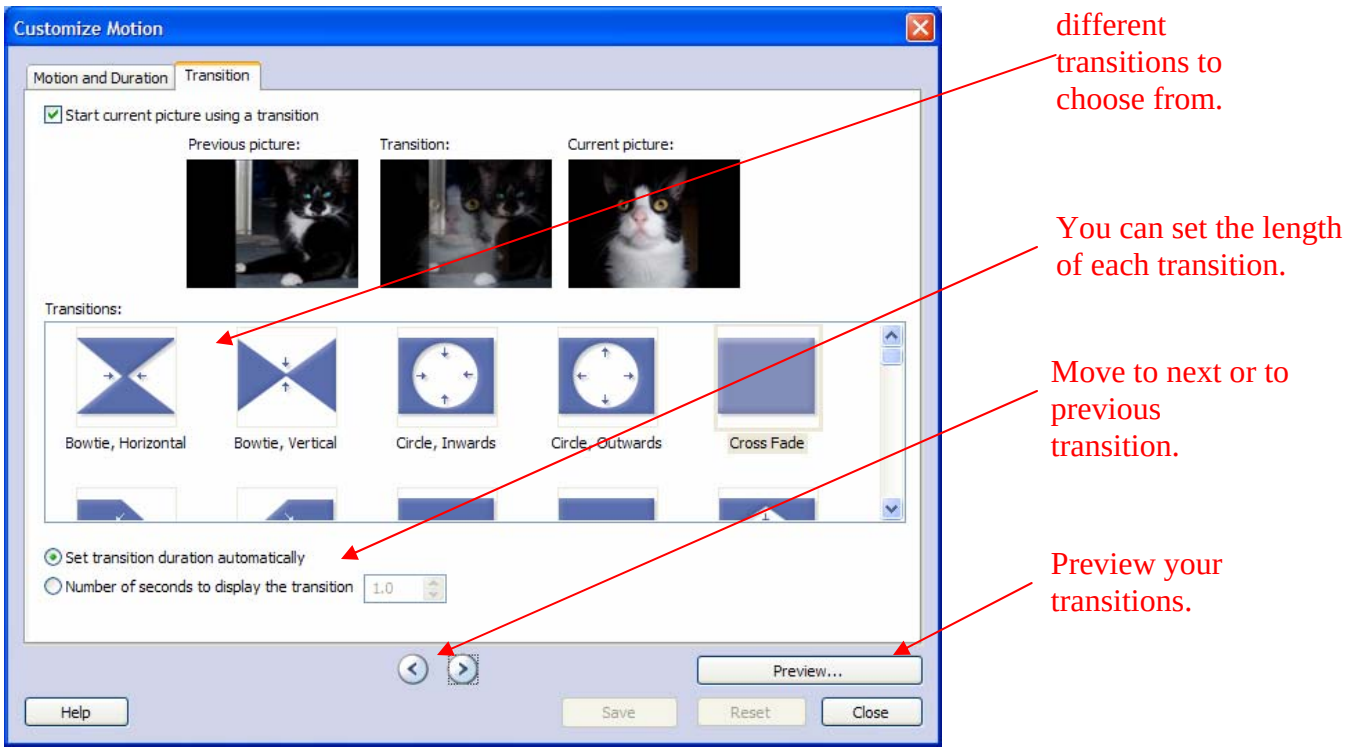


Clicking on the "Customize Motion…" button opens the Customize Motion Window shown on the next page.

The ***Customize Motion*** screen contains two tabs. The first handles **motion and duration** of each picture the second tab sets the **transition** between pictures.



The second tab handles the Transitions between pictures.



These are the different transitions to choose from.

You can set the length of each transition.

Move to next or to previous transition.

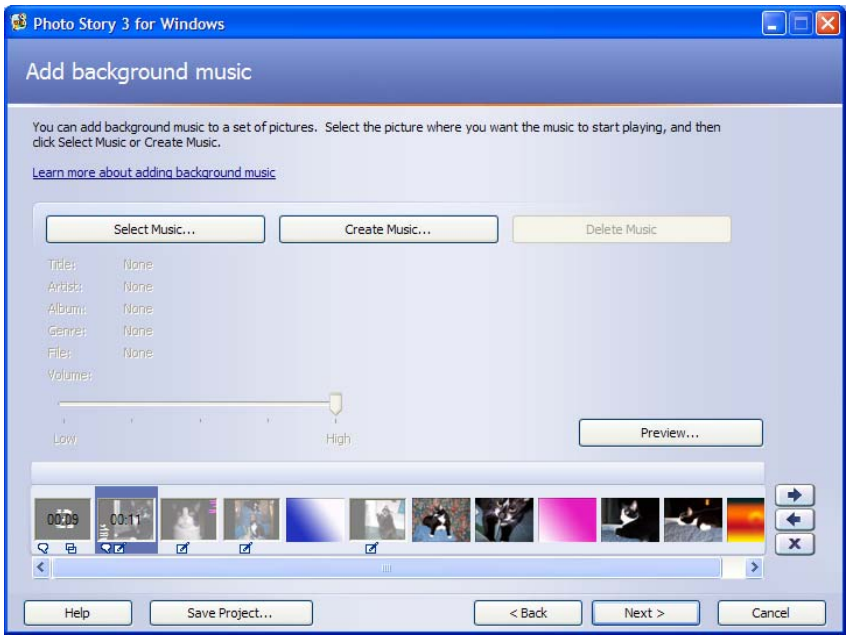
Preview your transitions.

There are many transitions to choose from. Experiment to discover the right one for the effect you want to create. Consider the story that you are trying to tell. Do not use the transitions distract you from the story. If you cannot decide, the least distracting transition is most likely the Cross Fade.

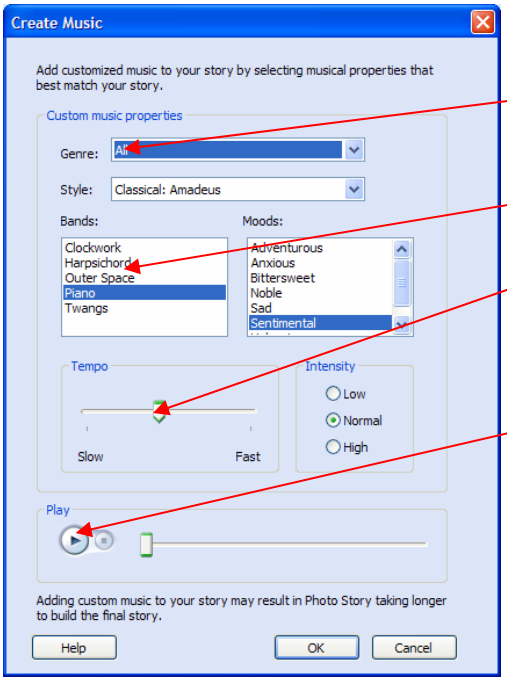
VIII. Add Background Music

The next screen allows you to add music to individual pictures or sets of pictures.

You have two options here:
1. **Select Music**: music files that you have stored on your computer.
2. **Create Music**: music that you generate.

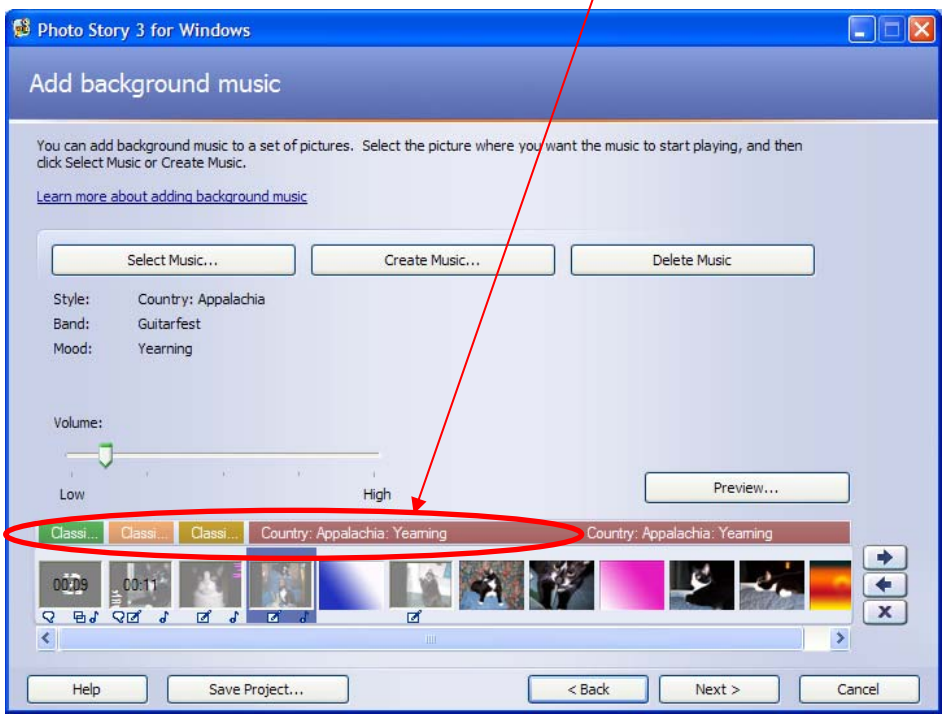


If you wish to avoid issues with Intellectual Property and copy write it is best to use the create music function.



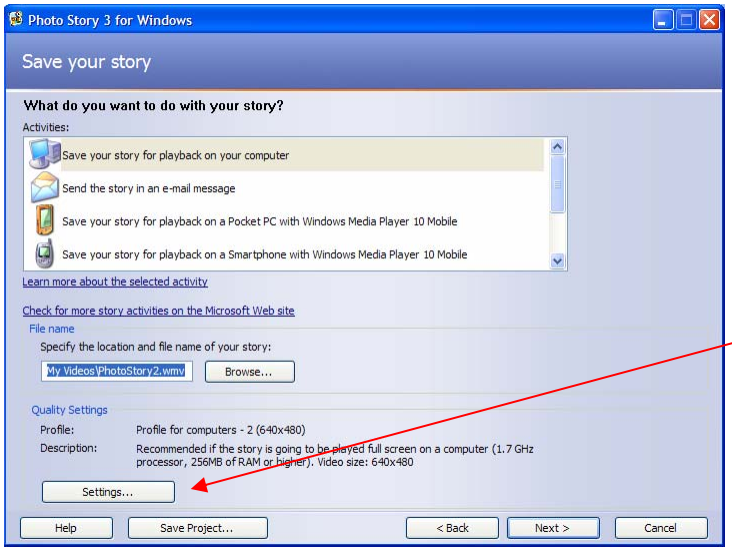
- Various music genres are supported.
- Band types vary depending on style selected
- You can change the tempo of the music by moving the slider to the left to become slower, or to the right to become faster.
- Press the play button to hear a sample of the music that will be generated.

When you return to the ***Add background music*** screen, you will see a coloured bar above the "film strip" indicating when the music will be played.



IX. Save your Story

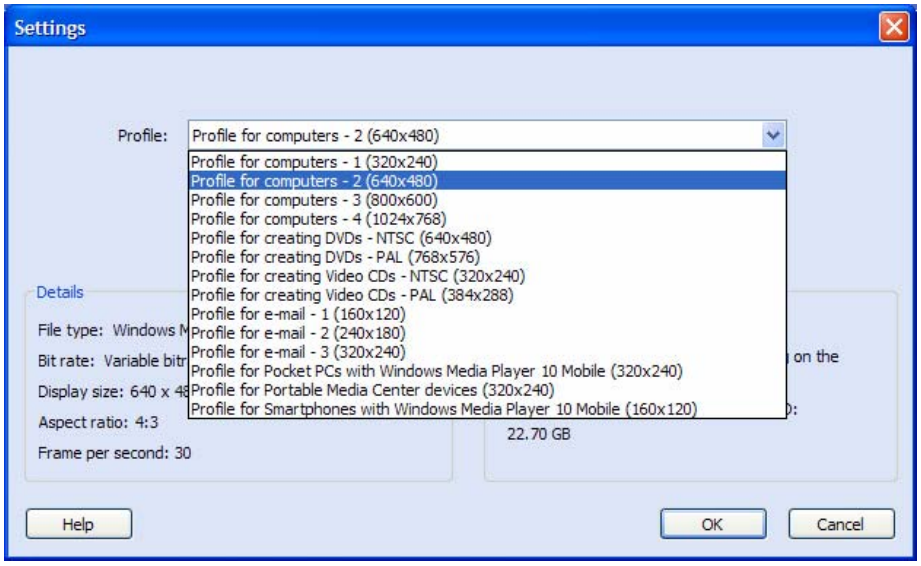
Photo Story 3 allows you to save your story many ways.



1. To your computer
2. In an email message
3. For viewing on a Pocket PC
4. For viewing on a mobile phone

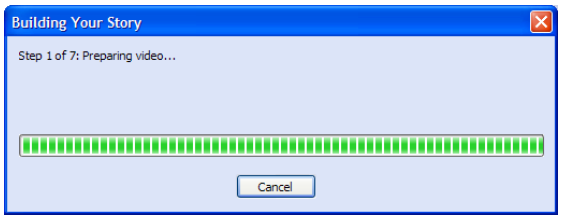
If you Click "**Settings**" a new window will appear that will allow you to select the different profiles available.

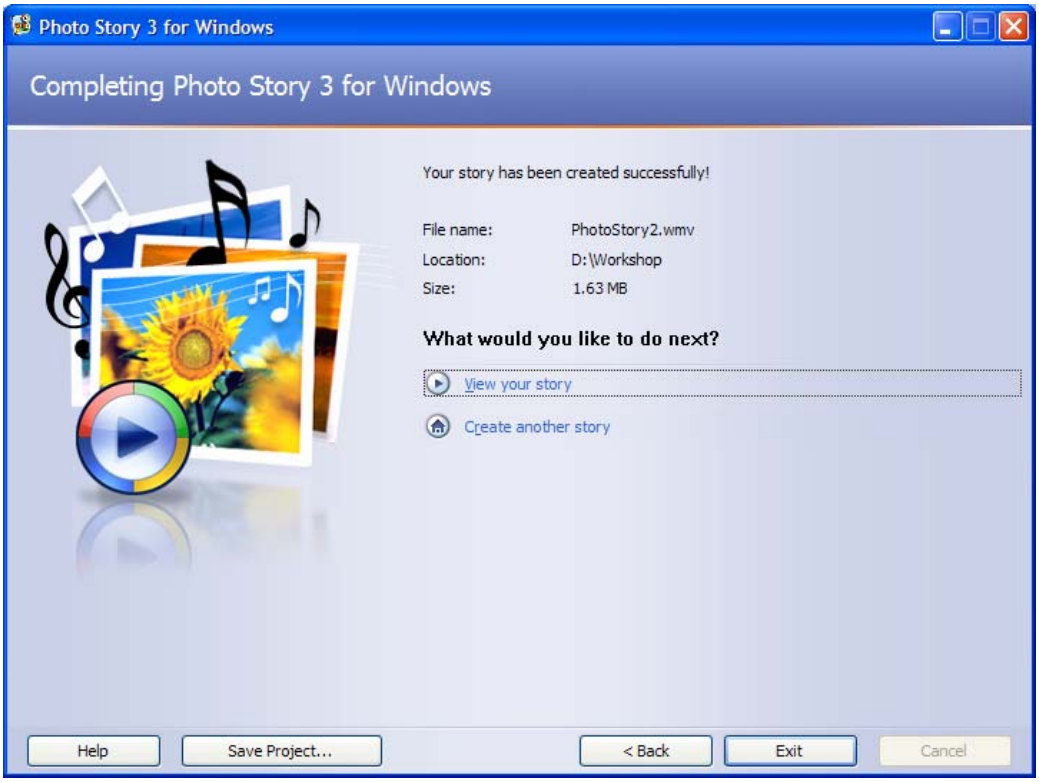
When choosing the profile to select keep in mind that the profile you select will determine the size of the file that is generated.



When you click the next button from the ***Save your Story*** Screen, the ***Building Your Story*** window appears.

Choosing this option converts your Photo Story to a Windows Media Audio/Video file so that you can view it using Windows Media Player. It is not necessary to have Photo Story 3 installed to view your newly saved Photo Story.



You are finished when the ***Completing Photo Story 3 for Windows*** screen appears.
At this time you have the opportunity to play your story or begin another.

Congratulations! You did it.